

## PRIVATE PROVIDER PACKAGE CHECKLIST W/ Statute References

### Notice to Building Official

#### FS 553.791 (4), (4)(a)-(b)

- Version of form
- Parcel Tax ID
- Services Performed
- Fee Owner listed
- Private Provider information complete
- Signer on pg. 2 matches person listed on pg. 1
  - Authorized agent documentation if signed on behalf of corporation.
- Notary block complete

### Fee Owner Authorization to Engage with Private Provider

#### FS 553.791 (4)(c)

- Verify Private Provider Information
- Verify Fee Owner against record
  - Authorized agent documentation if signed on behalf of corporation.
- Signature

### Plans Compliance Affidavit

#### FS 553.791 (6)(a)-(b)

- Verify Private Provider Information
- Verify PX Information
- Plan sheets – individually listed on affidavit – or – reviewed for code compliance stamp on plans
- Notary block complete

### Qualification Packet

#### FS 553.791 (3),

#### FS 553.791 (8),

- Verify Private Provider is qualified – DEFINITIONS – Private Provider
- Verify inspectors are licensed for the trades required for inspections

### Certificate of Insurance

#### FS 553.791 (4)(b)

- Professional Liability coverage
- Private Provider is the insured
- Manatee County Holds the Certificate
- Valid Policy

### Private Provider Job Site ID Form

- Private Provider Information complete
- Signed by PP
- Jobsite address listed and correct