

PRIVATE PROVIDER ELECTION FORM

City of Okeechobee Building Department | §553.791, Fla. Stat. (as amended by Chapter 2026-63, Laws of Florida) | Eff. July 1, 2026

PROPERTY AND PARTY INFORMATION

Property Address: _____

Parcel Number: _____

Fee Owner(s): _____

Contractor (if applicable):

Contractor Name: _____ License No.: _____

NOTE: If a contractor is making this election, the fee owner must provide explicit written authorization for the contractor to do so. A copy of that written authorization must be submitted to the Building Official together with this form. §553.791(2)(a), Fla. Stat.

Private Provider Information:

Private Provider / Firm Name: _____

License / Certificate No.: _____ License Type (BCA / PE / Arch):

Firm Address: _____

Phone Number: _____ E-mail Address:

The private provider must be registered with the City of Okeechobee Building Department prior to providing services. The City maintains a registration system for this purpose. §553.791(4), Fla. Stat.

SERVICES ELECTED

The fee owner or authorized contractor elects to have the private provider perform (check applicable services):

- ☐ **All Plans Review AND All Required Building Inspections** (full private provider scope — 50% permit fee reduction applies to commercial projects)
- ☐ **Plans Review Only**
- ☐ **Inspections Only** — specify trade(s) below if less than all inspections:
 - ☐ All inspections ☐ Mechanical ☐ Electrical ☐ Plumbing ☐ Gas ☐ Other:

IMPORTANT: If the fee owner uses a private provider for plans review, the Building Official may require the owner to also use a private provider for required building inspections. §553.791(2)(a), Fla. Stat. For commercial projects, using a private provider for plans review only or inspections only reduces the permit fee by at least 25%; using a private provider for both reduces the permit fee by at least 50%. §553.791(2)(d), Fla. Stat.

STATUTORY ACKNOWLEDGMENT — §553.791(5)(C), FLA. STAT.

The fee owner or authorized contractor must sign the following acknowledgment, the text of which is prescribed by §553.791(5)(c), Florida Statutes:

I have elected to use one or more private providers to provide building code plans review and/or inspection services on the building or structure that is the subject of the enclosed permit application, as authorized by s. 553.791, Florida Statutes. I understand that the local building official may not review the plans submitted or perform the required building inspections to determine compliance with the applicable codes, except to the extent specified in said law. Instead, plans review and/or required building inspections will be performed by licensed or certified personnel identified in the application. The law requires minimum insurance requirements for such personnel, but I understand that I may require more insurance to protect my interests. By executing this form, I acknowledge that I have made inquiry regarding the competence of the licensed or certified personnel and the level of their insurance and am satisfied that my interests are adequately protected. I agree to indemnify, defend, and hold harmless the local government, the local building official, and their building code enforcement personnel from any and all claims arising from my use of these licensed or certified personnel to perform building code inspection services with respect to the building or structure that is the subject of the enclosed permit application.

ADDITIONAL ACKNOWLEDGMENTS

By signing below, the fee owner or authorized contractor further acknowledges:

- ☐ All normally required documents for the building permit application will be submitted to the Building Department, even though plans review and/or inspections will be performed by the private provider.
- ☐ The private provider must provide at least 2 business days' advance notice (by 2:00 p.m. local time) to the Building Official before the first scheduled inspection. §553.791(5), Fla. Stat.
- ☐ The private provider must notify the Building Official of the approximate date and time of each required inspection. §553.791(10), Fla. Stat.
- ☐ Upon completion of all required inspections, the private provider firm must submit to the Building Official a signed and sealed Certificate of Compliance on the form prescribed by the Florida Building Commission. A Certificate of Occupancy or Certificate of Completion will be

issued only after receipt of the Certificate of Compliance and satisfaction of all other applicable requirements. §553.791(15), Fla. Stat.

- ☐ A certificate of insurance evidencing that the private provider's professional liability coverage meets the statutory minimums must be provided to the Building Official before services commence. §553.791(20), Fla. Stat.
- ☐ Any change to the listed private provider(s) or the services to be performed must be reported to the Building Official within 1 business day after any change, or at least 2 business days before the next scheduled inspection, whichever is earlier. §553.791(5), Fla. Stat.

SIGNATURE

This form must be signed by the fee owner. If signed by a contractor, the fee owner's explicit written authorization must be attached. §553.791(2)(a), Fla. Stat.

Date

Signature of Fee Owner(s)

If signed by contractor on behalf of owner (attach owner's written authorization):

Date

Signature of Contractor

Note: §553.791, Florida Statutes does not require notarization of this form. This is a signed submission to the local building official only.

FOR BUILDING DEPARTMENT USE ONLY

Received By: _____ Date Received: _____

Private Provider Registration Verified: ☐ Yes ☐ No — Deficiency:

Building Official Signature: _____