



Osceola County Building Office
1 Courthouse Square, Suite 1400
Kissimmee, FL 34741
Ph: (407) 742-0200 Fax: (407) 742-0202

Private Provider Osceola County Inspection and Audit Guidelines

Prior to performing inspections within Osceola County, private providers must meet the provisions of Florida State Statute 553.791 and provide the Osceola County Building Office with the following information.

1. Completed Notice to Building Official of Use of Private Provider Form for each single family resident permit. **Please note that one form may be used for multi-family units, apartments and condominium projects provided that all permit numbers are listed on form.**
2. Proof of insurance in the amount of \$1,000,000.00 per occurrence related to all services performed, including tail coverage for a minimum of five (5) years.
3. Evidence of qualifications of all providers and duly authorized representatives.
4. Private provider shall give notice to the Osceola County Building Office no later than 2:00 p.m. the business day prior to a required inspection being performed, by faxing an inspection schedule to (407) 742-0203.
5. Inspections can be made utilizing the Inspections Results checklist provided by the Osceola County Building Office. The results of the inspections must be reported to the Osceola County Building Office within two (2) days of the inspection date. Please fax inspection results to (407) 742-0203.
6. Osceola County Building Office may conduct a performance audit on all passed inspections performed by the private provider.
7. In the event the performance audit inspection reveals code deficiencies, Osceola County Building Office will issue a Stop Work Order on that portion of the project and post a written notice on site noting the specific violations with code reference sections. The private provider will be required to perform a re-inspection of the noted deficiencies and give the required notice to the Building Office for the scheduling of the performance audit re-inspection.
8. The applicable fee for each performance audit re-inspection will be \$24.00 and will be collected while the project is in progress or prior to the issuance of the Certificate of Occupancy or Certificate of Completion.