



ISLAMORADA, VILLAGE OF ISLANDS Private Provider Inspection Procedures

Notice of required inspections shall be provided to the Building Official by requesting the inspection via the City View portal no later than 5 PM on the prior business day of any such inspection. **Inspection requests entered must list the specific comment, "PRIVATE PROVIDER", with no other wording or date. This step is vital to ensure that the inspection is not assigned to a Village inspector to perform.** If the inspection type that the private provider will be performing is not on the list of inspections, email the Building Services Coordinator (evelyn.fraley@islamorada.fl.us) or Plans Examiner (plansexaminer@islamorada.fl.us) to request inspection type that needs to be added.

A Notice of Commencement must be recorded with the Monroe County Clerk of Court and uploaded to the permit number record. The recorded NOC must be received prior to requesting the first inspection.

Projects that require a Foundation Location Survey and Under Construction Elevation Certificate, must contain a digital signature by the professional of record and be uploaded to the permit. These documents must be reviewed and approved by Planning/Flood, prior to slab or column inspections being performed by the Private Provider. Do not request these items as inspections. Permit Staff will assign the review to Village Staff. Prior to requesting inspections ensure documents were passed by Village Staff.

Before leaving the project site, the Private Provider shall post each completed inspection record, indicating pass, partial, fail, or cancel, at the site. Records of inspection must be maintained at the building site and made available for review by the Building Official. A signature on the permit card or a copy of the inspection report is required on site. This is critical for hydro and sewer connection inspections since our Wastewater Department is separate from the Building Department. If documentation is not provided on site, the project will not be connected to the Village Wastewater System. The Building Official may visit the site to verify that Private Provider is performing all required inspections, as per Florida Statute.

Inspection reports must be provided to the Building Official within 2 business days by uploading the record through the City View portal to the specific permit number record for that project inspection. The inspection date must be the actual date that the inspection was performed. Partial approved and failed inspections require the reason for failure or partial approval. Cancellation of scheduled inspections should only be requested if the inspection has not been performed.

Planning, Biological, Engineering, Public Works, Fire, Stormwater, and Flood required inspections must be performed by Village Staff and must be passed prior to submittal of Certificate of Inspection Compliance.

Upon completion of required inspections, the Private Provider shall prepare a Certificate of Inspection Compliance that is digitally signed by the Private Provider. Inspections that populate on permits but are not required as per the scope of work should be listed on the Certificate of Inspection Compliance and under the date column marked as N/A. Planning, Biological, Engineering, Public Works, Fire, Stormwater, and Flood inspections must not be listed on the Certificate of Inspection Compliance since they are to be performed by Village Staff.

Notice to Building Official of Use of Private Provider and Application for Private Provider Plans Review and/or Inspections shall be provided to the Building Department upon initial submittal of permit application to receive a reduction of fees. Fee Resolution 25-12-137, which was adopted on December 9, 2025, states: Private Provider Discount: 15% of permit fee for inspections OR plan review when submitted at time of application; 25% of permit fee for plan review AND inspections when submitted at time of application. \$250 administrative fee will be assessed if requested after permit fees have been paid. Requests after the first inspection has been conducted by the Village will not be accepted.