



PRIVATE PROVIDER ACKNOWLEDGMENT

(FSS 553.791)

Prior to the issuance of a permit, the Private Provider must complete this acknowledgment form. Failure to comply with the provisions herein may result in the issuance of a stop work order, and any other remedies deemed appropriate by the Building Official under Florida law. This includes the referral of the Private Provider and/or the Duly Authorized Representative (DAR) to professional boards for disciplinary review. It is the responsibility of the Private Provider as the qualifying agent to convey the following requirements and procedures to all Duly Authorized Representatives (DAR) and staff associated with the subject project.

I. General Duties & Responsibilities

- A. The Private Provider must ensure that all inspections being performed are for work with valid permits only.
- B. If unpermitted construction is observed, the Private Provider shall notify the Building Official as a matter of public safety (§553.791(11)). Inspections shall not be done until the proper permits have been obtained.
- C. Any Private Provider or DAR knowingly conducting inspections on projects without the requisite permits shall be treated as aiding the illegal construction and may be referred to their respective professional board for disciplinary review (§553.791(18)).
- D. The Private Provider shall ensure that special inspectors, including Threshold Building Inspectors, have inspected all work being installed and are maintaining inspection records in accordance with the requirements detailed below.
- E. The Private Provider shall use only the official City of Coral Springs forms and ensure that all documents are prepared accurately and completely before releasing them for submittal.
- F. Any safety issues shall immediately be reported to the Building Official and any other enforcement agency having jurisdiction over the matter.

II. Plan Review Responsibilities

- A. Plans are to be directly uploaded to the permit via the City of Coral Springs [online portal](#) in pdf format. All signatures, seals and approval stamps must be third-party verifiable by a recognized certificate authority.
- B. Private Provider approved plans shall have each drawing page signed by the individual who reviewed the plans, either the Private Provider personally or the Duly Authorized Representative (DAR). The signature shall be included within a graphic "stamp" and affixed onto the drawing. The image shall contain:
 - 1. The Firm's name and logo; and,
 - 2. The name and license number of the person who reviewed the plans; and,
 - 3. The language "Reviewed for Code Compliance in accordance with FSS 553.791;
 - 4. In addition, the "stamp" shall also include the reviewer's digital signature.



III. Inspection Responsibilities

A. Scheduling Inspections.

To satisfy the notification requirement, the Private Provider shall schedule the inspection through the City of Coral Springs [online portal](#).

B. Construction Inspection Log.

1. Building, Electrical, Mechanical, Plumbing, and Structural reports **must be uploaded to the permit** via the City of Coral Springs [online portal](#) **AND** kept on site, and must be available for review by the Building Official or their representative. Inspection reports shall **not** be sent to the City of Coral Springs via email nor hand delivery unless explicitly instructed to do so.
2. Inspection reports shall be in accordance with the official City of Coral Springs form (098.C1).
3. Digital signatures must be third-party verifiable by a recognized certificate authority.
4. Digitally signed reports shall not be accepted in a hard copy (printed or scanned) format except for temporary inclusion in the job site inspection report binder. The City will electronically validate all digitally signed reports prior to entering inspection results.
5. Inspection reports must be dated and numbered sequentially (Report No. 1, 2, 3, etc.) The documentation in the logbook is to be organized by date and separated by trade.
6. Each inspection report shall be signed by the individual who performed the inspection. Example: If the DAR performs the inspection, the DAR shall be the party to sign the inspection report. The Private Provider may also co-sign the document at their discretion, but it is not required. Only if the Private Provider performs the inspection, are they required to sign the individual inspection report.
7. Forms shall not be altered except as permitted in fields reserved for the Private Provider's logo and other proprietary information.

C. City of Coral Springs Field Visits.

1. Each inspection request is subject to a field visit by a City inspector of the respective trade. In most cases this will not happen, and an appropriate remark will be entered in the permit record for that inspection. However, if the City inspector's workload allows for a field visit, the inspector may do a cursory check of the work in progress. If a negative condition is found, the City inspector will reject the inspection, enter the appropriate information in the permit record for that inspection, and contact the Private Provider's inspector by telephone.
2. If the City inspector is needed at the jobsite to close out an individual category or trade, the Private Provider should indicate that under "remarks" in the online inspection request.
3. City inspectors may randomly visit the jobsite periodically to verify documentation. The inspection records must be made available at the site at all times.



Private Provider Program

BUILDING DEPARTMENT

Revision Date: 10/1/2025

Form I.D. Number: 098.A3

IV. Final Documents

- A. At the end of the project, the Private Provider shall deliver a complete set of inspection log books (including any certifications or test reports) to the City of Coral Springs Building Department at 9500 W Sample Road – First Floor. Your point of contact is your assigned inspector.
- B. Upon drop off, the Private Provider will need to provide a letter of transmittal to be signed by the Department to confirm receipt thereof.
- C. The Private Provider must complete a Certificate of Compliance (Form 098.D1) certifying that the work was completed in accordance with the approved plans, and is in compliance with all applicable codes.

V. Phased Permits

- A. Pursuant to §105.13 of the Florida Building Code, the Building Official may authorize phased permits at his/her discretion. Private Providers are advised that phased permits are subject to the same quality assurance audits of plan reviews and/or inspections as are conventional permits.

VI. Audits

Private Providers are subject to performance evaluation of building code inspection services provided at or away from a project site. Audits will be performed at random, by the Building Official on a routine or periodic basis pursuant to §553.791 (19).

The undersigned hereby acknowledges that they are responsible for complying with the conditions stated herein. Failure to comply may result in the above-referenced disciplinary action and/or penalties.

Private Provider
(Qualifying Agent for the firm)

Signature

Date

Permit Number _____ Project Address _____

STATE OF FLORIDA
COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before me by means of ____ physical presence or ____ online notarization, this ____ day of _____, 20 ____ by _____, ____ personally known or ____ by I.D. _____.

Signature of Notary Public - State of Florida

Print, Type, or Stamp Commissioned Name of Notary Public