

Private Provider Guideline

This information outlines what is required to utilize a Private Provider firm for inspection and/or plans review services. Please note, the Windermere Building Department will still issue your permit and maintain the inspection and permit records as required by Florida Statute. This is an outline of Town of Windermere requirements, the specific verbiage on the use of a Private Provider firm can be found in Florida Statute 553.791. When using a Private Provider for Plan review services, the Building Official requires the Private Provider to provide inspection services also in accordance with Florida Statute 553.791(2)(a).

Private Provider Online Registration:

Private Provider firms wishing to operate in the Town of Windermere must register with the Town of Windermere online at no charge by upload the following required documents.

- Town of Windermere Private Provider Registration Form
- Private provider's license and/or certifications pursuant to the requirements of Chapter 468, Chapter 471 or Chapter 481 of the Florida Statutes.
- A certificate of insurance for professional liability covering all services performed as a private provider is in place. Such insurance shall have minimum policy limits of \$1 million per occurrence and \$2 million in the aggregate for any project with a construction cost of \$5 million or less and \$2 million per occurrence and \$4 million in the aggregate for any project with a construction cost of over \$5 million.
- Submit all required documents to permit@pdcsllc.com or upload utilizing the Town of Windermere Permitting Portal <https://pdcsllc.com/cities/windermere/>

Permit Application Submission:

With every permit application submitted, please include the following:

A completed Town of Windermere permit application shall be submitted electronically to the Building Department. The building permit application shall include "Private Provider" in the work description. The submittal shall include the following private provider documents:

- A completed signed and notarized state approved Notice to Building Official form compliant with Florida Statute 553.791(5)
- Explicit written authorization of the fee owner. A copy of such written authorization signed by the fee owner as required by 553.791(2)(a) must be submitted to the local building official.

- A completed Private Provider Plan Compliance Affidavit compliant with Florida Statute 553.791(7) if providing plan review and inspection services. (Plan compliance affidavit form provided by the Florida Building Commission.)
- Plans reviewed and stamped by the Private Provider if providing plan review and inspection services.

Private Provider Inspections:

When scheduling inspections and performing inspections the following is required:

- The Private Provider records the inspections on a form that is acceptable to the Building Official. All required and completed inspections shall be posted at the building site and submitted electronically to the city at **permit@pdcsllc.com** within four (4) business days.
- When all required inspections are approved and completed, the Private Provider shall submit a request for Certificate of Occupancy or Certificate of Completion. The following are needed to receive a Certificate of Occupancy or Certificate of Completion:
 - Including a certificate of compliance from the private provider on a form provided by the Florida Building Commission in compliance with Florida Statute 553.791 subsection (15). This form must include this statement:

“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.”
 - Final inspections and approvals from all other applicable departments in the Town of Windermere or State Agencies
 - All outstanding fees for all other departments (zoning, town administration, etc) are paid in full.