Getting a Florida private-provider job ready

A practical document checklist before notice, plan review, and inspections. Sourced from the Next Step Building Solutions guides on private providers, Notices of Commencement, and product approvals.

Disclaimer. Informational only — not legal advice. This document is provided according to the information provided and is not a substitute for the Florida Building Code, local amendments, or a decision by the local building official. Confirm requirements with your local building department before you apply, inspect, or start work.

1. Who is hiring the provider

- If the contractor — not the fee owner — is retaining the private provider, obtain the fee owner's explicit written authorization. A copy of that authorization must be submitted to the local building official.
- The local enforcement agency may not require the private-provider contract itself as part of the permit application or as a condition of issuing the permit.

2. Notice to the Building Official

- If the private provider will perform required inspections, file the notice at permit application, or by 2 p.m. local time, 2 business days before the first scheduled inspection by the local building official.
- Use the Florida Building Commission "Notice to Building Official of Use of Private Provider" form. The local agency may not alter that form. Confirm the version your department is accepting on floridabuilding.org.
- If the listed providers or services change, update the notice within 1 business day after the change or within 2 business days before the next scheduled inspection.

3. A complete plan-review submittal

Have the construction documents ready for building-code plan review under F.S. 553.791 and FBC 107.3.5, including:

- Drawings and specifications that match the scope on the permit application, with the project address, parcel or folio if you have it, and construction value.
- The disciplines actually involved (building, mechanical, plumbing, electrical) clearly shown.
- Product approvals and Notices of Acceptance (NOAs) for envelope and structural components that require them — see the next section.
- Remember: a private provider reviews building-code compliance. Zoning, fire, flood, and other local reviews still go through the local department. Do not treat a private-provider plan review as a substitute for those approvals.

4. Product approvals and Miami-Dade NOAs

- List every exterior envelope product that needs an approval (windows, doors, roof covering, skylights, shutters, panel walls, and other structural components, as applicable), with the **complete** FL or NOA number — including the suffix after the decimal — next to each mark on the plans.
- Include the current approval document and its installation instructions, not a cover page alone. The number on the plans must match the PDF in the package, be current (not expired or withdrawn), and be for the product actually being purchased.
- The approval must apply to the Florida Building Code edition in force for that application, and to the intended use (residential or commercial, HVHZ or non-HVHZ, impact or non-impact, as the approval states). Miami-Dade County and Broward County are treated as the High Velocity Hurricane Zone (HVHZ).
- Site-specific wind-load calculations, signed and sealed when the jurisdiction or the design requires them, and a note on the plans that the product will be installed per the cited approval.
- Keep a job-site set. The inspector will compare anchors and openings to the approval, not to a generic brochure.

5. Notice of Commencement — two different dollar amounts

A Notice of Commencement is a recorded document under Florida's Construction Lien Law. It is not a building permit, and recording one does not create a lien. Florida uses more than one threshold, and they do different jobs.

Rule	Amount in the 2026 statutes	What it controls
F.S. 713.02(5), as used by F.S. 713.13(1)(a)	Direct contract price of **$2,500 or less**	An improvement at or under this amount is exempt from the Notice of Commencement recording requirement (with the exception stated in 713.02(5)).
F.S. 713.135(1)(e)	Direct contract **greater than $5,000**	A copy of the Notice of Commencement must be filed with the permit-issuing authority before the first inspection. Without that filing, the issuing authority or a private provider performing inspection services may not perform or approve subsequent inspections until the copy is filed.

A project can be over $2,500 (so a Notice of Commencement generally must be recorded) and still be at or under $5,000 (so the building department's "copy before the first inspection" rule may not be triggered). Do not treat "the department didn't ask for it" as proof that recording was unnecessary.

- The building department may not require a Notice of Commencement to be recorded as a condition of applying for, processing, or issuing a building permit.
- At the end of F.S. 713.135(1), the statute states that this subsection does not apply to a direct contract to repair or replace an existing heating or air-conditioning system in an amount less than **$15,000**. That exception is attached to the building official's duties in 713.135(1). It is not the same sentence as the $2,500 exemption from recording. Do not assume an HVAC job under $15,000 is automatically exempt from recording if the direct contract is over $2,500. Many local handouts still quote an older HVAC figure; the 2026 statute figure is $15,000.
- The owner must sign the Notice of Commencement; no one else may sign in the owner's stead. Record it with the clerk of court in the county where the property is located, and post a copy at the site as the statute requires.
- This firm is not a law firm and does not give legal advice about lien priority. When in doubt, talk to the clerk of court and, if needed, a Florida construction-lien attorney.

6. Match the code edition to the filing date

The Florida Building Code, 8th Edition (2023), is currently in effect (Florida Building Commission effective date December 31, 2023). The 9th Edition (2026) is scheduled to take effect **December 31, 2026**. Approvals, calculations, and energy forms should match the edition that will govern the application on the day it is filed. Confirm the cutoff with the building department before you freeze the product list. Sources: Florida Building Commission, 2023 effective dates; Miami-Dade County notice on the 9th Edition; Highlands County effective-dates page.

Work with Next Step Building Solutions

Next Step Building Solutions LLC offers licensed private provider plan review and inspections, and permit-prep help, statewide in Florida. Qualifying agent Joshua Lynn Seis holds DBPR licenses BU2373, PX4781, and BN8471. Verify current status on MyFloridaLicense.com.

Email nextstepbuildingsolutions@outlook.com · Office (352) 554-7691 · Cell (727) 255-1904 · https://nsbsfl.com

Sources: F.S. 553.791 (2026); F.S. 713.02, 713.13, and 713.135 (2026); floridabuilding.org product approval search and commission forms; the firm's guides at nsbsfl.com/private-provider.html, nsbsfl.com/notice-of-commencement.html, and nsbsfl.com/product-approvals.html.