

Private Provider – General Information & Submittal Checklist

To Become an Approved Private Provider

To be recognized as an approved Private Provider with the Town of Fort Myers Beach, you must submit the following documentation:

- Copies of current Florida licenses (engineering and inspector licenses)
- Certificate of Liability Insurance
- For those performing plan review, include copies of Florida Plan Review licenses

All materials must be addressed to:

Building Official
2525 Estero Blvd
Fort Myers Beach, FL 33931
Email: Buildingpermits@fmbgov.com

Use of Private Providers

The use of Private Providers for plan review and/or inspections is authorized under Florida Statute 553.791.

Pre-Permit Submittals

Notice to Building Official

Required to officially elect Private Provider services and indicate whether the provider will conduct plan review, inspections, or both.

- Must be submitted with the initial permit application for plan review discounts to apply
- For inspections, must be submitted at least two (2) business days before the first requested inspection

This notice must be accompanied by:

Personnel Directory & Qualifications Statement

Includes names of all Private Providers and Duly Authorized Representatives assigned to the project, with:

- Florida license numbers

- Contact information
- Resumes or qualification summaries
(Per F.S. 553.791(4))

Certificate of Insurance

- Must reflect minimum coverage per F.S. 553.791(16)
- Must name the Town of Fort Myers Beach as the certificate holder

Plan Compliance Affidavit

Signed and sealed by the Private Provider after plan review, verifying compliance with the Florida Building Code
(Per F.S. 553.791(6))

Job Site Documentation (Maintain On-Site)

Private Provider Job Site Identification

Clearly posted and compliant with F.S. 553.791(4)(c)

Inspection Reports

Must be signed, sealed, and available on site at all times for review by the Building Official
(Per F.S. 553.791(10))

To Be Submitted for Each Inspection

Inspection Notice

Prior to each inspection, submit a notice including:

- Permit number
- Job address
- Requested inspection name(s) and number(s)

Email to: Buildingpermits@fmbgov.com

Use the correct inspection language in the subject line, per Town guidelines.

FEMA Elevation Certificate *(If Applicable)*

For projects in FEMA-designated Special Flood Hazard Areas (SFHAs):

- Submit a signed Elevation Certificate from a Florida-licensed surveyor or engineer at both the foundation and final stages

- Required for floodplain compliance and issuance of a Certificate of Occupancy
- Certificates must comply with FEMA standards and Town floodplain ordinances

Note: These requirements align with FEMA guidance, the Town's Floodplain Ordinance, and F.S. 553.79(4)(a) regarding local enforcement authority.

To Be Submitted Upon Project Completion

Certificate of Compliance / Request for Certificate of Occupancy

Must be submitted upon completion of all Private Provider services and include the following:

- Company Name
- Project Name
- Project Address
- Permit Number
- Description of work performed
- Florida Building Code Edition
- List of all building components inspected
- Statement:

"To the best of my knowledge and belief, the building components and site improvements outlined herein and inspected under my authority have been completed in conformance with the approved plans and the applicable codes."

Signed and sealed by the qualifying Private Provider
(Per F.S. 553.791(11))