



GUIDE TO USING THE OFFICIAL REGISTRATION FORMS

Form R.0

Revised. 03-01-2023

The City of Miami Building Department requires the use of our own forms for Private Provider-related functions, including company registration. All documents are designed to be in compliance with Chapter 553.791, F.S. "Alternative Plans Review and Inspection" regulating the use of Private Providers. To avoid unnecessary difficulties with our permitting and inspection processes, these documents must be executed properly. Please read carefully. We reserve the right to reject any and all documentation that is inaccurate or not legible.

● **Registration Documents:**

Private Providers must register their firm with the City of Miami, and are advised to complete the registration process before attempting to submit documents for permitting. Private Provider firms may not provide building code inspection services until their qualifications have been verified by the Building Department staff. *Registrations are renewed annually each March or as required by the Building Official.*

Please note: These documents are to be used for initial registration or renewals only— not for each project to be permitted.

Form R.1--- Identification Page

553.791(16)(b)

The following supplemental information is also required:

1. Business:

- Name and DBPR license number for the firm's qualifying professional. Engineering firms may provide their Registry number alone. Architecture businesses and engineering businesses may not be qualified by a Building Code Administrator (Building Official).
- Local Business Tax receipt for the firm's principal place of business.

2. Insurance:

- Certificate of professional liability insurance as required by FS 553.791(17). The certificate (COI) must be sent directly by the insurance company to PrivateProvider@miamigov.com. The certificate holder must read as follows:

City of Miami Building Department
444 SW 2nd Avenue, 4th Floor, Miami, FL 33130

3. Personnel:

- Resumes and copies of professional licenses for all Private Providers and all Duly Authorized Representatives regulated by F.S. Chapter 481 (Architects), Chapter 471 (Engineers) and Chapter 468 (Building Code Administrators and Inspectors).
- Photocopies of driver licenses for all personnel listed above. Must be legible.

Form R.2--- Employment Affidavit for all Licensed Personnel

553.791(8)

The following supplemental information is also required:

1. Licenses for all personnel regulated by F.S. Chapter 481 (Architects), Chapter 471 (Engineers) and Chapter 468, Part XII (Building Code Administrators and Inspectors).