1. A “Notice to Building Official of Use of Private Provider” form shall be submitted from the fee owner or fee owner’s contractor giving the City of St. Petersburg notice of intent to use a Private Provider for plan review and/or inspections.

2. A “Duly Authorized Representative/Private Provider Affidavit” is to be submitted simultaneously with the “Notice to Building Official of Use of Private Provider.” This should be accompanied by a Certificate of Insurance with a minimum policy limit of $1 million per occurrence and $2 million in the aggregate for any project with a construction cost of $5 million or less, and $2 million per occurrence and $4 million in the aggregate for any project with a construction cost of over $5 million.

3. When plan review is the service being provided (either alone or with inspection), the Private Provider will be required to submit a “Private Provider Compliance Affidavit” along with a “Plan Review Detail” form upon completion of plan review.

4. When inspection services are being provided (either alone or in conjunction with a plan review), the Private Provider will utilize the City’s inspection request service online at https://actionline.stpete.org/Click2GovBP/Index.jsp or by phone at 727-893-4101. **Inspections will be scheduled at least 24 hours prior to the actual occurrence.** (Note: If scheduling online, the Private Provider will make a note that inspection is being done by Private Provider and leave contact information.)

5. The Private Provider is to post each completed inspection record at the project site indicating pass or fail before leaving said project site.

6. Within two (2) business days of the scheduled inspection, the Private Provider will submit a completed “Private Provider Inspection Report” form to the City of St. Petersburg. This form can be delivered by fax at 727-892-5447, by email to inspectionreports@stpete.org, or via courier to Construction Services & Permitting, 1 Fourth Street North, 1st Floor. (Note: This form SHOULD NOT be submitted more than once.)

7. Completed inspection reports will be entered into the City’s computer system by Construction Services & Permitting within two (2) business days of receipt.

8. Upon completion of final inspections, the Private Provider will submit a “Certificate of Compliance” form to Construction Services & Permitting. This must be done prior to any requests for a Certificate of Occupancy by the Contractor. (It is the responsibility of the Private Provider to inform the Contractor when this form has been submitted to the City.)

9. The Private Provider will provide an Elevation Certificate after the lowest floor is completed, or in the instance where the structure is subject to the regulations applicable to coastal high hazard areas, after placement of the horizontal structural member of the lowest floor.