



**NOTICE TO BUILDING OFFICIAL (NTBO)
of Use of Private Provider**

Project Name: _____

Parcel Tax ID: _____

Services to be provided: Plans Review _____ Inspections _____

Note: Pursuant to Section 553.791(2) Florida Statute, the Building Official has determined that the use of private plan review requires the use of the private provider for both private plan review and private inspection services.

I _____,
the fee owner _____ or the fee owner’s contractor* _____, affirm I have entered into a contract with the Private Provider indicated below to conduct the services indicated above.

Private Provider Firm: _____ **Keys Inspection Services** _____

Private Provider: _____ **James Melvin** _____

Address: _____ **5800 Overseas Hwy, STE 32, Marathon, FL** _____

Telephone: _____ **305-440-2663** _____ Fax: _____

Email Address (Optional): _____ **info@keysinspectionsservices.com** _____

Florida License, Registration or Certificate #: _____

I have elected to use one or more private providers to provide building code plans review and/or inspection services on the building that is the subject of the enclosed permit application, as authorized by s. 553.791, Florida Statutes. I understand that the local building official may not review the plans submitted or perform the required building inspections to determine compliance with the applicable codes, except to the extent specified in said law. Instead, plans review and/or required building inspections will be performed by licensed or certified personnel identified in the application. The law requires minimum insurance requirements for such personnel, but I understand that I may require more insurance to protect my interests. By executing this form, I acknowledge that I have made inquiry regarding the competence of the licensed or certified personnel and the level of their insurance and am satisfied that my interests are adequately protected. I agree to indemnify, defend, and hold harmless the local government, the local building official, and their building code enforcement personnel from any and all claims arising from my use of these licensed or certified personnel to perform building code inspection services with respect to the building that is the subject of the enclosed permit application.

I understand the Building Official retains authority to review plans, make required inspections, and enforce the applicable codes within his or her charge pursuant to the standards established by s. 553.791, Florida Statutes. If I make any changes to the listed private providers or the services to be provided by those private providers, I shall, within 1 business day after any change, update this notice to reflect such changes. The building plans review and/or inspection services provided by the private provider is limited to building code compliance and does not include review for fire code, land use, environmental or other codes.

The following attachments are provided as required:

1. Qualification statements and/or resumes of the private provider and all duly authorized representatives.
2. Proof of insurance for professional and comprehensive liability in the amount of \$1 million per occurrence relating to all services performed as a private provider, including tail coverage for a minimum of 5 years subsequent to the performance of building code inspection services.

Building, Electrical, Mechanical, Plumbing, and Gas reviews for code compliance will not be performed by city staff per 553.791(6)(7)(19) Florida Statute. City of Key Colony Beach government, the local building official, and their code enforcement personnel shall be immune from liability to any person or party for any action or inaction by a fee owner of a building, or by a private provider or its duly authorized representative, in connection with building code inspection services as authorized in 553.791 Florida Statutes.

Individual

Corporation

Partnership

Print Corporation Name

Print Partnership Name

By: _____
(signature)

By: _____
(signature)

(signature)
Print

Print

Print

Name: _____
Address: _____

Name: _____
Its: _____
Address: _____

Name: _____
Its: _____
Address: _____

Telephone
No.: _____

Telephone
No. _____

Telephone
No.: _____

Please use appropriate notary block.

STATE OF FLORIDA

COUNTY OF _____

Individual

Sworn to (or affirmed) and subscribed before me, by means of physical presence or online notarization this _____ day of _____, 20___.
by _____ who executed the foregoing instrument for the purposes there in expressed.

Corporation

Sworn to (or affirmed) and subscribed before me, by means of physical presence or online notarization this _____ day of _____, 20___.
by _____ who executed the foregoing instrument for the purposes there in expressed.

Partnership

Sworn to (or affirmed) and subscribed before me, by means of physical presence or online notarization this _____ day of _____, 20___.
by _____ who executed the foregoing instrument for the purposes there in expressed.

Personally known _____; or Produced identification _____ Type of identification produced _____

By _____
(Notary Public – State of Florida)

Notary signature

*If NTBO is completed by the Fee Owner’s contractor, then the **Fee Owner Authorization** affidavit must also be submitted.