



VILLAGE OF TEQUESTA
BUILDING DEPARTMENT
345 Tequesta Dr. • Tequesta, FL 33469-0273
Phone: (561) 768-0450 • Email: permits@tequesta.org

PRIVATE PROVIDER INSPECTION CHECKLIST (FBC 8th Edition 2023)

The following information & documents are required for permit processing:

- Notice to Building Official Form submitted with permit application
- Notice of Inspection
- Notice of Inspection Results
- Certificate of Compliance

Specific Requirements

- The Notice to Building Official form completed on Village of Tequesta form, bearing the owner's notarized signature, shall be submitted by the applicant for the application to be deemed complete and acceptable.
- Per F.S. Section 553.791(9), Notice of all Private Provider inspections shall be provided to the Building Department staff at permits@tequesta.org.
- Per F.S. Section 553.791(12), Results of Private Provider Inspections shall be provided on forms provided by the Village of Tequesta within 2 business days and posted on the jobsite.
- Per F.S. Section 553.791(13), upon completion of all required inspection, the private provider shall prepare a certificate of compliance summarizing the inspections performed. A Certificate of inspection(s) Compliance shall be submitted requesting a Certificate of Completion or Certificate of Occupancy, by the Private Provider once project is complete.



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PRIVATE PROVIDER INSPECTION NOTICE REPORT

In accordance with F.S. 553.791 (9), a private provider shall provide notice to the local building official of the approximate date and time of any such inspection. Please complete this form and email to permits@tequesta.org for such notice.

Permit #: _____

Date: _____

Site Address: _____

Property Owner Name: _____

Private Provider: _____

Contractor: _____

Type of Inspection: _____ Inspection date: _____

By: _____ License #: _____

Print

Signature: _____



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PRIVATE PROVIDER INSPECTION RESULT REPORT

In accordance with F.S. 553.791 (12), upon completing the required inspection at each applicable phase of construction the private provider shall:

- Post each completed inspection record on the Permit Card posted on site, indicating pass or fail.
- Provide the record on this form to the local building official within two (2) business days. The original certified inspection must be hand delivered, mailed, or electronically delivered via Email to permits@tequesta.org. Faxes are not acceptable.

These inspection records shall reflect those inspections required by the applicable codes of each phase of construction for which permitting by the building department is required.

Permit #: _____ Date: _____

Site Address: _____

Property Owner Name: _____

Private Provider: _____

Contractor: _____

Type of Inspection: _____ Inspection date: _____

Inspection Result (please circle one): **Passed** **Failed** **Incomplete** **Cancelled**

Comments: _____

I hereby certify that the above-referenced inspection has been completed in conformance with the approved plans and the applicable codes.

By: _____ License #: _____

Print

Signature: _____



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PRIVATE PROVIDER CERTIFICATE OF INSPECTION(S)/COMPLIANCE

Per F.S. Section 553.791 (13), upon completion of all required inspections the "private provider" shall prepare a "Certificate of Inspection(s)/Compliance" summarizing all required inspections (see FBC 8th Edition, Chapter 1, Section 110 for minimal required inspections) performed and including a written representation, under oath, that the stated inspections have been performed and that the building construction inspected complies with the approved plans and applicable codes. The required Village of Tequesta "Private Provider Certificate of Inspection(s)/Compliance" form must be emailed to permits@tequesta.org.

Master Permit #: _____

Date: _____

Site Address: _____

Property Owner Name: _____

Private Provider: _____

Contractor: _____

TO: Village of Tequesta Building Department:

To the best of my knowledge and belief, the building components and site improvements outlined herein and inspected under my authority have been completed in conformance with the approved plans and the applicable codes.

INSPECTION TYPE	DATE	INSPECTION TYPE	DATE

Architect/ Engineer or Inspector as recognized in s 553.791 FS:

 Print

 Signature & License Number

Date: _____

Phone Number: _____

Notary