



## STANDARD OPERATING PRIVATE PROVIDER AUDIT PROCEDURES

(REVISED: 3/31/2026)

### Purpose

In accordance with Florida Statute [553.791\(1\)\(b\)](#) these procedural guidelines are established for inspection audits pertaining to construction projects that utilize inspection services by a private provider.

The purpose of inspection audits is to confirm adherence to the Florida Building Codes, NFPA, City of Jacksonville ordinances, and conformity with the approved construction documents.

### Scope

Florida Statute [553.791\(1\)\(b\)](#) defines the term “audit”. Each local code enforcement agency may audit the performance of building code inspection services by private providers operating within the local jurisdiction up to four (4) times a year, unless the condition of a building poses an immediate threat to public safety and welfare.

According to Florida Statute [553.791\(1\)\(b\)](#), the following actions do not constitute an audit and shall not be limited: investigation of complaints reported to the building official and site visits to ensure private providers are performing required inspections.

### Procedure

1. An audit may be performed, as needed, during construction and construction work on the structure may continue, without delay, while the inspection audit is completed.
2. Projects are identified for inspection audits through JAXEPICS from a daily report of Private Provider’s previously completed inspections.
3. QA staff will have the required access to the job site per [FBC 110.5](#)
4. Once on site, staff will begin the audit process.
5. Once an audit has been completed a COJ Audit Report will be completed and a copy left on site, uploaded to the permit documents folder and emailed to the Private Provider firm.
6. If no issues are identified, then the audit process is completed.
7. Per [553.791\(1\)\(b\)](#) any minimum mandatory inspections required under the building code that have not been performed or properly recorded will be included on the COJ Audit Report form.
8. It shall be the responsibility of the Private Provider Company as the Inspector of record to address any “minimum mandatory inspections” not met or inspections not properly recorded that have been identified in the COJ Audit Report.
9. QA staff will then confirm the corrections for compliance.