



## *Town of Fort Myers Beach*

TO BECOME AN APPROVED PRIVATE PROVIDER FOR THE TOWN OF FORT MYERS BEACH YOU WILL NEED TO SUBMIT THE FOLLOWING PAPERWORK:

- COPIES OF FLORIDA LICENSES - ENGINEERING LICENSES & INSPECTORS LICENSES
- COPY OF CERTIFICATE OF LIABILITY INSURANCE

IF YOU ALSO DO PLAN REVIEW –WE NEED COPIES OF FLORIDA PLAN REVIEW LICENSES.

THIS PAPERWORK MUST BE ADDRESSED TO:

BUILDING OFFICIAL

2525 ESTERO BLVD

FT MYERS BEACH, FL 33931

EMAIL ADDRESS: [Buildingpermits@fmbgov.com](mailto:Buildingpermits@fmbgov.com)



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### General Information and Checklist

The use of Private Providers is authorized by Florida Statute 553.791 (Alternative Plan Review and Inspection).

- **Notice to Building Official** - This is the principal document required for the official election to use Private Provider services, and specifies which services are to be performed. This document must be accompanied by the Personnel Directory and Qualifications Statement and the Certificate of Insurance, both listed below (F.S. 553.791(4)).
- **Personnel Directory & Qualification Statement** - This document identifies all Private Providers and Duly Authorized Personnel to be used on the particular project, and includes their professional license numbers, resumes or qualification statements, and contact numbers (F.S. 553.791(4)).
- **Certificate of Insurance** - This certificate is provided by the insurance carrier. It must show coverage in the statutory amounts pursuant to F.S. 553.791(16), and must include the Town of Fort Myers Beach as the certificate holder.
- **Plan Compliance Affidavit** - This required after the plans have been reviewed by the Private Provider (533.791(6)).

### Job Site Documentation

- **Private Provider Job Site Identification pursuant to F.S. 553.791 (4)(c)**
- **Inspection Report** -To be maintained at the job site, available at all times for verification by the building official (F.S.553.791(10)).



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### **To be submitted for each inspection**

- **Inspection Notice-** the Private Provider shall provide notice to the local building official of the date and approximate time of any such inspection. The notice shall be submitted to [Buildingpermits@fmbgov.com](mailto:Buildingpermits@fmbgov.com) with the permit number, job address and requested inspection name(s) and number(s) in adherence to the inspection language of Town of Fort Myers Beach listed in the subject line of the email.

### **To be submitted upon completion of the project**

- **Certificate of Compliance/ Request for Certificate of Occupancy (F.S. 553.791(11)).**

This shall be signed and sealed by the qualifier and have the following information as part of the letter:

- Company Name
- Project Name
- Project Address
- Project Permit Number
- Description of work performed
- 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.
- Florida Building Code Edition
- List of Building Components inspected.