



PRIVATE PROVIDER MEETING

January 17, 2023

UPDATES/REMINDERS/ AND USE OF MIAMI BEACH ONLINE SYSTEM

Reminders on Private Provider package submission requirements



ALL PRIVATE PROVIDER
FORMS FOUND IN THE
PRIVATE PROVIDER PACKET
ON THE FORMS PAGE
[WWW.MIAMIBEACHFL.GO
V/CITY-
HALL/BUILDING/FORMS/](http://WWW.MIAMIBEACHFL.GO
V/CITY-
HALL/BUILDING/FORMS/)
MUST BE SUBMITTED.



NEED
ELECTRONIC
SIGNATURE ON
ALL FORMS.

Private Provider Inspection Reminders



NEW Send inspection notifications to PPInspection@miamibeachfl.gov



Statement of Inspection form found on forms page must be included with CO / TCO/Permit Final requests.



Logs should be submitted monthly.



Log check should be requested monthly.



Penalty fee for non - compliance

Private Provider Annual Approval

For annual approval submit a package with the following:

Proof of Professional Liability Insurance in accordance with the project value- City of Miami Beach must be listed as a Certificate Holder

Certifications and Resumes of all Duly Authorized Representatives performing plan reviews and inspections for the company.

Private provider qualifier resume and license

*The Private Provider Package [9 forms] is still required to be submitted on a job-by-job basis.

Procedures for Private Provider Project Request

- **Request at permit application:**

- Include “Private provider for XXX/XXX Private Provider company” in description.
- Check appropriate Private Provider boxes.
- Upload Private provider package.

MAKE SURE THE PACKAGE INCLUDES AN EMAIL ADDRESS OF WHOEVER HAS A CSS ACCOUNT THAT WILL BE UPLOADING THE LOGS

- **Request made after permit issuance:**

- Go to CSS www.mbselfservice.com and select Private Provider application.
 - Will NOT be approved if any City inspection has taken place.
 - Will NOT be approved if any work has commenced.
 - No discounts will be applied after permit issuance.
 - Work should not commence until Building Official has APPROVED.

Submitting Logs Online

- Person uploading logs must have a CSS account and be a contact on the PP process.
- Logs should be uploaded **monthly** under the Attachments tab in the PP Process number for the project.
- The naming convention for the uploads should start with trade name followed by inspection name. for example, “Building – Door Bucks” or “Electrical – Low Voltage Final”

Permit Number: PP2300003

Permit Details | Tab Elements | Main Menu

| | | | | | |
|-----------------|---|---------------|------------|---------------|------------|
| Type: | Private Provider Permit | Status: | Issued | Project Name: | |
| IVR Number: | 203353 | Applied Date: | 01/16/2023 | Issue Date: | 01/17/2023 |
| District: | RPS-4 | Assigned To: | | Expire Date: | 01/17/2023 |
| Finalized Date: | | | | | |
| Description: | BC123456-Private Provider XXXX for Review and Inspections | | | | |

Summary | Locations | Fees | **Attachments** | Contacts | Sub-Records | Holds | More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments

Select Type

Add Attachment

Supported: .pdf

Submit

Requesting Log Check

- Request Log Check monthly after uploading the logs in Attachments.
- Go to Inspections tab.
- Check off the log check inspection needed. More than one may be requested.
- Successful log checks will result in a Partial Pass and will extend the linked master permit and sub-permits.

The screenshot shows a web application interface for permit details. At the top, there are navigation links: "Permit Details | Tab Elements | Main Menu". Below this is a summary card for a permit with the following details:

- Type: Private Provider - Private Provider
- Status: Issued
- Project Name: [blank]
- IVR Number: 238880
- Applied Date: 01/16/2023
- Issue Date: 01/16/2023
- District: CCC
- Assigned To: [blank]
- Expire Date: 01/17/2023
- Finalized Date: [blank]
- Description: TEST PRIVATE PROVIDER

Below the summary card are several tabs: "Summary", "Locations", "Fees", "Inspections" (highlighted in blue), "Attachments", "Contacts", "Sub-Records", and "More Info".

Under the "Inspections" tab, there are links for "Existing Inspections", "Request Inspections", "Optional Inspections", "Next Tab", "Permit Details", and "Main Menu".

The "Existing Inspections" section shows a table with columns: "View Inspection", "Description", "Status", "Request Date", "Scheduled Date", "Inspector", and "Action". Below this table, it says "No records to display." and a "Sort" dropdown menu set to "Description".

The "Request Inspections" section shows a table with columns: "Description", "Reinspection", and "Action". Below this table, it says "Results per page 10" and "1 - 4 of 4".

The "Request Inspections" table has the following data:

| Description | Reinspection | Action |
|---|--------------|--------------------------|
| Bldg - IN - Private Provider Cert/Reports/Logs - Building | No | <input type="checkbox"/> |
| Bldg - IN - Private Provider Cert/Reports/Logs - Electrical | No | <input type="checkbox"/> |
| Bldg - IN - Private Provider Cert/Reports/Logs - Mechanical | No | <input type="checkbox"/> |
| Bldg - IN - Private Provider Cert/Reports/Logs - Plumbing | No | <input type="checkbox"/> |

A red box highlights the "Action" column in the "Request Inspections" table, and a red circle highlights the "Request Inspection" button at the bottom right of the page.



THANK YOU!



ANY QUESTIONS?