

# CITY OF JACKSONVILLE FORM LDPM-CIL

## Construction Inspection Letters

(LDPM Volume 1, Section 3.6)

### City Construction Inspection

(for subdivision infrastructure only - not required for private commercial projects)

(Sample Letter Format)

**USE DEVELOPER'S LETTERHEAD.**  
**LETTER CAN NOT BE FROM THE REGISTERED PROFESSIONAL.**

City of Jacksonville  
Development Services  
214 N. Hogan St., Ste 2100  
Jacksonville, FL 32202

RE: City Inspection for Name of Development as it appears on the plat  
Civil Plan City Development Number: Number  
Plat City Development Number: Number

This is to advise that (Name of Development Company), pursuant to Section 654.126(b), Ordinance Code, elects to use the city inspectors to perform required inspection of construction. It is understood and agreed that an inspection fee for this service will be required before the recording of the plat for the project. This fee will be calculated based on the current fee schedule as of the time the fee is paid, which can be viewed at <https://www.jacksonville.gov/departments/finance/city-fees>. It is also understood and agreed that City inspection does not satisfy the requirement that, upon completion of construction, the registered professional certify that the work has been entirely completed, and that it conforms in all respects, to the final plat and the approved engineering plans for the paving, curb and gutter, drainage, water lines and sewer lines, where applicable; and to all specifications required by the laws and regulations of the City of Jacksonville.

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Developer's Signature

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Developer's Name (Print or Type)

**Private Construction Inspection**

(for subdivision infrastructure only – not required for private commercial projects)

(Sample Letter Format)

**USE DEVELOPER'S LETTERHEAD.**  
**LETTER CAN NOT BE FROM THE REGISTERED PROFESSIONAL.**

City of Jacksonville  
Development Services  
214 N. Hogan St., Ste 2100  
Jacksonville, FL 32202

RE: Private Inspection for Name of Development as it appears on the plat  
Civil Plan City Development Number: Number  
Plat City Development Number: Number

This is to advise that (Name of Development Company) pursuant to Section 654.126(b), Ordinance Code, elects to use its own qualified registered professional, (Name and Certificate Number) licensed to practice in the State of Florida, to perform required inspection of construction. It is understood and agreed that, upon completion of construction, said registered professional shall certify that the work has been entirely completed, and that it conforms in all respects, to the final plat and the plans for the paving, curb and gutter, drainage, water lines and sewer lines, where applicable; and to all specifications required by the laws and regulations of the City of Jacksonville.

\_\_\_\_\_  
Developer's Signature

\_\_\_\_\_  
Developer's Name (Print or Type)

\_\_\_\_\_  
Registered Professional's Signature

\_\_\_\_\_  
Registered Professional's Name (Print or Type)

\_\_\_\_\_  
Florida Registration No.