



Town of Jupiter Building Department
210 Military Trail
Jupiter, Florida 33458
(561) 741-2286

Private Provider Requirements and Procedure

Florida Statutes define Private Provider under **553.791 Alternative plans review and inspection**: (n) “**Private provider**” means a person licensed as a building code administrator under part XII of Chapter 468, as an engineer under Chapter 471, or as an architect under Chapter 481. For purposes of performing inspections under this section for additions and alterations that are limited to 1,000 square feet or less to residential buildings, the term “private provider” also includes a person who holds a standard certificate under part XII of Chapter 468.

Private Provider Requirements

Private Provider Registration:

Per **Florida Statute 553.791(17)(b)**, the Town of Jupiter requires **private provider** to complete a **one-time registration** through the [permitting portal](#) before permit issuance. The private provider cannot be the designer, contractor, or contractor’s employee. They must maintain current registration records such as license and insurance, and submit them to the Town via email to Building@jupiter.fl.us upon registration. All Duly Authorized Representative credentials must be included with each Notice to Building Official application.

A Certificate of Insurance is required with the Town of Jupiter listed as the Certificate Holder adhering to the criteria below.

- \$1M per occurrence, \$2M aggregate (projects ≤ \$5M)
- \$2M per occurrence, \$4M aggregate (projects > \$5M)
- Claims-made coverage must be maintained for **5 years** after services.

Private Provider Permit Submittal:

A complete **Notice to Building Official Package** complying with **F.S. 553.791(4)(a)-(c)** must be submitted for each permit:

- At permit application (preferred) or by 2 p.m. two business days prior to the first scheduled inspection.
- Indicate whether plan review and/or inspections are requested. If plan review is selected, inspections by the private provider are also required.

- If contractor is hiring the private provider and signing the Notice to Building Official form, **written approval by the fee owner of the property must be included with the packet.**

At time of application, the applicant must select the private provider as a contact on the permit and submit the private provider Notice to Building Official packet by adding an additional attachment card and selecting ***Private Provider Package*** when uploading their permit documents.

Required Town of Jupiter or State Approved Forms:

1. Notice to Building Official
2. Duly Authorized Representative Form(s) for each private provider
3. Private Provider Plan Review Compliance Affidavit (if performing plan review)
4. Private Provider Inspection Report(s)
5. Private Provider Certificate of Compliance

Private Provider Plan Review & Inspection Audit Procedure

Purpose and Scope

This document establishes the minimum guidelines and procedures for construction projects within the Town of Jupiter that elect to use a Private Provider for plan review and/or inspections as allowed under Florida Statute 553.791.

The purpose is to:

- Protect property owners who choose private provider services.
- Ensure conformity with the Florida Building Code, NFPA standards, Town of Jupiter ordinances, and approved construction documents.
- Provide a framework for plan application processing, site inspections, and audit reviews of private provider services.

Plan Review Audit Policy

Upon receiving a complete private provider submittal packet approved by the Building Official, permit applications shall be processed as follows:

- Under F.S. 553.791, all required outside agency approvals and supporting engineering documentation (including, but not limited to, ENCON, FEMA, Miami-Dade product approvals) must be submitted with the application prior to plan review.
- Permit issuance timelines:
 - 20 business days for standard projects.

- 5 business days for single-trade plan reviews involving single- or two-family dwellings if no review comments are issued.
- If non-compliance is found, the Building Department will notify the applicant in writing with specific code or procedural concerns.
- Revisions submitted after the first revision allow the Building Department an additional 5 business days for review.
- The review timeline is paused if outstanding issues exist.
- No permit shall be issued if previously noted deficiencies are not resolved.
- Any critiques issued after permit issuance will prevent acceptance of Certificates of Compliance or issuance of Certificates of Completion or Occupancy until all issues are addressed.

Applicable Outside Agency Requirements

Where applicable, the following must also be included with a private provider submittal:

- Loxahatchee River District (*ENCON*)
- Department of Environmental Protection (*DEP*)
- U.S. Army Corps of Engineers (*ACOE*)
- FEMA Floodplain documentation
- Engineering letters, soil reports, energy calculations, truss plans, and product approvals

Note: Site, drainage, façade/design changes, and landscaping plan reviews and inspections are conducted by the Town's Planning & Zoning, and Engineering Departments.

Inspection Audit Policy

Inspection Communication:

- Inspection requests must be submitted via email to PrivateProvider@jupiter.fl.us
- Inspection results indicating pass or fail, must be submitted via email to PrivateProvider@jupiter.fl.us within **2 business days** using the **Town of Jupiter Inspection Report Form** or other State approved forms.
- For all electrical service and power release inspections, notification to FP&L will *only* be made by the Town of Jupiter, send results to Building@jupiter.fl.us and EllisB@jupiter.fl.us .
- A private provider performing required inspections shall inspect each phase of construction as required by applicable codes after a Notice of Commencement has been recorded. A recorded NOC shall be posted on the site and submitted to the Building Department for filing prior to first inspection.

Private providers may be audited **up to four (4) times per year** unless a project poses an **immediate threat to life or public safety**.

Note: Investigations of complaints and general site visits do **not** constitute audits and are not limited under this policy.

Audit Criteria

Audits confirm the following:

- Accuracy and timeliness of private provider reports and certifications.
- Compliance of plan review and inspections with all applicable codes.
- Proper conduct of inspections to verify conformance with approved plans.
- Construction site conditions remain safe.

Audit Process

- All audits are documented using a Town of Jupiter Audit Form and added to the permit file.
- Deficiencies identified will be provided to the contractor and private provider promptly.
- A **Stop Work Order** may be issued if an immediate risk to public safety is discovered.

Audit Findings Include:

- Audit scope, auditor name, and audit date
- Areas and activities reviewed
- Summary of findings and conclusions
- Deficiencies and recommendations
- Suggested timelines for corrections

Note: Site, drainage, façade/design changes, and landscaping plan reviews and inspections are conducted by the Town's Planning & Zoning, and Engineering Departments.

Certificate of Compliance:

Upon completion of all inspections, the Private Provider must submit a **Certificate of Compliance**, signed and sealed by an engineer/architect, or signed and notarized if submitted by a building code administrator stating: **“To the best of my knowledge and belief, the building components outlined herein and inspected under my authority have been completed in conformance with the approved plans and the applicable codes.”**

Final Inspection Does Not Release CO/CC

CO (Certificate of Occupancy) or CC (Certificate of Completion) issuance requires completion of all Town obligations and final close out paperwork including final survey, termite treatment, elevation certificate (if applicable), and sign-offs from Planning & Zoning, Engineering, and Fire Departments (if applicable).

A building or structure, or change in existing occupancy classification of a building or structure or portion thereof shall not be occupied without the issuance of a Certificate of Occupancy.

TCO or Stocking Agreements will not be issued for Private Provider projects.

Building Department Procedures

Town staff responsibilities include:

- Verifying completeness of private provider packets.
- Ensuring proper permitting, recordkeeping, and fee assessment.
- Providing written critiques of any code or FEMA non-compliance issues.
- Reporting private provider overreach or incompetence to the Building Official and Florida DBPR.
- Maintaining the private provider file.
- Conducting site visits as needed to verify required private provider inspections are occurring.