

**Building & Permitting**

490 3RD ST NW

863-291-5695

M-F 8AM - 5PM

## **PRIVATE PROVIDER REQUIRMENTS – REGISTRATION SUBMITTAL**

All forms provided by the City of Winter Haven shall be used. Unless otherwise provided for by applicable Florida law, **no substitutions will be accepted.**

**Section 553.791(16) of the Florida Statutes authorizes the City of Winter Haven to adopt a system of registration for to verify compliance with the licensure and insurance requirements.**

Pursuant to Section 553.791(15) of the Florida Statutes, any notice to be provided by the City of Winter Haven Building Official shall be deemed to be provided to the person or entity when successfully transmitted to the e-mail address listed for that person or entity in the permit application or revised permit application. **In the event an e-mail address is not provided or listed on a permit application, it is acknowledged and agreed that the e-mail address provided or listed herein shall be used for purposes of complying with Section 553.791(15) of the Florida Statutes.**

The following items shall be complete prior to the release of any permit(s), as follows:

1. Written authorization from fee owner or fee owner’s contractor for private provider which states the services to be performed by the private provider.
2. **Form:** Notice to Building Official (signed, sealed and notarized).
3. **For both a private provider and any duly authorized representative:** Copies of all documents necessary to satisfy the requirements set forth by Section 553.791(1)(n) of the Florida Statutes which includes, but is not limited to, Florida DBPR licenses under Chapter 471 as a Professional Engineer, Chapter 481 as an Architect, or Chapter 468 as a Standard Building Code Administrator and Standard Inspector.
4. **Form:** Duly Authorized Representatives’ Employment Affidavit (signed & notarized).
5. **Form:** Private Provider Plan Compliance Affidavit (signed and notarized).
6. **Form:** Affidavit for Building Code Inspection Services (signed and notarized).
7. Copies of the Private Provider’s Certificate of Insurance.

All inspection reports shall be completely filled out and signed by Private Provider or Duly Authorized Representative. In the event an inspection report is required and not completed and/or signed as provided herein, the City of Winter Haven shall not accept same.

***Final – Private provider certificate of compliance (request for certificate of occupancy)***