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.GOV/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.
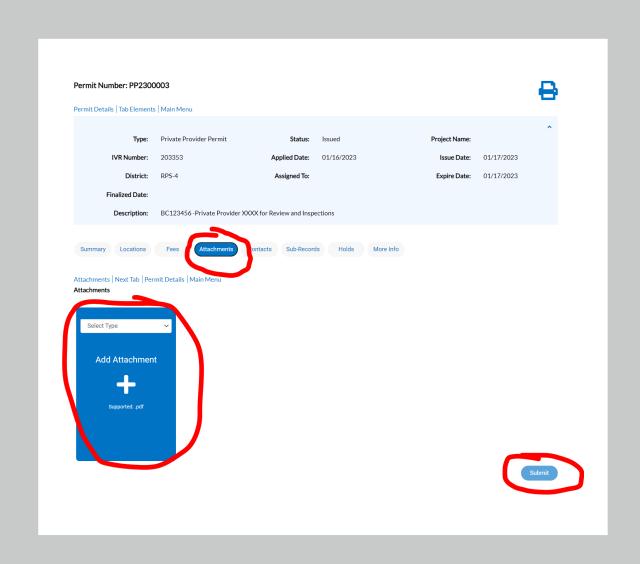 - Upload Private provider package.

MAKE SURE THE PACKAGE INCLUDES AN EMAIL ADDRESS OF WHOEVER HAS A CSS ACOUNT THAT WILL BE UPLAODING 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.
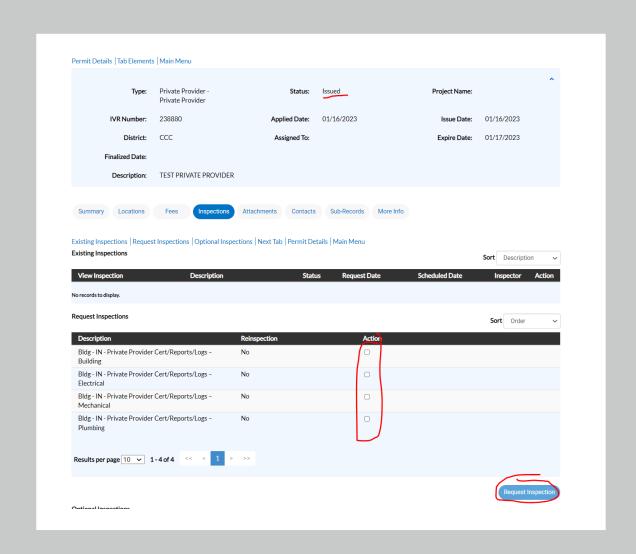   - Work should not commence until Building Official has APPROVED.

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"

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.

THANK YOU!

ANY QUESTIONS?