



## Standard Operating Procedures Private Provider Audit - Inspections

Updated 12/11/2024

### **Purpose**

In accordance with Florida Statute 553.791(1)(b), these procedural guidelines are established for inspection audits pertaining to construction projects that utilize inspection services by a private provider. The purpose of inspection audits is to confirm adherence to the Florida Building Codes, NFPA, City of Tampa ordinances, and conformity with the approved construction documents.

### **Scope**

Florida Statute 553.791(1)(b) defines the term "audit". Each local code enforcement agency may audit the performance of building code inspection services by private providers operating within the local jurisdiction up to four (4) times a year, unless the condition of a building poses an immediate threat to public safety and welfare.

According to Florida Statute 553.791(1)(b), the following actions do not constitute an audit and shall not be limited: investigation of complaints reported to the building official and site visits to ensure private providers are performing required inspections.

### **Procedure**

1. An audit may be performed, as needed, during construction and construction work on the structure may continue, without delay, while the inspection audit is completed.
2. Once a project has been identified as requiring an inspections audit, staff will notify the permit holder.
3. Staff will contact the permit holder and/or their representative to coordinate the required access to the job site.
4. Once on site, staff will begin the audit process.
5. The permit holder and private provider will be notified as soon as practical regarding the audit findings via a completed Audit Report that is uploaded to the record with associated comments added to the inspection summary.
6. If no issues are identified, then the audit process is completed.
7. If discrepancies, omissions, or code violations are identified during the audit, then the parties involved will be notified of the compliance issues requiring correction, along with the associated code references. Any required code compliance corrections and inspections will be the responsibility of the private provider and the permit holder.
8. The private provider shall provide a copy of all subsequent inspection reports. Additionally, if the Certificate of Completion was previously generated by the private provider, it would be

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nullified, and a valid Certificate of Completion must be provided upon completion of any additional inspections.

9. Either the private provider or the permit holder will notify staff once any required corrections have been made. Staff will then confirm the corrections for compliance, repeating steps 4 through 6 as outlined above.