



Monroe County Building Department

<http://fl-monroecounty.civicplus.com/149/Building-and-Permitting>

PRIVATE PROVIDERS PERFORMING INSPECTIONS

On Permits Applied for Using the Online Permitting System

Please see the Building Department Online Permitting webpage for reference/instructional materials at <https://fl-monroecounty.civicplus.com/1278/Online-Permitting-Services>

Requirements:

- The applicant of the permit **MUST** add the Private Provider as a Contractor to the permit, which requires that the Private Provider licensing information is current, namely the Business Tax, State License, and Insurances - Liability and Worker's Compensation.
- The Private Provider must register to create a user account with a valid email to access permits they are associated with to upload inspection reports.

To Schedule Inspections – ONLY Upload Private Provider Inspection Report to Permit

1. Private Provider must log on and navigate to the permit on which the inspection will occur
2. Upload the **Inspection Report** for EACH inspection completed, making sure to complete the description and category fields provided in the upload process so that it is easy to identify it is a Private Provider Inspection Report.



NOTE: Do NOT schedule the 3-digit inspection.
In the Online Permitting system, 3-Digit inspection codes are auto assigned to County inspectors to perform inspections. Therefore, there is no need for Private Provider to schedule a 3-digit inspection code.

When applicable to the permit, a Building Under Construction Elevation Certificate (formerly known as Preliminary Certificate of Elevation) will be required within 21 days of this passed inspection. **NO FURTHER INSPECTIONS WILL BE ALLOWED TO BE SCHEDULED** after 21 days unless a Preliminary Certificate of Elevation has been received and approved by the Floodplain Management staff.

Staff will monitor for uploaded Private Provider Inspection Reports and process them accordingly.

At the end of the job – Two Step Process for Certificate of Inspection Compliance:

Private Provider must log on and navigate to the permit on which the inspection will occur and then:

1. Schedule the inspection, **Private Provider Certificate of Inspection Compliance**, when the job is complete.



Note: All Environmental, Planning and Fire inspections when applicable to the permit, must be completed/passed before scheduling this inspection.

This inspection will auto assign to a Chief of Building Operations to review the documentation submitted for the entire inspection job performed by the Private Provider.

2. Upload the **Certificate of Inspection Compliance Report** making sure to complete the description and category fields provided in the upload process so that it is easy to identify it is a Private Provider Certificate of Inspection Compliance.