



**Department of Economic
and Development Services**

PRIVATE PROVIDER INSPECTION AUDITING PROCEDURE

PURPOSE:

A fee owner of a building or their contractor may elect to use a Private Provider to provide alternative plans review and/or inspections in place of the Clay County Building Department for the purpose of enforcing the Florida Building Code. Building permits must be obtained from Clay County as required under the Florida Building Code and all applicable Florida Building Codes need to be adhered to and enforced. The purpose of an audit is to confirm that the building code plans review and inspection services have been properly performed and all required documentation has been properly recorded.

If the fee owner or the fee owner's contractor uses a private provider to provide plans review, the Building Official may require the fee owner or the fee owner's contractor to use a private provider to also provide the required building inspections

SCOPE:

The audit of a private provider or private provider firm shall take place up to a maximum of four times a year unless a condition of a building is discovered that constitutes an immediate threat to public safety and welfare as defined in Florida Statute 553.791(20). The local building official may visit the construction site as often as necessary to verify that the private provider is performing all required inspections. In addition, any complaint received or reported to the building official will be attended to accordingly. These actions, as permitted in Section 553.791(9), F.S. do not constitute an "Audit" and shall not be limited.

AUDIT CRITERIA:

The primary objective of inspection audits is to verify that all mandatory inspections required by the building code have been conducted and properly documented. Construction activities are not to be delayed pending the completion of an inspection audit. These audits may be carried out at any stage of the construction process, including, but not limited to, following notification of scheduled inspections by private providers and at critical milestones where essential components of the structure undergo inspection.

PROCESS AND OBJECTIONS:

Upon arrival, the Building Official will initiate the audit process. The working plan set should be reviewed to confirm that all inspected segments of the construction are appropriately highlighted, signed, and dated. All markings must be clear and concise to ensure that delineated areas are easily identifiable by any reviewer. Utilizing multiple highlighter colors is recommended to further enhance clarity. Logbooks should be examined to verify that inspectors record their comments with signatures and dates on the day of each inspection, maintaining distinct separation of trades for a comprehensive and organized

record of all inspections performed. Should any discrepancies, omissions, or code violations be discovered during the audit, the relevant parties will be notified of compliance issues that require correction, accompanied by the pertinent code references. Responsibility for addressing corrections and scheduling subsequent inspections rests with the private provider and permit holder. Once necessary corrections have been made, the private provider must notify Clay County by resubmitting inspection approvals. The Building Official will then confirm completion of all required corrections.

Clay County Building Department staff are committed to facilitating the resolution of deficiencies in collaboration with both the private provider and the contractor. The Building Official may issue a stop work order if any deficiency poses an immediate risk to public safety and welfare.