



# HillsGovHub

## User Guide

### Private Provider Instructions



**Hillsborough**  
**County Florida**

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# Private Provider Instructions

## Program Requirements

The Florida Legislature has sanctioned an alternative plan review and inspection process utilizing what is commonly referred to as "Private Provider". The provisions of Florida Statue 553.791 establish the scope of the law, procedural requirements and the local jurisdiction's responsibilities when a private provider is involved in a project.

Private providers are independent third-party entities and are required to be architects or engineers and use the services of appropriately licensed plan reviewers and inspectors (F.S.468). The intent of the new law is clearly to provide an alternate process to help expedite the permitting and inspection of new development while maintaining the oversight provided by licensed code professionals.

Under the law, the County retains the responsibility for issuing the permits and certificates of occupancy, or completion, for construction. The County also maintains the responsibility for performing all plan review and inspections to ensure that site, flood, and fire codes are met.

Hillsborough County as the local government, the local building official and their building 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 this act (FS 553.791).

## Submission Requirements

- 1) [Register as a Private Provider](#) within HillsGovHub.
- 2) Begin [creating](#) your chosen building application.
- 3) When prompted under **General Project Information - Private Provider**, choose **Yes**, enter the **Private Provider Name** and choose the **Private Provider Service Type**.

## Add Licensed Professional(s)

- 1) Select the checkbox next to 'Do you wish to add a Licensed Professional to your record?', and select **Continue Application**.

- 2) Select **Look Up** to search and add additional Licensed Professional(s) to the application. The Private Provider Licensed Professional number that was assigned during the Licensed Professional registration process must be you. This can be found by searching for the name used during registration and selecting the Licensed Professional number that starts with 'PRI'.

- 3) Repeat the above steps until all necessary Licensed Professionals have been added and select **Continue Application** once complete.
- 4) Review the application. If changes are needed, select **Edit** to edit the applicable section of the application.

- 5) Select **Continue Application** to complete the application. The system will display confirmation that the application was received successfully and will send an email confirmation to the contacts on the application.

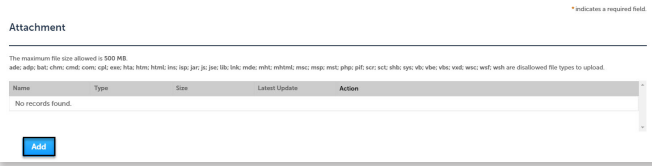
## Upload Required Documents

Follow the steps below to add required documents to the record. Please ensure you add the following:

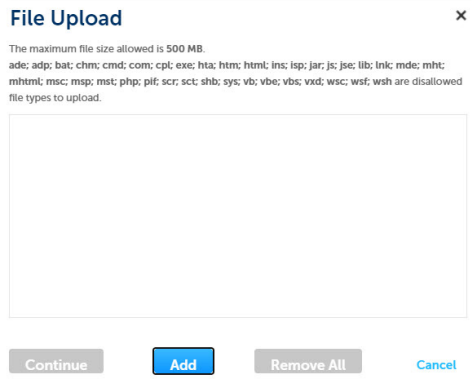
- a. The Notice to Building Official Form (553.791(4)) stating services proposed. Include the following verbiage "The requesting of an inspection for release of power assures the required inspections have been completed and approved to permit releases by the undersigned parties. The request and approval of the power release inspection does not guarantee power, which is at the discretion and control of the utility company." Upload to Private Provider – Notice to Building Official Document Category.

b. All other items as identified below.

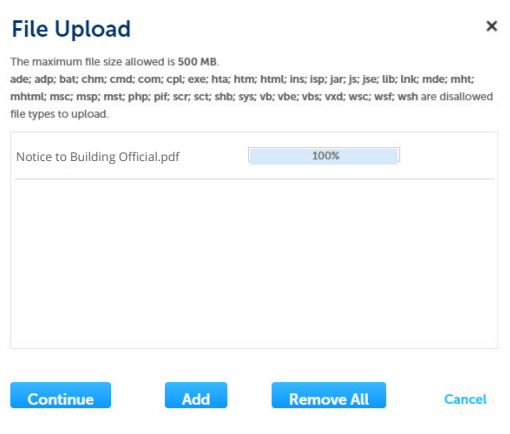
- 1) Select **Add** in the **Attachment** section to add required documents. The system will deliver a prompt displaying the required documents, if the required documents are not uploaded.



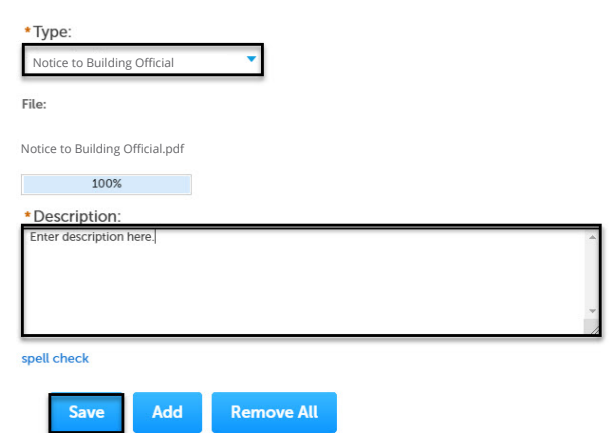
- 2) Select **Add, Browse for file**, and select **Open**.



- 3) Select **Continue** once the file upload is complete.



- 4) Select the document **Type** from the drop-down list, enter a description, and select **Save**. Repeat for each document added.



## Private Provider Plan Review Requirements

- 1) **Plans reviewed by the private provider:** Plans reviewed by a private provider shall clearly show the private provider approval stamp on each plan sheet. Upload to HillsGovHub as **Building Plans – Contractor Signed**.
- 2) **Affidavit from the private provider:** Upload to HillsGovHub as **Private Provider Documentation**. Per [FS 553.791\(1\)](#), the affidavit shall state the following:
  - a. The plans were reviewed by the affiant, who is duly authorized to perform plans review pursuant to this section and holds the appropriate license or certificate.
  - b. The plans comply with the applicable codes.
- 3) **Plan Review Comments:** Upload to HillsGovHub as **Private Provider Documentation**.
- 4) Any documents required by the local building official to determine that the fee owner has secured all other government approvals required by law (Per [FS 553.791\(1\)4](#)). Upload to HillsGovHub as attachments under the appropriate document type.
- 5) Once the building permit application, required documents and all non-building code reviews are approved, a permit will be issued, or written notice to the permit applicant identifying any specific code deficiencies will be provided, through HillsGovHub.

## Private Provider Inspection Requirements

- 1) [Request inspections](#) the day prior to inspection through HillsGovHub. "Private Provider" must be noted in the request comments.
- 2) For inspections not handled by the private provider, [request](#) the day prior through HillsGovHub.
- 3) Upload Inspection results to HillsGovHub as **Private Provider – Periodic Inspection Report**. Result should be titled using the "Inspection Type – Inspection Result – Date" format.
- 4) The inspection will be resulted by Hillsborough County as **CONFIRMED**, unless an ELE – Electrical Power Release inspection, where the result will be **APPROVED – POWER RELEASED**. For converted records please note "Power Release" in the request comments when power is being requested.
- 5) For the tie in inspection, the **BLD – Tie Beam** inspection will be requested through HillsGovHub. The tie in survey will be uploaded to the record's attachments and a hard copy must be kept onsite for the Hillsborough County Inspector.

## Certificate of Occupancy/ Completion or Final Requirements

- 1) Upload Certificate of Compliance (Per [FS 553.791\(12\)](#)) as **Private Provider – Final Inspection Report**.
- 2) All required documents by code, or the county, must be uploaded to the record's attachments in HillsGovHub. Examples included: elevation certificate, termite certificate, utilities receipts, etc.
- 3) All [fees must be paid](#), including impact fees.