



Private Provider Audit Procedure

Inspections

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, Florida Fire Prevention Code, City of Sarasota ordinances, and conformity with the approved construction documents.

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 in writing.
3. Staff will contact the permit holder and/or their representative to coordinate the required access to the job site. Once on site, staff will begin the audit process.
4. The permit holder and private provider will be notified regarding the audit findings via a completed Audit Report that is uploaded to the record with associated comments added to the inspection summary.
5. If no issues are identified, then the audit process is completed.
6. 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.
7. 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 nullified, and a valid Certificate of Completion must be provided upon completion of any additional inspections.
8. 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.