



Community Development Department

Building Construction Division

18400 Murdock Circle | Port Charlotte FL 33948
Building Phone: 941.743.1201 | Building Fax: 941.764.4907
Zoning Phone: 941.743.1964 | Zoning Fax: 941.743.1598
PrivateProvider@CharlotteCountyFL.gov
www.CharlotteCountyFL.gov

"To exceed expectations in the delivery of public services"

Affidavit Program

For Office Use Only

Permit Number _____

20 _____
Application Date

CSR Initials _____

PLANS REVIEW AND INSPECTION BY AFFIDAVIT

Permit Number _____ Project Name _____

Owner Name _____

Street Number _____ Street Name _____ Street Type _____ Unit # _____

Contractor Name _____ Contractor Phone # _____

Services to be provided: Plans Review Inspection

I, _____, the fee simple owner, affirm that I have entered into a contract with the Engineer/Architect indicated below to conduct the services indicated above.

Engineer/Architect Firm _____ Engineer/Architect Name _____

Address _____

Telephone # _____ Fax # _____ E-mail _____

Florida Registration or License Number _____

I have elected to use the aforementioned engineer/architect to provide building code plans review and/or inspection services on the building that is the subject of the enclosed permit application, as authorized by the Florida Building Code (FBC).

I understand that the Building Official may not review the plans submitted or perform the required building inspections to determine compliance with the applicable coded, except to the extent specified in the said code. Instead, plans review and required building inspections will be performed by the licensed personnel identified in the application. I agree to indemnify, defend, and hold harmless the local government, the local Building Official, and their building code enforcement personnel from any and all claims arising from my use of these licensed or certified personnel to perform building code inspection services with respect to the building that is the subject of the enclosed permit application.

I understand that the Building Official retains the authority to review plans, make required inspections, and enforce the applicable codes within his or her charge. The building plans review and inspection services provided by the engineer/architect is limited to building code compliance and does not include review for fire code, land use environmental or other codes.

I, the undersigned, have read the above statement and agree to abide by it.

Signature of Owner

Printed Name of Owner

State of Florida, County of Charlotte

The foregoing instrument was acknowledged before me, by means of _____ physical presence or _____ online notarization, this _____ day of _____ 20____, by _____ who is personally known to me or who has produced _____ as identification and who did/did not take an oath.

Signature of Notary

Notary's Printed Name

Commission Number

Seal



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Fact Sheet

Background

Under Florida Building Code (FBC), Section 105.14 (Permits issued on the basis of an Affidavit) and Section 107.6 (Affidavits).

The building official may accept a sworn affidavit from a registered architect or engineer stating that the plans submitted conform to the technical codes. For buildings and structures, the affidavit shall state that the plans conform to the laws as to egress, type of construction and general arrangement and, if accompanied by drawings, show the structural design and that the plans and design conform to the requirements of the technical codes as to strength, stresses, strains, loads and stability. The building official may without any examination or inspection accept such affidavit, provided the architect or engineer who made such affidavit agrees to submit to the building official copies of inspection reports as inspections are performed and upon completion of the structure, electrical, gas, mechanical or plumbing systems a certification that the structure, electrical, gas, mechanical or plumbing system has been erected in accordance with the requirements of the technical codes. Where the building official relies upon such affidavit, the architect or engineer shall assume full responsibility for compliance with all provisions of the technical codes and other pertinent laws or ordinances. The building official shall ensure that any person conducting plans review is qualified as a plans examiner under Part XII of Chapter 468, Florida Statutes, and that any person conducting inspections is qualified as a building inspector under Part XII of Chapter 468, Florida Statutes.

NOTE: A contractor's contractual and legal obligations are not relieved by any action or inaction by an architect or engineer participating in this program.

Purpose

The Affidavit Program is designed to provide owners and contractors in Charlotte County an alternative permitting process. Under the program, plans submitted with the affidavit are processed without review by County plans examiners. The County may however, conduct unannounced inspections to ensure compliance with FBC and other applicable law.

Applicability and Exceptions

Permits issued on basis of an affidavit shall not extend to the flood load and flood resistance requirements of the Florida Building Code.

Permitting and Inspection

The submission and processing requirements for a permit under these regulations are essentially the same as those for a regular permit. Upon acceptance by the Building Official of the Affidavit Program application, the permit request will be processed. When the program is used, the County will neither conduct a review of plans nor perform required inspections. The architect or engineer submitting the affidavit assumes full responsibility for plans review and required inspections. The Building Official may however, schedule progress inspections at any time during construction to ensure compliance with the FBC and applicable law.

Insurance Requirements

The architect or engineer shall perform building code inspection services on a building project under the affidavit program only if the architect or engineer maintains insurance for professional liability covering all services performed under the affidavit program. Such insurance shall have minimum policy limits of \$1 million per occurrence and \$2 million in the aggregate for any project with a construction cost of \$5 million or less and \$2 million per occurrence and \$4 million in the aggregate for any project with a construction cost of over \$5 million. Nothing in this section limits the ability of a fee owner to require additional insurance or higher policy limits. For these purposes, the term "construction cost" means the total cost of building construction as stated in the building permit application. If the architect or engineer chooses to secure claims-made coverage to fulfill this requirement, the architect or engineer must also maintain coverage for a minimum of 5 years subsequent to the performance of building code inspection services. The insurance required under this subsection shall be written only by insurers authorized to do business in this state with a minimum A.M. Best's rating of A. Before providing building code inspection services within a local building official's jurisdiction, the architect or engineer must provide to the local building official a certificate of insurance evidencing that the coverages required under this subsection are in force.



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Plans Change

Plans changes and revisions submitted to Building Construction Services under the program must be approved by the architect or engineer of record and posted at the job site. All changes and revisions must be included in the final signed and sealed as-built drawings.

As-Built Drawings

As-built drawings, signed and sealed by the architect or engineer, must be submitted to Building Construction Services prior to issuance of the Certificate of Occupancy.

Inspections

Inspections shall be performed at each phase of construction as required by the applicable codes. The architect or engineer, or his/her duly authorized representative, shall perform the required inspection, provided however, all required reports and certifications bear the signature of the architect or engineer. For the purposes of this Program, duly authorized representative means an employee of the firm, corporation or partnership who is licensed under Florida Statutes 471,481 or 468(xii). A copy of the current licensure of the architect or engineer and all persons performing plans review or inspections must be on file with the Building Official.

Notice of Scheduled Inspections

The architect, engineer or duly authorized representative shall provide notice to Building Construction Services Department of the date and time the required inspection will be performed no later than 3:00 pm on the business day prior to the inspection. E.g. by 3:00 pm Friday for a Monday inspection. This should be done by emailing to PrivateProvider@CharlotteCountyFL.gov

The Building Official or his designee may visit the building site as often as necessary to verify that the architect or engineer is performing all required inspections.

Inspection Postings and Reports

Upon completing the required inspections at each applicable phase of construction, the architect or engineer shall, prior to leaving the project site, post each completed inspection on the job card indicating a pass or fail. In addition, the architect or engineer shall record such inspection in a report to the Building Official within two (2) business days. These inspection reports shall be signed and sealed every two weeks and sent to the Building Official. Inspection reports reflect those inspections required by applicable codes for each phase of construction. Both the plans and the record of all required and completed inspections shall be maintained at the building site at all times for review by the County Inspector. The architect or engineer shall report to the Building Official any condition that poses an immediate threat to public safety and welfare.

Certificate of Compliance

Upon completion of all required inspections prior to receiving the Certificate of Occupancy, the architect or engineer shall prepare a Certificate and Compliance containing a summary of the inspections performed and a sworn statement by the architect or engineer that the state inspections have been performed and, to the best of the architects knowledge and belief, the building construction complies with the approved plans and applicable building codes. This statement required of the architect or engineer shall be substantiated in the following form:

“To the best of my knowledge and belief, the building components and site improvements outlined herein and inspected under my authority have been completed in conformance with the approved plans and the applicable codes.”

Effect of Noncompliance

Architects and/or engineers whose plans, inspection notices, inspection reports or certificates of compliance are found to be deficient may be barred from further participation in this program.



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I, the undersigned, am an Architect Engineer duly registered by the State of Florida, whose license is in good standing. I hereby certify to the best of my knowledge and belief, the following:

1. The attached plans conform to all technical codes applicable to this construction, including all local amendments to said codes, if any.
2. The attached plans conform to the laws as to egress, type of construction and general arrangement and, if accompanied by drawings, show the structural design.
3. The plans and design conform to the requirements of the technical codes as to strengths, stresses, strains, loads and stability.
4. The building or structure shall be inspected and inspection reports submitted to the Building Official as outlined in the Affidavit Program Fact Sheet.
5. Provide evidence of any person conducting plans review is qualified as a plans examiner under Part XII of Chapter 468, Florida Statutes, and that any person conduction inspections is qualified as a building inspector under Part XII of chapter 468, Florida Statutes.

I further state that I understand that the Building Official will rely upon this affidavit and I further agree to assume full responsibility for the compliance with all provisions of the technical codes, including any local amendments, and other pertinent laws or ordinances, and I further agree to hold Charlotte County harmless from any claims of any parties arising out of the plans submitted herewith, including any changes that may subsequently be made to these plans.

Further affiant saith naught.

Permit Number _____

Job Site Address _____

Engineer/Architect Firm _____ Engineer/Architect Name _____

Florida Registration or License Number _____

Embossed Seal Required Below.

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Reviewed by Building Official or Designee _____ Date _____

Comments _____



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Certificate of Compliance

Permit Number _____

Street Number _____ Street Name _____ Street Type _____ Unit # _____

Engineer/Architect Firm _____

Engineer/Architect Name _____

Telephone # _____ Fax # _____ E-mail _____

Florida Registration or License Number _____

I hereby certify that to the best of my knowledge and belief, the building components and site improvements outlined herein and inspected under my authority have been completed in conformance with the approved plans and the applicable codes by the following affiant, who is duly authorized to perform plans reviews and inspections pursuant to Florida Building Code, Sections 105.14 and 107.6.

Signature

Embossed Seal Required Below.