

Community Development Department
1776 Independence Lane, 2nd Floor
Maitland, Florida 32751



Private Provider Manual

Effective Date 1/1/2025

Submittal: Private Provider Packets are submitted to: digitalplan@itsmymaitland.com

Submittal Documents

- Notice to Building Official (NTBO) of use of private provider services Form 61G20-2.005; Effective 1/1/2025, filled out with the required attachments.
- A Certificate of Insurance (COI) that demonstrates professional liability insurance coverage is in place for the private provider's firm, the private provider, and any duly authorized representative in the amounts required by F.S. 553.791(18).

Intake: The intake team will identify the NTBO packet, once reviewed and processed, the parent and sub-trade permits will be updated to reflect private provider status. Any deficiencies with the NTBO packet will be relayed to individual(s) submitting the NTBO.

Deferred Submittals: Check with the Community Development Department for what deferred submittals are currently being allowed.

Additional Permits:

A building permit is required for each separate structure and/or address. Separate plans and construction documents will be required for each standalone permits.

Trade sub permits: Once a building permit has been issued, the required trade sub permits will be listed on the building permit and each individual permit may be applied for by the subcontractor at this time.

One complete NTBO packet will be required for each separate building permit, or each standalone permit.

Plans Review

To be eligible to use a private provider for plan review, the NTBO Packet must be submitted with the Permit Application. Once the construction documents are uploaded into the online permitting portal, City of Maitland staff will confirm that all sheets on the construction documents have been stamped with the private provider's stamp. The Building Department does not begin their review until all governmental agencies have approved their review.

Each private provider's plans examiners qualifications will need to be included with the NTBO form as required; their license will be verified with the DBPR to ensure that their licenses are active, and that they are able to review in their respective disciplines.

A private provider may not provide building code inspection services upon any building designed or constructed by the private provider or the private provider's firm.

F.S. 553.791(3) Building code inspection services include plan review services, per F.S.553.791(1)(d).

Inspections

To be eligible for private provider inspection services, an NTBO and supporting documents must be submitted with the Permit Application or no later than 2:00pm local time, two (2) business days prior to the first inspection per F.S. 553.791(4). After the documents have been approved and the required inspection notification is made (see Notifications below), the private provider may perform their inspection. The inspections performed should closely follow the inspections as performed by the City but not less than as outlined in the 8th Ed' of the Florida Building Code, Building (FBC,B) Section 110 and Chapter 5 Buildings, Construction Regulations, and Property Maintenance of the City of Maitland Code of Ordinances. **If "Inspections" was not initially indicated on the NTBO provided with the application, a refund for such services is not available under F.S. 553.791(2)(b).**

The private provider is required to leave a written notice on-site for each inspection performed on site or electronic notification made to the City within two (2) business days of the inspection performed. The notification should include a minimum of (1) who performed the inspection, (2) what inspection was performed and (3) the result of the inspection performed. * If a partial or in-progress inspection was performed, a brief description of what was inspected. For example: (truss engineering, roof sheathing only, master bath shower, garage electric).

A private provider may not provide building code inspection services upon any building designed or constructed by the private provider or the private provider's firm.

F.S. 553.791(3)

Notifications: Notification of approximate date and time all private provider inspections are to be received through the City's online permitting portal in accordance with F.S. 553.791. Notifications are required for every inspection of each discipline. In the event the online portal is down, inspection notifications are to be scheduled through email to digitalplan@itsmymaitland.com.

Certificate of Completion: Once all inspections have been completed and the project is ready to request the certificate of completion or occupancy, the private provider shall email the certificate of compliance and final package to digitalplan@itsmymaitland.com. The final package shall include: a certificate of compliance signed by the private provider, copy of all inspections performed, the inspector performing each inspection, the date the inspection was performed, inspection results along with a brief description of what was inspected, final survey, final termite treatment certificate, blower door test (if applicable), completed insulation certificate, (blown or sprayed insulation, spray foam and Insulated siding), temporary elevator certificate (if applicable), any field accepted engineered letters, final threshold letter and threshold inspection reports (if applicable), elevation certificate (if applicable).

Final compliance package acceptance: Once the final compliance package is received it will be reviewed, any deficiencies will be identified, and notification of deficiencies will be sent to the customer.

Final compliance package review: Final compliance package reviews are performed in accordance with F.S. 553.791. Residential permit reviews will be completed within two (2) business days while Commercial permit reviews will be completed within ten (10) business days.

Final compliance package reviews will consist of the following:

Each discipline: Building Official, Chief or Deputy Chief Inspectors:

- Reviews the submitted packet for compliance with F.S. 553.791
- Verifies all holds have been released on permits requesting Temporary Certificate of Occupancy (TCO), Certificate of Occupancy (CO), or Certificate of Completion (COC).
- Reviews the private provider inspection history, verifying all required inspections have been performed and passed, sequencing or chronological order of inspections is as outlined in FBC, B section 110 and in City of Maitland Ordinance Chapter 5. Private provider required notification dates correlate with private provider inspection dates in the City of Maitland's online inspection portal.
- Reviews the private provider inspection reports for inspections performed, dates, types, results, and verifies inspector's qualifications/license status to verify the reports demonstrate all required inspections have satisfactorily been performed / approved. All inspection reports shall contain: the inspector performing the inspection, date of inspection, description of what was inspected and inspection type, inspection result, any deficiencies and applicable code references. Field inspection reports with no description of what was inspected will be rejected and required to be updated to include scope of inspection.
- Reviews audit history (if applicable) to ensure any audit comments have been addressed or properly satisfied.
- Approves or denies request(s) based on the private provider compliance with F.S. 553.791 and the results of the inspections and audits performed. Verifies code references are provided for any denial comments.

- Final correspondence or notification to the private provider of the TCO, CO, or COC approval or denial to be made by the office after all trades / disciplines have completed and submitted the routing sheet.

Final verification

*Issuance of Certificate of Occupancy (CO), or Certificate of Completion (COC).

Once the final compliance package has been approved, the permit will receive a final check to verify all department CO holds have been released, any outstanding fees paid, any plan review comments satisfied, and all required associated permits are complete. Once final verification is complete and approved, the permit will be completed and the COC or CO issued.

TCO requests: Contractors may request a TCO after the private provider has submitted the final compliance packet and it has been approved. Afterwards, the TCO Process may begin.

Private provider responsibility:

- Submit: (NTBO) Notice to Building Official and required supporting documents.
- Provide required inspection notifications through the City of Maitland's online permitting portal.
- Inspections performed shall meet or exceed the requirements of Florida Building Code section 110 and in City of Maitland Ordinance Chapter 5. The appropriate inspection code will be entered into inspection type when providing notice of inspections. In addition to inspections outlined in FBC,B section 110 and in City of Maitland Ordinance Chapter 5, the private provider shall perform the following inspections: building address posted, finish floor elevation at Framing inspection, final survey inspection including building setbacks, sidewalk locations and grading elevations. Grading elevations are to be within plus or minus 2/10' of approved grading design, all swales and water flow shall be as designed – any deviation shall be approved by the City of Maitland Public Works Department prior to approval of the final compliance package. Sidewalk locations are to be located within the right of way as designed. Any additional deviation shall be approved by the City of Maitland Public Works Department prior to approval of the final compliance package. Please note that the sidewalks will still need to comply with ADA and FAC standards such as width, cross slope, running slope and grade changes.

- Inspection results shall be clearly posted and remain at the job site and be electronically submitted to the City of Maitland within two (2) days of the inspection. F.S. 553.791 (12) inspection results may be submitted to: digitalplan@itsmymaitland.com
- Certificate of Compliance: after all required inspections have been approved, a certificate of compliance and all required (supporting) documents shall be submitted to BuildingOfficial@itsmymaitland.com
Supporting documents will include:
A certificate of compliance signed by the private provider, copy of all inspections performed, inspector performing each inspection and inspection results, final survey, final termite treatment certificate, blower door test (if applicable), completed insulation certificate (R-values listed for each part of the thermal envelope, temporary elevator certificate (if applicable), any field accepted engineered letters, final threshold letter and threshold inspection reports (if applicable), elevation certificate (if applicable).
- Missed notification of inspection: any missed inspection notifications shall be accompanied by a note from the private provider explaining why the required notification of inspection was not provided in accordance with F.S. 553.791 (9)
- Missed inspections – missed inspections are to be rescheduled and performed prior to the work being covered. If work was covered prior to inspection, the area or areas covered must be exposed for inspection unless specifically approved by the Building Official.
- Affidavits and photographs are not accepted in place of required inspections.
- Engineers' letters are not accepted in place of required inspections unless specifically approved by the Building Official.
- Work started prior to permit issuance and or inspections performed prior to NTBO being received and processed are not authorized. Any work or inspections falling under these categories may result in a "Stop Work" being placed on the project. Any inspections performed will not be accepted as valid inspections. All work will be required to be reinspected by an independent third party as approved by the Building Official. More than one infraction may result in the private provider and project license holder being reported to the Department of Business & Professional Regulation (DBPR) and/or their governing agency.
- F.S. 553.791 (n) defines private provider as a person, not persons as defined under private provider firm. The private provider listed on the NTBO is required to be the same private provider signing the final compliance package.

Audits: This is an audit of your performance of the private provider's plan review or inspection. The City of Maitland Community Development Department and/or Public Works may perform audits of private provider projects in accordance with F.S. 553.791 (19). Audits will be performance-based audits, meaning though the audit may include the same or similar review of inspected components, inspections in their entirety will not be duplicated unless a condition which poses an immediate risk to life safety or welfare is identified.

Audit Comments: Any deficiencies observed during an audit inspection will be recorded and a “Notice of Audit” posted at the job site. It will be the private provider and contractors’ responsibility to make sure any audit deficiencies are corrected, this includes recorded notice of inspections, and final compliance package including documentation that the deficiency was corrected, inspected, and approved. Notice of reinspection and verification that audit comments were addressed and approved are to be included in the final compliance package.

Any life safety or structural audit deficiencies may result in a “Stop Work” being posted on the project, depending on severity, to allow the deficiency to be immediately addressed.