

Private Provider Acknowledgement

Prior to issuance of a Private Provider Master or Phased Permit, a private provider acknowledgement form is required. The Owner, Private Provider, and the General Contractor shall acknowledge these requirements.

I. **CONSTRUCTION INSPECTION LOG:**

- a. Inspections to be organized according to the construction sequence.
- b. Log to be tabbed per building, area, floor level, trade, and chronological order.
- c. Include separate tabs for Threshold Inspectors, Specialty Engineers (Windows, Roofing, Waterproofing, etc.)

II. **INSPECTIONS:**

- a. Inspections may not be requested until a permit is issued and plans are available on site.
- b. Inspections may be requested by the contractor from the Private Provider; the Private Provider notifies the Building Department of the same request prior to 2 PM daily.
- c. All inspections not involving Fire, Planning, Public Works, Elevator and Floodplain Management only require the Private Provider's approval. The contractor may proceed with the next phase of the work without having to wait for Building Department approvals.
- d. All inspections involving Fire, Planning, Public Works, and Elevator may require each department's approval in addition to the Private Provider's approval prior to the contractor proceeding with the next phase of the work.
- e. For permits where the Private Provider is involved in the inspections phase only, the portion involving Floodplain Management inspections may be performed by the Private Provider inspector.
- f. The Contractor shall request first inspection (within 60 days of starting construction) for all trades with via the Interactive Voice Response (IVR) system (305) 673-7370 or online at CSS. **NOTE:** Private provider inspector and the

contractor for the trade requesting inspection must be present on site for this meeting/inspection.

- g. Building Department inspections may be performed contingent on the Building Department's workload. Inspections will consist mainly on reviewing the project inspection logs, determining if logs are updated according to the project schedule and may include a walkthrough.
- h. Differences between the City of Miami Beach and Private Provider inspectors regarding inspection results, shall be discussed with the Private Provider, General Contractor and/or Sub-Contractor on site and consensus documented by the Private Provider in the Log book. Inspection result differences that may not be resolved on site may be further discussed with the Chiefs, Operations Manager or Building Official. Private provider is responsible to ensure that the construction is done in accordance with the approved plans, all applicable codes, and ordinances. The private provider is required to inspect all portions of work being performed on-site including threshold, structural, building, flood, accessibility, roofing, mechanical, plumbing, and electrical work. The private provider shall ensure that all the required permits/sub-permits are obtained by the contractor before starting work. The private provider is required to check for erosions and ensure compliance with National Pollutant Discharge Elimination System (NPDES). The private provider shall report any safety issues to the authority having jurisdiction and OSHA.

III. **REVISION TO CONSTRUCTION DOCUMENTS:**

- a. Changes made to the construction that require plan revisions shall be determined by the Private Provider inspector as being minor or major. At the:
 - i. Contractor's/Owner's own risk, minor plan revisions may be submitted to the City of Miami Beach on a bi-weekly basis as applicable for review and approval after the Private Provider has reviewed and approved same. The work may proceed after the plan revision is placed in the Field Logbook. Any code deficiencies found subsequently by the City's review of the plans shall be immediately corrected.
- b. **Minor Changes** do not affect Life Safety systems, Major structural components, fire rated horizontal / vertical assemblies or any building component under the NFPA/ Fire Department's jurisdiction. Minor changes may be submitted on a letter size drawing directly to the contractor as a signed and sealed field directive by the Architect or Engineer of Record. All minor plan

revisions shall be kept in the field logbook under a separate tab. All minor revisions shall be consolidated on a biweekly basis into formal construction documents and submitted to the City of Miami Beach for review and approval.

- c. **Major Changes** may affect one or more of the building systems under Item "B" above and must be submitted to the Building Department for review prior to the construction change being carried out. All changes, whether minor or major, affecting Fire Department's purview, shall be reviewed by the City prior to proceeding with the work.

IV. **FINAL REVISED CONSTRUCTION DOCUMENTS SET:**

- a. All projects with a valuation of \$1,000,000 or more will require a consolidated set of revisions (as-builts) set. *Except for Single Family Residences.*
- b. Prior to the Final Building inspection and Certificate of Occupancy, the final revised drawings set shall be in "Final" status.
- c. Upon completion of the project the Private Provider shall deliver a complete set of inspections logbook (*including any test reports and certificates*) and a letter/statement certifying that the work was done as per approved plans and applicable codes. *See Private Provider Statement of Inspection located within the [Forms](#) page under the title Private Provider Forms.*
- d. A Certificate of Occupancy (CO) or Temporary Certificate of Occupancy (TCO) can only be issued the Building Department.

_____	_____	_____
Property Owner Name	Signature	Date

_____	_____	_____
Private Provider Name	Signature	Date

_____	_____	_____
General Contractor Name	Signature	Date