



PRIVATE PROVIDER PLAN REVIEW GUIDELINES

1. A private provider performing plans review under this section shall review construction plans to determine compliance with the applicable codes. Upon determining that the plans reviewed comply with the applicable codes, the private provider shall prepare an affidavit or affidavits on a form adopted by the commission certifying, under oath, that the following is true and correct to the best of the private provider's knowledge and belief:
 - (a) The plans were reviewed by the affiant, who is duly authorized to perform plans review pursuant to this section and holds the appropriate license or certificate.
 - (b) The plans comply with the applicable codes.
2. The City of Coral Springs will review the plans and issue the requested permit or provide a written notice to the permit applicant identifying the specific plan features that do not comply with the applicable codes, as well as the specific code chapters and sections within 30 business days after receipt of a permit application and the affidavit from the private provider.
3. If the building official provides a written notice of plan deficiencies, the permit applicant may elect to dispute the deficiencies or to submit revisions to correct the deficiencies.
4. If the permit applicant submits revisions, the local building official has the remainder of the initial 30-day period plus 5 business days to issue the requested permit or to provide a second written notice. For all revisions submitted after the first revision, the local building official has an additional 5 business days to issue the requested permit or to provide a written notice to the permit applicant.



PRIVATE PROVIDER INSPECTION GUIDELINES

1. A private provider performing required inspections shall inspect each phase of construction as required by the applicable codes.
2. A private provider performing required inspections shall provide notice to the City of Coral Springs Chief Building Official of the date and approximate time of any such inspection no later than the prior business day by 2 p.m. City Inspectors will visit the building site for each inspection to verify that the private provider is performing all required inspections. A deficiency notice must be posted at the job site by the private provider, or the building department whenever a violation is found. After corrections are made, the item must be re-inspected by the private provider before being concealed.
3. Upon completing the required inspections at each phase of construction, the private provider shall record such inspections on a form acceptable to the local building official. The form must be signed by the provider or the provider's duly authorized representative. These inspection records shall reflect those inspections required by the applicable codes of each phase of construction for which permitting by a local enforcement agency is required. The private provider, before leaving the project site, shall post each completed inspection record, indicating pass or fail. Records of all required and completed inspections shall be maintained at the building site at all times and made available for review by the local building official. The private provider shall report to the local enforcement agency any condition that poses an immediate threat to public safety and welfare.



4. Upon completion of all required inspections, the private provider shall prepare a certificate of compliance summarizing the inspections performed and including a written representation, under oath, that the stated inspections have been performed and that, to the best of the private provider's knowledge and belief, the building construction inspected complies with the approved plans and applicable codes. The statement required of the private provider shall be substantially in the following form and shall be signed and sealed by a private provider.

“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.”

5. The City of Coral Springs Chief Building Official will issue a certificate of occupancy or certificate of completion or provide a notice to the applicant identifying the specific deficiencies, as well as the specific code chapters and sections not more than 2 business days after receipt of a request for a certificate of occupancy or certificate of completion and the applicant's presentation of a certificate of compliance and approval of all other government approvals required by law, the local building official.