



## PRIVATE PROVIDER REGISTRATION

### Checklist

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The City of Tampa requires registration for all Private Providers before commencing work. Private Providers are responsible for keeping registration records current.

*Note: If the notice applies to either private plan review or private inspection services, the Building Official may require, at his or her discretion, the private provider is used for both services pursuant to Section 553.791(15) (b) Florida Statute.*

- Private Provider Registration Form**
- Employment Affidavit for Duly Authorized Representative(s) (DAR).**
- Copy of Florida license** for the business entity. *Screen print from DBPR website is acceptable.*
- Copy of the Professional Licenses** for each of the DAR personnel regulated by Florida Statutes chapter 481 (Architects), chapter 471 (Engineers), and chapter 486, Part XII (Building Code Administrators and Inspectors). *Screen print from the DBPR website is acceptable.*
- Copy of Occupational License**
- Certificates of Insurance for Workers' Compensation and General Liability** as required by FS 440.02(8) and FS 553.791(16), respectively.

You can submit this in person or email: [CSDHelp@tampagov.net](mailto:CSDHelp@tampagov.net)

If you have any questions, please contact Construction Services:

**MAIN #: (813) 274-3100**