



# City of DeLand

## Private Provider Audit Procedures

In accordance with Florida Statute 553.791 (19), each local code enforcement agency may audit the performance of building code inspection services by private providers operating within the local jurisdiction. Per section (1)(b), Audit is defined in part by, "The process to confirm that the building code inspection services have been performed by the private provider, including ensuring that the required affidavit for the plan review has been properly completed and submitted with the permit documents and that the minimum mandatory inspections required under the building code have been performed and properly recorded."

The audit will be conducted by the Chief Building Official or his designee. The audit will be conducted between the hours of 8:00 A.M. and 3:00 P.M. from Monday through Friday and will not be by appointment. Once on site, the inspector will request to meet with the Job Superintendent to audit the following;

- View the working plan set to verify that the plans have been highlighted, signed and dated for each segment of the construction that was inspected. The plan set shall be clearly and concisely highlighted such that any one looking at the plan can clearly see this delineation. The use of various highlighters is recommended.
- View the logbooks to verify that the inspectors sign and date with their comments on that day's inspection making sure to keep trades separated so that a clear record is kept for all of the work inspected.
- View affidavits of previous approvals from the Private Provider.
- Ensure that the proper Private Provider documents are posted onsite along with their license information.
- The Building Official or his designee may request to walk the jobsite to do a Life Safety Quality Control Site Visit.