

# Broward County Board of Rules and Appeals Meeting Agenda

January 8, 2026 | Time: 7:00 PM

Zoom Meeting Information:

<https://broward-org.zoomgov.com/j/1601587944>

Meeting ID: 160 158 7944

- I. **CALL MEETING TO ORDER**
- II. **ROLL CALL**
- III. **APPROVAL OF AGENDA**
- IV. **APPROVAL OF MINUTES** – November 13, 2025, Board Meeting
- V. **PUBLIC COMMENT (Except public hearing items on this agenda)**  
Public comments are limited to 3 minutes.
- VI. **CONSENT AGENDA**

1. **Certifications** – Staff Recommended

**BROWARD COUNTY, UNINCORPORATED**

Cobblah, William Yiyi, Structural Inspector (120-Day Temporary)

**TOWN OF DAVIE**

Garcia, Nestor Uriel Jr., Electrical Inspector (Provisional)

Vezina, Mark K., Fire Plans Examiner

**CITY OF DEERFIELD BEACH**

Bruhn, Norman J., Building Official

Bruhn, Norman J., Chief Structural Inspector

Guanche, Steven, Chief Electrical Inspector

Merowitz, Michael P., Chief Mechanical Inspector

Merowitz, Michael P., Chief Plumbing Inspector

**CITY OF FORT LAUDERDALE**

Matthews, Keenan, Structural Inspector (120-Day Temporary)

**CITY OF HOLLYWOOD**

Wood, Kenneth E., Structural Plans Examiner (Provisional)

**CITY OF LAUDERHILL**

Vandermeulen, Jack, Fire Inspector

**VILLAGE OF LAZY LAKE**

Reger, Timothy A., Chief Plumbing Inspector

**CITY OF LIGHTHOUSE POINT**

Brown, Michael, Fire Plans Examiner

**CITY OF MIRAMAR**

Friedman, Shawn, Fire Inspector

Harrell, Glenn L., Fire Plans Examiner

Huertas, Joseph, Fire Inspector

**CITY OF PEMBROKE PARK**

Escalante, Graciela M., Assistant Building Official

**CITY OF PEMBROKE PINES**

Madic, Nebojsa, Chief Structural Inspector

**CITY OF SUNRISE**

Pocknee, Clare, Fire Inspector

**CITY OF WEST PARK**

Cogdill, Daniel R., Chief Electrical Inspector

**COUNTYWIDE**

Faddis, Kevin, Electrical Plans Examiner  
Forges, Bernard, Structural Plans Examiner  
Jackson, Anthony, Electrical Plans Examiner  
Kirkegaard, Randy Scott, Mechanical Plans Examiner  
Lamberto, Angel, Plumbing Inspector  
Rodriguez, Alberto C. Padro, Electrical Inspector  
Rourke, Timothy John, Plumbing Plans Examiner

**VII. REGULAR AGENDA**

1. **Appointment of Brian Epstein as the Chief Electrical Inspector for the City of Lauderhill, Florida Building Code, Broward County Administrative Amendments, 8th (2023) Edition, Section 104.3, Appointment of the Chief Electrical, Mechanical, Plumbing, and Structural Inspector Requires Board Approval for Chiefs Serving in More than Two (2) Jurisdictions**
  - a. Staff Report – Kenneth Castronovo
  - b. Board Questions
  - c. Board Action
  
2. **First Reading of the Proposed Revision to the Florida Building Code, Broward County Administrative Amendments, 8th (2023) Edition, Chapter 1, Sections 104.1.1, Appointment of a Building Official, 104.2.1, Appointment of an Assistant Building Official, and 104.3, Appointment of the Chief Electrical, Mechanical, Plumbing, and Structural Inspector, Relating to Obtaining Written Authorization from City Managers to Serve More than Two (2) Jurisdictions Prior to Applying for Board Consideration**
  - a. Staff Report – Dr. Ana C. Barbosa
  - b. Board Questions
  - c. Board Action
  
3. **First Reading of the Proposed Addition to the Florida Building Code, Broward County Administrative Amendments, 8th (2023) Edition, Chapter 1, Section 111, Certificates of Occupancy and Completion; Subsection 111.2, Line Item 13, and 111.5, Related to Permits Issued Under the Provisions of Florida Statute 553.791**
  - a. Staff Report – Dr. Ana C. Barbosa
  - b. Board Questions
  - c. Board Action
  
4. **First Reading of the Proposed Revision to the Broward County Uniform Building Permit Application, Related to the Owner’s Authorization for a Contractor to use a Private Provider for Building Code Inspections and Plan Review Service, Under the Provisions of Florida Statute 553.791(2)(a)**
  - a. Staff Report – Dr. Ana C. Barbosa
  - b. Board Questions
  - c. Board Action

**5. 2026 Board Nominations and Election of Officers**

- a. Staff Report – Dr. Ana C. Barbosa
- b. Board Questions
- c. Board Action

**6. Director's Report**

**7. Attorney's Report**

**8. Committee Reports**

**9. General Board Member Discussion**

**10. Adjournment**

*If a person desires to appeal any decision with respect to any matter considered at this meeting, such person will need a record of the proceedings and, for this reason, such person may need to ensure that a verbatim record of the proceeding is made, which includes the testimony and evidence upon which the appeal is to be based (FS Sec. 286.0105).*

*Board Members: If you are unable to attend the meeting, please contact Dr. Barbosa at 954-931-2393 between 6:00 PM and 7:00 PM.*

November 13, 2025  
Board Meeting Minutes

# Broward County Board of Rules and Appeals Meeting Minutes, November 13, 2025

Zoom Meeting Information:

<https://broward-org.zoomgov.com/j/1601354078>

Meeting ID: 160 135 4078

## I. CALL MEETING TO ORDER

Chairman Kamm called to order a published virtual meeting of the Broward County Board of Rules and Appeals at 7:00 PM.

## II. ROLL CALL

R. Art Kamm, Chairman  
Peter Deveaugh  
Sergio Pellecer  
Scott Taggart  
David Tringo  
Lynn Wolfson

Stephen E. Bailey, Vice Chairman  
Jeff Falkanger  
Anthony Salgado  
Robert Taylor  
Dennis Ulmer

## III. APPROVAL OF AGENDA

Mr. Salgado made a motion to approve the agenda, and Ms. Wolfson seconded the motion. The motion passed by unanimous vote.

## IV. APPROVAL OF MINUTES – October 9, 2025, Board Meeting

Mr. Tringo made a motion, and Mr. Falkanger seconded the motion, to approve the October 9, 2025, minutes as submitted. The motion passed by unanimous vote.

## V. PUBLIC COMMENT (Except public hearing items on this agenda) - none

Public comments are limited to 3 minutes.

## VI. CONSENT AGENDA

### 1. Certifications – Staff Recommended

#### **BROWARD SHERIFF'S OFFICE FIRE RESCUE**

Marese, Nicholas, Fire Inspector

#### **CITY OF CORAL SPRINGS**

Francois, Williamson, Electrical Inspector (120-Day Temporary)

#### **TOWN OF DANIA BEACH**

Tedim, Jose, Chief Mechanical Inspector

#### **CITY OF FORT LAUDERDALE**

Gonzalez, Kenneth, Fire Inspector

Lugo, Jimmy, Structural Inspector (120-Day Temporary)

#### **CITY OF HALLANDALE BEACH**

Acosta, Osmer, Structural Inspector (120-Day Temporary)

#### **CITY OF HOLLYWOOD**

Hofle, Marcy, Assistant Fire Marshal

**CITY OF LAUDERHILL**

Marchese, Jacob, Fire Plans Examiner

**CITY OF MIRAMAR**

Barcnas, Misael, Electrical Plans Examiner (Provisional)

Decastro, Joseph, Fire Inspector

Llorens, Jorge, Fire Inspector

**CITY OF PLANTATION**

Caicedo, Gregory, Fire Inspector

Gaskell, David, Assistant Fire Marshal

Hurlbut, Carmen B., Building Official

**CITY OF SUNRISE**

Vassil, Alexandra, Fire Inspector

**COUNTYWIDE**

Campbell, Joseph, Structural Plans Examiner

Corley, Thomas P., Structural Plans Examiner

Hendricks, Matthew, Structural Plans Examiner

Oscheneek, Valeria G., Structural Inspector

Oscheneek, Valeria G., Structural Plans Examiner

Perez, Andre F., Structural Inspector

Sloane, Quinton Trice, Plumbing Plans Examiner

Mr. Salgado made a motion, and Mr. Taylor seconded the motion to approve the certifications as recommended by staff. The motion passed by unanimous vote.

**VII. REGULAR AGENDA**

1. **Approval of Plantation Corporate Center Lease Agreement**

a. Staff Report

Dr. Ana Barbosa, Administrative Director, introduced the item, recommending that the Board authorize the execution of a lease agreement with WPIP Plantation Property, LLC, for office space at Plantation Corporate Center, located at 1601 SW 80<sup>th</sup> Terrace, Plantation, Florida, to meet the growing needs of the agency.

Dr. Barbosa introduced Mr. Ken Krasnow of Cushman & Wakefield, who was assigned by the County to assist in locating office space.

Mr. Krasnow reviewed slides that provided an overview, including a summary of their process for evaluating space requirements, subsequent negotiations, and a financial overview of the chosen location. The total space on the ground floor is just over 19,000 square feet. The overview also included four recent central Broward deals, along with their square footage and rental rates. Occupancy is anticipated in the first quarter of next year.

b. Board Questions

Dr. Barbosa and Mr. Krasnow responded to Mr. Deveaugh's question about build-out cost and what was included in the budget.

c. Board Action

Mr. Falkanger made a motion, and Ms. Wolfson seconded the motion to approve the lease as presented. The motion passed by unanimous vote.

2. **Proposed Revision to the Broward County Uniform Building Permit Application Related to Legislative Changes to Local Contractors' Licenses and the Notice to Building Official of the Use of a Private Provider**

Mr. Rolando Soto, Chief Mechanical Code Compliance Officer, reviewed the revisions on the uniform building permit application provided to the Board with the agenda memorandum. For Private Providers, the addition is to inform the building departments that the project will be handled as a private provider project, with all plan reviews and/or inspections to be conducted by the designated private provider.

Additionally, new legislation has removed licensing requirements for certain occupations set by local governments. A check box was created on the uniform building permit application to indicate that the individual is exempt from licensing under Florida Statute 489.117. This addition also requires the applicant to provide their business tax receipt number, which can be used by the building department for tracking purposes.

Mr. Falkanger made a motion to approve the revisions as recommended, and Mr. Salgado seconded the motion. The motion passed by unanimous vote.

3. **Director's Report**

Dr. Barbosa stated that the company retained to develop software enabling the staff to function in a paperless environment was unable to meet the staff's needs. The company refunded all monies paid. Staff is looking for another organization for this project.

Dr. Barbosa indicated there will be no December meeting.

Dr. Barbosa noted the staff's upcoming holiday schedule for the two-week period before the new year, which was approved by the Board a few years ago, that allows for minimal staff in the office. Code Compliance Officers will be available by phone.

Dr. Barbosa reported that she met with the building officials concerning the uniform building permit application amendments (Agenda Item 2).

4. **Attorney's Report**

Mr. Kramer reported on several claims by an individual challenging the Board's authority.

5. **Committee Reports** - none

6. **General Board Member Discussion**

Mr. Deveaugh asked if the municipalities should adopt the Building Safety Inspection Program by local ordinance. Mr. Kramer did not believe it was necessary because this Board is the governing authority.

Regarding Private Providers, Mr. Deveaugh stated that the Notice to Building Official Form, as well as the statute, stipulate that the Authority Having Jurisdiction (AHJ) cannot replicate the plan review process or the inspections. Mr. Deveaugh indicated further that the statute stipulates that if the AHJ discovers deficiencies, there is a certain time frame to bring those deficiencies to the applicant's attention. They, in turn, have a specific time frame to respond. If the AHJ is not allowed to replicate the plan review process, how could plan deficiencies be

discovered? Mr. Kramer indicated that he would need to do some research before responding.

7. **Adjournment**

The meeting adjourned at 7:33 PM.

DRAFT

# Consent Agenda: Item 1

**BROWARD COUNTY, UNINCORPORATED**

Cobblah, William Yiyi, Structural Inspector (120-Day Temporary)

**TOWN OF DAVIE**

Garcia, Nestor Uriel Jr., Electrical Inspector (Provisional)

Vezina, Mark K., Fire Plans Examiner

**CITY OF DEERFIELD BEACH**

Bruhn, Norman J., Building Official

Bruhn, Norman J., Chief Structural Inspector

Guanche, Steven, Chief Electrical Inspector

Merowitz, Michael P., Chief Mechanical Inspector

Merowitz, Michael P., Chief Plumbing Inspector

**CITY OF FORT LAUDERDALE**

Matthews, Keenan, Structural Inspector (120-Day Temporary)

**CITY OF HOLLYWOOD**

Wood, Kenneth E., Structural Plans Examiner (Provisional)

**CITY OF LAUDERHILL**

Vandermeulen, Jack, Fire Inspector

**VILLAGE OF LAZY LAKE**

Reger, Timothy A., Chief Plumbing Inspector

**CITY OF LIGHTHOUSE POINT**

Brown, Michael, Fire Plans Examiner

**CITY OF MIRAMAR**

Friedman, Shawn, Fire Inspector

Harrell, Glenn L., Fire Plans Examiner

Huertas, Joseph, Fire Inspector

**CITY OF PEMBROKE PARK**

Escalante, Graciela M., Assistant Building Official

**CITY OF PEMBROKE PINES**

Madic, Nebojsa, Chief Structural Inspector

**CITY OF SUNRISE**

Pocknee, Clare, Fire Inspector

**CITY OF WEST PARK**

Cogdill, Daniel R., Chief Electrical Inspector

**COUNTYWIDE**

Faddis, Kevin, Electrical Plans Examiner

Forges, Bernard, Structural Plans Examiner

Jackson, Anthony, Electrical Plans Examiner

Kirkegaard, Randy Scott, Mechanical Plans Examiner

Lamberto, Angel, Plumbing Inspector

Rodriguez, Alberto C. Padro, Electrical Inspector

Rourke, Timothy John, Plumbing Plans Examiner

# Regular Agenda: Item 1



# Broward County Board of Rules and Appeals

1 N. University Drive Suite 3500B, Plantation, FL 33324

[broward.org/CodeAppeals](http://broward.org/CodeAppeals) | 954-765-4500 | [rulesboard@broward.org](mailto:rulesboard@broward.org)

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**TO:** Members of the Broward County Board of Rules and Appeals

**FROM:** Chief Electrical Code Compliance Officer

**DATE:** January 8, 2026

**RE:** Appointment of Brian Epstein as the Chief Electrical Inspector for the City of Lauderhill, Florida Building Code, Broward County Administrative Amendments, 8th (2023) Edition, Section 104.3, Appointment of the Chief Electrical, Mechanical, Plumbing, and Structural Inspector Requires Board Approval for Chiefs Serving in More than Two (2) Jurisdictions

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## **Recommendation**

It is recommended that the Broward County Board of Rules and Appeals approve, by vote, the appointment of Brian Epstein as Chief Electrical Inspector for the City of Lauderhill, which would constitute his service in a third jurisdiction, as required by Section 104.3 of the Florida Building Code, Broward County Administrative Amendments, 8th (2023) Edition.

## **Reasons**

Section 104.3 of the Florida Building Code, Broward County Administrative Amendments, requires approval by the Board of Rules and Appeals when a Chief Inspector seeks to serve in more than two jurisdictions. The City of Lauderhill has requested that he be appointed as the permanent Chief Electrical Inspector. Mr. Epstein is presently serving as Chief Electrical Inspector for the City of North Lauderdale and the City of Dania Beach.

All three municipalities are comparatively smaller jurisdictions within Broward County, and the scope and workload associated with the Chief Electrical Inspector position in each city are accordingly limited.

Based on his demonstrated performance, professional experience, and familiarity with the jurisdictions involved, staff has no concerns regarding Mr. Epstein's ability to effectively fulfill the responsibilities of Chief Electrical Inspector across the three municipalities. Additionally, the City Managers of all three cities have provided written confirmation supporting his appointment.

## **Additional Information**

- Chief Electrical Inspector Application — City of Lauderhill
- City Manager approval letters from the involved municipalities

## **Attachment**

Florida Building Code, Broward County Administrative Amendments, 8th (2023) Edition, Section 104.3, Appointment of the Chief Electrical, Mechanical, Plumbing, and Structural Inspector

Respectfully Submitted,

  
Kenneth Castronovo

**TEMPORARY STAFF APPROVAL OF BROWARD BORA CERTIFICATION APPLICATION**



**Broward County**  
**Board of Rules & Appeals**  
 One North University Drive, Suite 3500B, Plantation FL 33324  
 TL 954.765.4500 ✦ FX 954.765.4504 ✦ www.broward.org/codeappeals

Last name: Epstein First name: Brian  
 Jurisdiction: City of Lauderdale  
 Position: Chief Electrical Inspector

**Option One: For 120-Day Temporary Certification**

Please be advised that Staff has approved the Building Official's request for temporary certification for the time period specified below and limited to the above jurisdiction pursuant to State BCAIB rule 61G19-6.012(3) pending the vote of the Broward County Board of Rules and Appeals. Applicant shall submit his/her provisional or standard certification prior to the expiration date.

Issue Date: _____	Expiration Date: _____
Chief Code Compliance Officer _____ Date	Chief Code Compliance Officer _____ Date

**Option Two: Provisional Certification** State BCAIB Expiration Date: \_\_\_\_\_

Please be advised that Staff has temporarily approved your request for provisional certification limited to the above jurisdiction and expiration date specified above pursuant to State BCAIB rule 61G19-6.012(3). Should the Board approve your application, a certification card will be issued following the meeting and mailed to the Building Official. Applicant shall submit his/her Standard Certification prior to the expiration date.

Chief Code Compliance Officer _____ Date	Chief Code Compliance Officer _____ Date
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**Option Three: Standard Certification (Previously Provisional Certification)**

Please be advised that Staff has approved your standard certification. A certification card will be issued and mailed to the Building Official.

Chief Code Compliance Officer _____ Date	Chief Code Compliance Officer _____ Date
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**Option Four: Standard Certification**

Please be advised that the Staff has temporarily approved your requested certification application. Should the Board approve your application, a certification card will be issued following the meeting and mailed to the Building Official.

 _____ Chief Code Compliance Officer	12/17/25	 _____ Chief Code Compliance Officer	12/17/25
Date		Date	

**Applicant's License Numbers**

BN5996

PX3270

01-CME-1995-X

Stronger Codes Mean Safer Buildings

# Broward County Board of Rules and Appeals

## *Certification for Chief Electrical Inspector*

For the Building Department of: Lauderhill

Name: Brian Epstein

Home Address: 224 NW 79th Ave.

City: Margate

State: FL

Zip: 33063

Phone: 954-658-1850

Email Address: bepstein@broward.org

All applicants shall sign the attached affidavit to ensure compliance with Chapter 71-575, Paragraph 4(b), Laws of Florida. (BORA Policy #14-02, Effective March 17, 2025)

**104.5 Certification of the Chief Electrical Inspector.** To be eligible for appointment as a Chief Electrical Inspector, such person shall be certified as required by BCAIB as an Electrical Plans Examiner and as an Electrical Inspector. Engineers are exempt from BCAIB certification.

**104.5.1** Such person shall be certified by BORA and shall meet the following qualification:

**104.5.1.1** An Electrical Plans Examiner serving for a minimum of one (1) year for an AHJ or school board within the State of Florida and who complies with at least one (1) of the qualifications of Section 104.10.2.1.

**104.5.2** Each of the applicants shall possess a current Certificate of Competency or a Professional License in the discipline requested as a Master Electrician or Electrical Contractor or Engineer issued by at least one of the following entities:

- A. Florida Electrical Contractors Licensing Board
- B. Broward County Central Examining Board of Electricians
- C. Miami-Dade County Construction Trades Qualifying Board
- D. Florida Board of Professional Engineers

**Policy/Affidavit to Ensure Compliance with Chapter 71-575, Section 4(b), Laws of Florida**

**NOTICE**

All applicants for certification or recertification must execute the following statement and have the same notarized by a duly authorized notary. Failure to execute and have this statement notarized will prevent the certification or re-certification process from proceeding to completion.

**THE UNDERSIGNED HEREBY VOLUNTARILY AND KNOWINGLY STATES AS FOLLOWS:**

The undersigned has read Chapter 71-575, Section 4(b), Laws of Florida, and has had the opportunity to have the same reviewed and explained by legal counsel. Undersigned understands the terms of same and that their Certificate of Competency shall not be used to engage in free enterprise within Broward County, thereby competing against persons or firms that may do business within Broward County whose work they may also inspect, nor may they allow their Certificate of Competency to be used by another person or firm. This includes any activity, such as, but not limited to, bidding, contracting, code consulting, design, employment, plan review, special building inspections, etc. The undersigned applying for certification or recertification, affirms compliance with the aforementioned Code Section, and vouches for the truth and accuracy of all statements and answers herein by affixing their signature below. The undersigned agrees that failure to comply with the requirements of Chapter 71-575 shall be considered a material breach of the terms of certification and may result in decertification/denial of certification.

**Brian Epstein**



Printed Name and Signature of Applicant

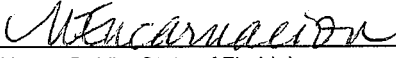
**State of Florida**

**SS |**

**County of Broward**

On the 16<sup>th</sup> day of December, 2025, personally appeared before me the above-named individual who signed the foregoing instrument declaring same to be true to his knowledge and belief.

Notary-Public:

Nancy Encarnacion 

(Printed Name and Signature of Notary Public, State of Florida)

(NOTARY SEAL)



Personally Known

or Produced Identification

Type of Identification Produced \_\_\_\_\_

## Broward County Board of Rules and Appeals

**Note:** All applications shall include the required information listed below, failure to include these items may result in a rejection of this application.

- 1. This application is to be signed by the Building Official, Chief Executive Officer, Human Resources Director, or other duly authorized representative. For Building Official or Assistant Building Official, the CEO (City Manager, Acting City Manager or Mayor) shall sign.
- 2. Provide a clear copy of a current photo ID.
- 3. Provide a copy of all Florida State certifications and/or provisional licenses for each BCAIB certification, also copies of appropriate Certificate of Competency.
- 4. Provide detailed résumé of experience and licensure.
- 5. Provide verifiable evidence of employment such as, IRS forms, tax returns, W-2 forms or notarized written statements (affidavit) including contact information attesting to employment from former employers, partners, or design professionals knowledgeable of the applicant professional or trade experience.
- 6. **OPEN PERMIT AFFIDAVIT:** At the time the applicant submits an application for certification to BORA, all free enterprise within Broward County shall cease. The applicant is required to provide a notarized affidavit including a detailed list of all open and ongoing projects currently under construction which will include information such as the municipality they are located within, the existing permit number, and the time frame in which the project will be completed. This time frame shall not exceed a six-month period from the time the application for certification was submitted to BORA. If no open permits exist, provide a notarized affidavit stating such. Please see BORA Policy #18-02 for all specific requirements of open permits.

**\*\*\*BORA staff is authorized to request additional information to verify employment and/or experience\*\*\***

**Note:** A 120-day temporary staff approval will be issued to a qualified applicant after his/her application for a Provisional License has been accepted by DBPR. A certification card will be mailed to the endorsing Building Official after the applicant has received his/her Standard License from DBPR and approved by the Board of Rules and Appeals.

Please list below all jurisdictions and positions of Building Official, Assistant Building Official and/or Chiefs for which you are currently serving.

Jurisdiction <u>Dania Beach</u>	<input type="checkbox"/>	B.O.	<input type="checkbox"/>	A.B.O.	<input checked="" type="checkbox"/>	Chief (Discipline) <u>Electrical</u>
Jurisdiction <u>North Lauderdale</u>	<input type="checkbox"/>	B.O.	<input type="checkbox"/>	A.B.O.	<input checked="" type="checkbox"/>	Chief (Discipline) <u>Electrical</u>
Jurisdiction _____	<input type="checkbox"/>	B.O.	<input type="checkbox"/>	A.B.O.	<input type="checkbox"/>	Chief (Discipline) _____

The undersigned submitting this application for certification, indicates compliance and vouches for the truth and accuracy of all statements and answers herein contained by affixing his/her signature below.

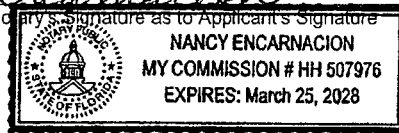
Brian Epstein x *B. Epstein*  
 Type/Print Name of Applicant Signature of Applicant

STATE OF FLORIDA, COUNTY OF Broward

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 16th day of December, 2025 by

Nancy Encarnacion x *N Encarnacion*  
 Type/Print or Stamp Notary's Name Notary's Signature as to Applicant's Signature

Personally Known  Produced Identification



Type of Identification Produced \_\_\_\_\_

The undersigned attest for the truth and accuracy of all statements and answers herein contained by affixing his/her signature below.

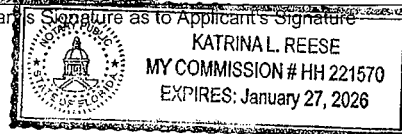
Randy Youse x *R Youse*  
 Type/Print Name of Building Official, Chief Executive Officer, Human Resources Director or other duly authorized representative Signature of Building Official, Chief Executive Officer, Human Resources Director or other duly authorized representative

STATE OF FLORIDA, COUNTY OF Broward

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 16 day of December, 2025 by

Katrina Reese x *K Reese*  
 Type/Print or Stamp Notary's Name Notary's Signature as to Applicant's Signature

Personally Known  Produced Identification



Type of Identification Produced \_\_\_\_\_

Approved by BORA on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Broward County Board of Rules and Appeals  
Voluntary Open Permit Affidavit**

Certification  
Application Date

*\* Per Florida Statute 71-575 (4)b, commencing with the time of application submission, provide the 180-day period from the time that the application for certification was submitted to the Broward County Board of Rules and Appeals:*

12/02/2025

Please list all active and/or inactive permits under construction:

If this is not applicable, please check this box.

EXISTING PERMIT NUMBER	MUNICIPALITY	ESTIMATED DATE OF COMPLETION

\* If this 180-day time frame is required to be extended, a written request shall be submitted to the Director of the Broward County Board of Rules and Appeals no later than 30 days prior to the expiration of the 180-day period.

*This affidavit must be notarized regardless of open permit status.*

x Brian Epstein  
Type/Print Applicant Name

x B. Epstein  
Signature of Applicant

STATE OF FLORIDA COUNTY OF Broward

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this

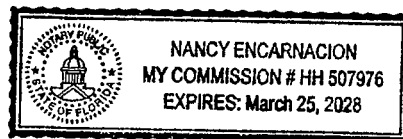
16<sup>th</sup> day of December, 20 25 by

x Nancy Encarnacion  
Type/Print or Stamp Notary's Name

x N Encarnacion  
Notary's Signature as to Applicant's Signature

Personally Known  Produced Identification

Type of Identification Produced \_\_\_\_\_



Denise D. Grant  
Mayor

Richard Campbell  
Vice Mayor

S. "Ray" Martin  
Melissa P. Dunn  
John T. Hodgson  
Commissioners

## City of Lauderhill



Kennie Hobbs, Jr.  
City Manager

Sean Henderson  
Deputy City Manager

Hans Ottinot, Esq.  
City Attorney

Andrea M. Anderson  
City Clerk

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Kennie Hobbs Jr.  
City Manager

December 4, 2025

Board of Rules and Appeals  
Attn: Dr. Ana Barbosa  
1 N University Drive, Suite 3500B  
Plantation, FL 33324  
Email: [abarbosa@broward.org](mailto:abarbosa@broward.org)

### RE: Certification for Chief Electrical Inspector – City of Lauderhill

Dear Dr. Barbosa:

Please accept this letter as a formal request to appoint **Bryan Epstein** as the permanent **Chief Electrical Inspector** for the City of Lauderhill. I am aware of and have no objection to Mr. Epstein being assigned as the permanent Chief Electrical Inspector in addition to his current assignments with the City of Dania Beach and the City of North Lauderdale.

Thank you for your attention to this matter. Should you have any questions or comments regarding this correspondence, please do not hesitate to contact me at [khobbs@lauderhill-fl.gov](mailto:khobbs@lauderhill-fl.gov) or (954) 730-3033.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Hobbs, Jr.", written over a horizontal line.

**Kennie Hobbs, Jr.**  
City Manager

cc. Randy Youse, Chief Building Official ([ryouse@lauderhill-fl.gov](mailto:ryouse@lauderhill-fl.gov))  
Daniel Keester-O'Mills, Development Services Director ([dkeester@lauderhill-fl.gov](mailto:dkeester@lauderhill-fl.gov))  
Bryan Epstein, Chief Electrical Inspector ([bepstein@broward.org](mailto:bepstein@broward.org))

### City of Lauderhill

Phone: 954-730-3000 | Fax: 954-730-3025 | [www.lauderhill-fl.gov](http://www.lauderhill-fl.gov)  
Lauderhill City Hall - 5581 West Oakland Park Boulevard, Lauderhill, FL 33313



December 10, 2025

Via Email: [abarbosa@broward.org](mailto:abarbosa@broward.org)

Board of Rules and Appeals  
Attn: Dr. Ana Barbosa  
1 North University Drive  
Suite 3500B  
Plantation, FL 33324

Re: Certification for Chief Electrical Inspector – City of Dania Beach

Dear Dr. Barbosa:

Please accept this letter as a formal request to appoint Brian Epstein as the permanent Chief Electrical Inspector for the City of Dania Beach. I have no objection to Mr. Epstein being assigned as the Permanent Chief Electrical Inspector in addition to his current assignments with the City of Lauderhill and the City of North Lauderdale.

Thank you for your attention to this matter. Should you have any questions or comments regarding this correspondence, please do not hesitate to contact me at 954-924-6800 x3610 or via email; [agarcia@daniabeachfl.gov](mailto:agarcia@daniabeachfl.gov).

Sincerely,

Ana M. Garcia Digitally signed by Ana M. Garcia  
Date: 2025.12.10 15:16:12 -05'00'

Ana M. Garcia, ICMA-CM  
City Manager

cc: Jack Fisher, Building Official ([jfisher@daniabeachfl.gov](mailto:jfisher@daniabeachfl.gov))  
Eleanor Norena, CFM, Community Development Director ([enorena@daniabeachfl.gov](mailto:enorena@daniabeachfl.gov))  
Brian Epstein, Chief Electrical Inspector ([bepstein@broward.org](mailto:bepstein@broward.org))

CITY OF DANIA BEACH | 100 W. Dania Beach Boulevard, Dania Beach, FL 33004 | DANIBEAACHFL.GOV  
954-924-6800

701 Southwest 71st Ave.  
North Lauderdale, FL 33068



www.nlauderdale.org  
(954) 722-0900

December 9, 2025

Board of Rules and Appeals  
Attn: Dr. Ana Barbosa  
1 N University Drive, Suite 3500B  
Plantation, FL, 33324  
Email: [abarbosa@broward.org](mailto:abarbosa@broward.org)

**RE: Certification for Chief Electrical Inspector – City of Lauderhill**

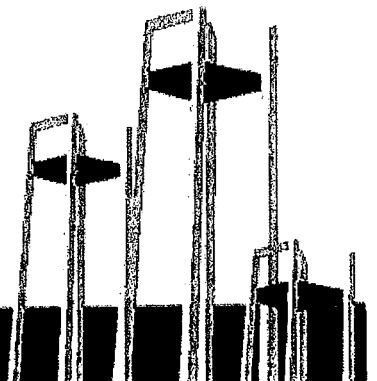
Dear Dr. Barbosa:

Please accept this letter as a formal approval to allow Brian Epstein as the permanent Chief Electrical Inspector for the City of Lauderhill. I am aware of and have no objection to Mr. Epstein being assigned as the permanent Chief Electrical Inspector in addition to his current assignments with the City of Dania Beach and the City of North Lauderdale.

Thank you for your attention to this matter. Should you have any questions or comments regarding this correspondence, please do not hesitate to contact me at [msargis@nlauderdale.org](mailto:msargis@nlauderdale.org) or 954-597-4731.

Sincerely,

Michael Sargis  
City Manager



THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION



Florida **dbpr** Department of Business & Professional Regulation

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10:24:12 AM 12/17/2025

Data Contained In Search Results Is Current As Of 12/17/2025 10:23 AM.

**Search Results - 3 Records**

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For additional information, including any complaints or discipline, click on the name.

License Type	Name	Name Type	License Number/Rank	Status/Expires
Standard Inspector	<a href="#">EPSTEIN, BRIAN D</a>	Primary	BN5996 Inspector	Current, Active 11/30/2027
Main Address*: Private				
Standard Plans Examiner	<a href="#">EPSTEIN, BRIAN D</a>	Primary	PX3270 Plans Examiner	Current, Active 11/30/2027
Main Address*: Private				
Provisional Electrical Inspector	<a href="#">EPSTEIN, BRIAN D</a>	Primary	PEI607 Prov Elec Insp	Null and Void, 10/15/2009
Main Address*: Private				

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**\* denotes**

- Main Address - This address is the Primary Address on file.
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2601 Blair Stone Road, Tallahassee FL 32399 :: Email: [Customer Contact Center](#) :: Customer Contact Center: 850.487.1395

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**CHAPTER 1**  
**ADMINISTRATION-BROWARD COUNTY**

**104.3 Appointment of the Chief Electrical, Mechanical, Plumbing, and Structural Inspector.** Each appointing authority shall appoint a person qualified as set forth in the below sections to serve as a Chief Inspector in each discipline stated above. If there is one (1) inspector of each discipline stated above, hired by an appointing authority in Broward County, that inspector shall be a Chief Inspector (Chief or head of the division). The Chief Inspector does not have to be personally present at the governmental department as long as they are available and can perform their duties. Individuals holding multiple certifications issued by BORA for permanent position of Chief Inspector are restricted to qualifying a maximum of two (2) jurisdictions unless specifically approved by the Board. The City Manager of each jurisdiction shall be notified by BORA staff at any time that a Chief Inspector is approved by the Board to serve more than one jurisdiction. To be eligible for appointment as a Chief inspector (each discipline stated above), such person shall be certified by BORA.

# Item 2



# Broward County Board of Rules and Appeals

1 N. University Drive Suite 3500B, Plantation, FL 33324

[broward.org/CodeAppeals](http://broward.org/CodeAppeals) | 954-765-4500 | [rulesboard@broward.org](mailto:rulesboard@broward.org)

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**TO:** Members of the Broward County Board of Rules and Appeals

**FROM:** Administrative Director

**DATE:** January 8, 2026

**RE:** First Reading of the Proposed Revision to the Florida Building Code, Broward County Administrative Amendments, 8th (2023) Edition, Chapter 1, Sections 104.1.1, Appointment of a Building Official, 104.2.1, Appointment of an Assistant Building Official, and 104.3, Appointment of the Chief Electrical, Mechanical, Plumbing, and Structural Inspector, Relating to Obtaining Written Authorization from City Managers to Serve More than Two (2) Jurisdictions Prior to Applying for Board Consideration

---

## **Recommendation**

It is recommended that the Broward County Board of Rules and Appeals approve, by vote, the First Reading of the Proposed Modification to the Florida Building Code, Broward County Administrative Amendments, 8th (2023) Edition, Sections 104.1.1, Appointment of a Building Official, 104.2.1, Appointment of an Assistant Building Official, and 104.3, Appointment of the Chief Electrical, Mechanical, Plumbing, and Structural Inspector. This modification relates to requiring the applicant to obtain written authorization from City Managers to serve more than two (2) jurisdictions prior to applying for Board consideration.

## **Reasons**

The proposed modification aligns the Code language with the procedures currently followed by BORA for applicants seeking to serve multiple jurisdictions as Building Officials, Assistant Building Officials, or Chief Inspectors. Under existing practice, individuals requesting to serve multiple jurisdictions for a permanent position shall not qualify for more than two (2) jurisdictions unless expressly authorized by the Board. As a condition of seeking Board approval to serve multiple jurisdictions, the applicant must obtain written authorization from the City Manager of each affected jurisdiction to BORA prior to applying for Board consideration.

## **Additional Information**

Revised Florida Building Code, Broward County, Chapter 1, Sections 104.1.1, 104.2.1, and 104.3, with underlined proposed new code sections and ~~strikethrough~~ deletions of the current codes.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "A. Barbosa".

Dr. Ana C. Barbosa

**CHAPTER 1**  
**ADMINISTRATION – BROWARD COUNTY**

**Section 104 Powers and Duties of the Building Official, Assistant Building Official, Fire Code Official, Chief Inspector, Plan Examiner, and Inspector**

**104.1 Building Official.**

**104.1.1 Appointment of a Building Official.** The appointing authority shall appoint a Building Official, and such person shall meet the following minimum qualifications and be certified by BORA, as specified in Section 104.1.3. The Building Official does not have to be personally present at the governmental department, as long as they are available and can perform their duties. ~~Individuals holding multiple certifications issued by BORA for permanent position of Building Official are restricted to qualifying a maximum of two (2) jurisdictions unless specifically approved by the Board. The City Manager of each jurisdiction shall be notified by BORA staff at any time that a Building Official is approved by the Board to serve more than one jurisdiction. Applicants requesting to serve multiple jurisdictions for a permanent Building Official position shall not qualify for more than two (2) jurisdictions unless expressly authorized by the Board. As a condition of seeking Board approval to serve multiple jurisdictions, the applicant must submit written authorization from the City Manager of each affected jurisdiction to BORA prior to applying for Board consideration.~~

**104.1.1.1 Appointment of an Interim Building Official.**

- a. If the Building Official is not available to perform their duties, each appointing authority shall appoint an Interim Building Official provided such person is qualified as set forth in Section 104.1.3 of this Code, BORA shall be timely notified in writing by the Building Official or appointing authority of the starting date and period that the interim Building Official or assistant Building Official will assume the Building Official's duties. BORA shall record the name of the interim Building Official, but they will not be issued a certification card as a Building Official. An Interim Building Official's appointment will be limited to ninety (90) calendar days. At the written request of the Chief Executive Officer (city manager, acting city manager, or mayor) for demonstrated cause, a one-time, ninety (90) calendar days extension may be granted by BORA's Administrative Director. Any additional extensions beyond this point must be requested in writing to BORA's Administrative Director a minimum of forty-five (45) calendar days prior to the second-period expiration date. This request must be reviewed and approved by the Board of Rules and Appeals at its next regularly scheduled meeting.
- b. If the Building Official's employment with the jurisdiction is terminated, an interim Building Official may be appointed while the Building Official is being replaced with a permanent appointee. The interim Building Official shall be qualified as a Building Official as specified in Section 104.1.3. An interim Building Official's appointment will be limited to ninety (90) calendar days. At the written request of the Chief Executive Officer (city manager, acting city manager, or mayor) for demonstrated cause, a one-time ninety (90) calendar days extension may be granted by BORA's Administrative Director. Any additional extensions beyond this point must be requested in writing to BORA's Administrative Director a minimum of forty-five (45) calendar days prior to the second-period expiration date. This request must be reviewed and approved by the Board of Rules and Appeals at its next regularly scheduled meeting. BORA shall record the name of the interim Building Official, but they will not be issued a certification card as a Building Official.

**104.1.2 Powers and Duties of the Building Official.** The Building Official shall be vested with the powers and subject to regulations, as provided by Florida Statute, Chapter 468 and BORA, as set forth in Section 113 of this Code. The Building Official is hereby authorized and directed to enforce the provisions of this Code. The Building Official shall delegate powers, duties, and assignments to BORA-certified Chief Inspectors to render interpretations of this Code and to adopt policies and procedures in order to clarify the application of the technical provisions of this Code in categories in which the Building Official is not certified. Such interpretations, policies, and procedures shall be in compliance with the intent and purpose of this Code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this Code.

**104.1.2.1** The Building Official or Chief Plumbing Inspector shall have the power to abate any nuisance by issuing a notice in writing to correct or eliminate the nuisance within a reasonable amount of time.

**104.1.3 Certification of the Building Official and the Assistant Building Official.** To be eligible for appointment as a Building Official or Assistant Building Official, such person shall be certified as required by BCAIB as a building code administrator.

**104.1.3.1** Such person shall be certified by BORA and shall meet at least one of the following qualifications:

**104.1.3.1.1** A Florida registered architect or licensed professional engineer having practiced for at least seven (7) years, a minimum of five (5) years shall have been within the jurisdiction of the HVHZ.

**104.1.3.1.2** Ten (10) years combined experience as a master electrician, electrical contractor, general contractor, master mechanical, mechanical contractor, Class A air conditioning contractor, master plumber, plumbing contractor, chief inspector, standard plans examiner or inspector appointed by an AHJ or school board within the state of Florida. A minimum of five (5) years shall have been within the jurisdiction of the HVHZ.

**104.1.3.2** As part of the experience requirements above, the applicant shall have been appointed as Chief Inspector, standard plans examiner or inspector by an AHJ or School Board within the State of Florida for a minimum of two (2) years.

**104.1.3.3** Each of the applicants shall possess a current Certificate of Competency or a Professional Engineer License or Architect Registration issued by at least one (1) of the following entities:

1. Florida Construction Industry Licensing Board as a GC, mechanical contractor, or plumbing contractor.
2. Florida Electrical Contractors Licensing Board as an electrical contractor.
3. Broward County Central Examining Board of Building Construction Trades (as Class A unlimited general contractor.)
4. Broward County Central Examining Board of Electricians as a master electrician or electrical contractor.
5. Broward County Central Examining Board of Mechanical Contractors and Specialty Mechanical Contractors as a mechanical contractor or Class A air conditioning contractor.
6. Broward County Central Examining Board of Plumbers as a master plumber.
7. Miami-Dade County Construction Trades Qualifying Board for any of the above-referenced disciplines.
8. Florida Board of Architecture and Interior Design.
9. Florida Board of Professional Engineers.

**104.1.3.4** An applicant for certification as Building Official or Assistant Building Official under the provisions of this section may only substitute two (2) years of HVHZ experience with two (2) years of statewide experience and passing the BORA HVHZ exam.

**104.1.3.5** An applicant for certification as a Building Official or Assistant Building Official under the provisions of this section who is a graduate of an accredited school may be credited for a maximum of two (2) years for a bachelor's degree or a maximum of one (1) year for an associate degree towards the combined experience requirements. The bachelor's or associate must be a science degree in engineering, architecture, or building construction. This credit is not applicable to the requirements under Section 104.1.3.1.1.

**104.1.3.6** The application for certification of the Building Official or Assistant Building Official shall be signed by the jurisdiction's Chief Executive Officer (city manager, acting city manager, or mayor).

## **104.2 Assistant Building Official.**

**104.2.1 Appointment of an Assistant Building Official.** Each appointing authority may appoint a person qualified as set forth in Section 104.1.3 to serve as an Assistant Building Official. To be eligible for appointment as an Assistant Building Official, such person shall be certified by BORA and meet the qualifications equal to the requirements for a Building Official. No other title is recognized for certification by BORA. Applicants requesting to serve multiple jurisdictions for a permanent Assistant Building Official position shall not qualify for more than two (2) jurisdictions unless expressly authorized by the Board. As a condition of seeking Board approval to serve multiple jurisdictions, the applicant must submit written authorization from the City Manager of each affected jurisdiction to BORA prior to applying for Board consideration.

**104.2.2 Powers and Duties of the Assistant Building Official.** The Assistant Building Official shall be vested with the powers and subject to regulations, as provided by Florida Statute, Chapter 468, and BORA, in Section 113 of this Code. The Assistant Building Official shall be responsible for duties assigned by the Building Official. The Assistant Building Official shall fulfill the duties of the Building Official during their absence with full responsibilities of the position.

**104.3 Appointment of the Chief Electrical, Mechanical, Plumbing, and Structural Inspector.** Each appointing authority shall appoint a person qualified as set forth in the below sections to serve as a Chief Inspector in each discipline stated above. If there is one (1) inspector of each discipline stated above, hired by an appointing authority in Broward County, that inspector shall be a Chief Inspector (Chief or head of the division). The Chief Inspector does not have to be personally present at the governmental department as long as they are available and can perform their duties. ~~Individuals holding multiple certifications issued by BORA for permanent position of Chief Inspector are restricted to qualifying a maximum of two (2) jurisdictions unless specifically approved by the Board. The City Manager of each jurisdiction shall be notified by BORA staff at any time that a Chief Inspector is approved by the Board to serve more than one jurisdiction.~~ Applicants requesting to serve multiple jurisdictions for a permanent Chief position shall not qualify for more than two (2) jurisdictions unless expressly authorized by the Board. As a condition of seeking Board approval to serve multiple jurisdictions, the applicant must submit written authorization from the City Manager of each affected jurisdiction to BORA prior to applying for Board consideration. To be eligible for appointment as a Chief inspector (each discipline stated above), such person shall be certified by BORA.

**104.3.1 Interim Chief Inspector.** If a Chief Inspector's employment is terminated or is otherwise unavailable, an interim Chief inspector may be appointed for up to ninety (90) days while the Chief Inspector is being replaced with a permanent appointee. An approved application for a Chief Inspector must be submitted to BORA before the ninety (90) days expires. Any additional extensions beyond this point must be requested in writing to BORA's Administrative Director a minimum of forty-five (45) calendar days prior to the second-period expiration date. This request must be reviewed and approved by the Board of Rules and Appeals at its next regularly scheduled meeting. The interim Chief Inspector shall be qualified as a Chief Inspector as specified in Section 104.5, 104.6, 104.7, or 104.8 of this Code. BORA shall be notified in writing by the Building Official of the name and starting date of the interim Chief Inspector. BORA will record the name of the interim Chief Inspector but they will not be issued a certification card as the Chief Inspector.

**104.4 Powers and Duties of the Chief Electrical, Mechanical, Plumbing, and Structural Inspector.** The Chief Inspector (each discipline stated above) shall be vested with the powers and subject to regulations by BORA as set forth in Section 113 of this Code. The Chief Inspector shall have the power to delegate powers, duties, and assignments to subordinate regular employees working under their authority but only to those certified by BORA as qualified to perform such powers, duties, and assignments within their discipline. It shall be their duty and responsibility to supervise and coordinate the work of all subordinate plans, examiners, and inspectors within their discipline. The Chief Inspector shall have the sole authority to render interpretations of this Code and adopt policies and procedures to clarify the application of its provisions within their discipline. Such interpretations, policies, and procedures shall comply with the intent and purpose of this Code. Such policies and procedures shall not have the effect of waiving requirements specifically provided in this Code.

**104.5 Certification of the Chief Electrical Inspector.** To be eligible for appointment as a Chief Electrical Inspector, such person shall be certified as required by BCAIB as an electrical plans examiner and an electrical inspector. Engineers are exempt from BCAIB certification.

**104.5.1** Such person shall be certified by BORA and shall meet the following qualifications:

**104.5.1.1** An electrical plans examiner serving for a minimum of one (1) year for an AHJ or school board within the state of Florida and who complies with at least one (1) of the qualifications of Section 104.10.2.1.

**104.5.2** Each of the applicants shall possess a current Certificate of Competency or a professional license in the discipline requested as a master electrician or electrical contractor or engineer issued by at least one of the following entities:

- A. Florida Electrical Contractors Licensing Board.
- B. Broward County Central Examining Board of Electricians.
- C. Miami-Dade County Construction Trades Qualifying Board.
- D. Florida Board of Professional Engineers.

**104.6 Certification of the Chief Mechanical.** To be eligible for appointment as a Chief Mechanical Inspector, such person shall be certified as required by BCAIB as a mechanical plans examiner and a mechanical inspector. Engineers are exempt from BCAIB certification.

**104.6.1** Such person shall be certified by BORA and shall meet the following qualifications:

**104.6.1.1** A Mechanical Plans Examiner serving for a minimum of one (1) year for an AHJ or School Board within the state of Florida and who complies with at least one (1) of the qualifications of Section 104.10.3.1.

**104.6.2** Each of the applicants shall possess a current Certificate of Competency or a professional license in the discipline requested as a master mechanical or mechanical contractor or Class A air conditioning contractor or engineer issued by at least one (1) of the following entities:

- A. Florida Construction Industry Licensing Board.
- B. Broward County Central Examining Board of Mechanical Contractors and Specialty Mechanical Contractors.
- C. Miami-Dade County Construction Trades Qualifying Board.
- D. Florida Board of Professional Engineers.

**104.7 Certification of the Chief Plumbing Inspector.** To be eligible for appointment as a Chief Plumbing Inspector, such person shall be certified as required by BCAIB as a plumbing plans examiner and as a plumbing inspector. Engineers are exempt from BCAIB certification.

**104.7.1** Such person shall be certified by BORA and shall meet the following qualifications:

**104.7.1.1** A Plumbing Plans Examiner serving for a minimum of one (1) year for an AHJ or School Board within the State of Florida and who complies with at least one (1) of the qualifications of Section 104.10.4.1.

**104.7.2** Each of the applicants shall possess a current Certificate of Competency or a professional license in the discipline requested as a master plumber, plumbing contractor, or engineer issued by at least one (1) of the following entities:

- A. Florida Construction Industry Licensing Board.
- B. Broward County Central Examining Board of Plumbers.
- C. Miami-Dade County Construction Trades Qualifying Board.
- D. Florida Board of Professional Engineers.

**104.8 Certification of the Chief Structural Inspector.** To be eligible for appointment as a Chief Structural Inspector, such person shall be certified as required by BCAIB as a standard plans examiner and standard inspector or be a Florida Registered Architect or Florida Licensed Professional Engineer in the discipline requested.

**104.8.1** Such person shall be certified by BORA and shall meet the following qualifications:

**104.8.1.1** Be a Standard Plans Examiner appointed as such for a minimum of one (1) year by an AHJ or School Board within the State of Florida and who complies with at least one (1) of the qualifications of Section 104.10.1.1.

**104.8.2** Each of the applicants shall possess a current Certificate of competency as a GC or a Professional Engineer License or Architect registration issued by at least one (1) of the following entities:

- A. Florida Construction Industry Licensing Board.
- B. Broward County Central Examining Board of Building Construction Trades.
- C. Miami-Dade County Construction Trades Qualifying Board.
- D. Florida Board of Professional Engineers.
- E. Department of Business and Professional Regulation as an Architect.

# Item 3



# Broward County Board of Rules and Appeals

1 N. University Drive Suite 3500B, Plantation, FL 33324

[broward.org/CodeAppeals](http://broward.org/CodeAppeals) | 954-765-4500 | [rulesboard@broward.org](mailto:rulesboard@broward.org)

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**TO:** Members of the Broward County Board of Rules and Appeals

**FROM:** Administrative Director

**DATE:** January 8, 2026

**RE:** First Reading of the Proposed Addition to the Florida Building Code, Broward County Administrative Amendments, 8<sup>th</sup> (2023) Edition, Chapter 1, Section 111, Certificates of Occupancy and Completion; Subsections 111.2, Line Item 13, and 111.5, Related to Permits Issued Under the Provisions of Florida Statute 553.791

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## **Recommendation**

It is recommended that the Board of Rules and Appeals approve, by vote, the proposed revision to the Broward County Amendments to the FBC, Chapter 1, Section 111, Certificates of Occupancy and Completion, Subsections 111.2, Line Item 13, and 111.5, related to permits issued under the provisions of Florida Statute 553.791.

## **Reasons**

The proposed revision will provide a uniform statement in the Certificates of Occupancy and Completion issued throughout Broward County, clearly stating to the certificate holder whether the plan review and inspection for the project were performed under the provisions of Florida Statute 553.791.

## **Additional Information**

Draft of the revised Broward County Amendments to the FBC, Chapter 1, Section 111, Certificates of Occupancy and Completion, Subsection 111.2, Certificate Issued, with underlined proposed new code sections and ~~strikethrough~~ deletions of the current codes.

## **Attachment**

Florida Statute 553.791

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "A. Barbosa".

Dr. Ana C. Barbosa

**CHAPTER 1  
ADMINISTRATION – BROWARD COUNTY**

**Section 111 Certificates of Occupancy and Completion**

**111.1 Certificate of Occupancy.**

**111.1.1 Use and Occupancy** No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or nature or use or portion thereof shall be made until the Building Official has issued a Certificate of Occupancy therefor as provided herein. Said certificate shall not be issued until all requirements of the FBC and the FFPC have been inspected for compliance with the technical codes and other applicable laws and ordinances and released by the Building Official. Issuance of a Certificate of Occupancy shall not be construed as an approval of a violation of the provisions of this Code or of other ordinances of the jurisdiction. See Florida Statute 553.791 (13) for additional requirements for the issuance of a Certificate of Occupancy or Certificate of Completion.

**Exception:** Certificates of Occupancy are not required for work exempt from permits under Section 105.2.

**111.2 Certificate Issued.** After the Building Official or duly authorized representative inspects the building or structure and does not find violations of the provisions of this Code or other laws that are enforced by the AHJ, the Building Official shall issue a Certificate of Occupancy or Certificate of Completion that contains the following:

1. The building permit number.
2. The address of the structure.
3. The name and address of the owner.
4. A description of that portion of the structure for which the certificate is issued.
5. A statement that the described portion of the structure has been inspected for compliance with the requirements of this Code for the occupancy and division of occupancy and the use for which the proposed occupancy is classified.
6. For buildings and structures in flood hazard areas, a statement that documentation of the as-built lowest floor elevation has been provided and is retained in the records of the authority having jurisdiction.
7. The name of the Building Official.
8. The edition of the code under which the permit was issued.
9. The use and occupancy, in accordance with the provisions of FBC, Building, Chapter 3.
10. The type of construction as defined in FBC, Building, Chapter 6.
11. The design occupant load and the number of persons for each floor, and the allowable load live or dead per square foot for each floor in accordance with the provisions of this Code.
12. If an automatic sprinkler system is provided, whether the sprinkler system is required.
13. This Certificate of Occupancy is issued under the provisions of Florida Statute 553.791 utilizing:
  - Plan Review       YES       NO
  - Inspections       YES       NO
14. Any special stipulations and conditions of the building permit.

**111.3 Temporary/Partial Certificate of Occupancy.**

**111.3.1** The Building Official is authorized to issue a Temporary Certificate of Occupancy before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely, providing the building to be occupied has, to the satisfaction of the Building Official, met all the code provisions related to sanitary facilities, electric service, means of egress, fire resistive separation, structural adequacy, and life safety requirements as found in the FBC, Fire Protection Provisions of this Code and the FFPC for the use of a building. The Building Official shall set a time period during which the temporary Certificate of Occupancy is valid.

**Exception:** Two-way radio communication enhancement systems. For buildings not exempted by Florida Statute 633.202 (18)(h) from meeting the minimum radio signal strength requirements or having a radio signal strength assessment for public safety agency communications, see Florida Statute. 553.79(23).

**111.3.2 Partial Certificate of Occupancy.** A Partial Certificate of Occupancy may be issued by the Building Official for portions of a building, providing such portions comply with the requirements for a Certificate of Occupancy and the portions of the building are isolated from the portions in which construction activities are continuous. Areas not included in the Partial Certificate of Occupancy shall not be occupied until such areas are completed satisfactorily for issuance of a Certificate of Occupancy. Each area shall not be occupied until inspected and approved, and additional Partial Certificates of Occupancy are issued. The final Certificate of Occupancy shall not be issued for the entire building until the requirements of Section 111.1 are complied with.

**111.4 Revocation.** The Building Official is authorized to serve a notice of the suspension or revocation of the Certificate of Occupancy or Completion, issued under the provisions of this Code, in writing, on the person or persons using or causing the use of a building or structure, wherever the certificate is issued in error, or based on correct information supplied, or where it is determined that the building or structure or portion thereof violates any ordinance, regulation, any of the provisions of this Code or Fire Protection Provisions of this Code and the FFPC. After the receipt of such notice or order, the building or portion thereof shall be brought into compliance with this Code within a reasonable time, as determined by the Building Official.

**111.5 Certificate of Completion.** A Certificate of Completion is proof that a structure or system is complete and, for certain types of permits, is released for use and may be connected to a utility system. This certificate does not grant authority to occupy or connect a building, such as a shell building, prior to the issuance of a Certificate of Occupancy. For Certificate of Completion content, refer to Section 111.2.

## ATTACHMENT

The 2025 Florida Statutes

Title XXXIII: REGULATION OF TRADE, COMMERCE, INVESTMENTS, AND SOLICITATIONS

Chapter 553 BUILDING CONSTRUCTION STANDARDS

### **553.791 Alternative plans review and inspection.—**

(1) As used in this section, the term:

(a) “Applicable codes” means the Florida Building Code and any local technical amendments to the Florida Building Code but does not include the applicable minimum fire prevention and firesafety codes adopted pursuant to chapter 633.

(b) “Audit” means the process to confirm that the building code inspection services have been performed by the private provider, including ensuring that the required affidavit for the plan review has been properly completed and submitted with the permit documents and that the minimum mandatory inspections required under the building code have been performed and properly recorded. The local building official may not replicate the plan review or inspection being performed by the private provider, unless expressly authorized by this section.

(c) “Building” means any construction, erection, alteration, demolition, or improvement of, or addition to, any structure or site work for which permitting by a local enforcement agency is required.

(d) “Building code inspection services” means those services described in s. 468.603(5) and (8) involving the review of building plans as well as those services involving the review of site plans and site work engineering plans or their functional equivalent, to determine compliance with applicable codes and those inspections required by law, conducted either in person or virtually, of each phase of construction for which permitting by a local enforcement agency is required to determine compliance with applicable codes.

(e) “Deliver” or “delivery” means any method of delivery used in conventional business or commercial practice, including delivery by electronic transmissions.

(f) “Duly authorized representative” means an agent of the private provider identified in the permit application who reviews plans or performs inspections as provided by this section and who is licensed as an engineer under chapter 471 or as an architect under chapter 481 or who holds a standard or provisional certificate under part XII of chapter 468. A duly authorized representative who only holds a provisional certificate under part XII of chapter 468 must be under the direct supervision of a person licensed as a building code administrator under part XII of chapter 468.

(g) “Electronic signature” means any letters, characters, or symbols manifested by electronic or similar means which are executed or adopted by a party with an intent to authenticate a writing or record.

(h) “Electronic transmission” or “submitted electronically” means any form or process of communication not directly involving the physical transfer of paper or another tangible medium which is suitable for the retention, retrieval, and reproduction of information by the recipient and is retrievable in paper form by the receipt through an automated process. All notices provided for in this section may be transmitted electronically and shall have the same legal effect as if physically posted or mailed.

(i) “Electronically posted” means providing notices of decisions, results, or records, including inspection records, through the use of a website or other form of electronic communication used to transmit or display information.

(j) “Immediate threat to public safety and welfare” means a building code violation that, if allowed to persist, constitutes an immediate hazard that could result in death, serious bodily injury, or significant property damage. This paragraph does not limit the authority of the local building official to issue a Notice of Corrective Action at any time during the construction of a building project or any portion of such project if the official determines that a condition of the building or portion thereof may constitute a hazard when the building is put into use following completion as long as the condition cited is shown to be in violation of the building code or approved plans.

(k) “Local building official” means the individual within the governing jurisdiction responsible for direct regulatory administration or supervision of plans review, enforcement, and inspection of any construction, erection, alteration, demolition, or substantial improvement of, or addition to, any structure for which permitting is required to indicate compliance with applicable codes and includes any duly authorized designee of such person.

(l) “Permit application” means a properly completed and submitted application for the requested building or construction permit, including:

1. The plans reviewed by the private provider, or in the case of a single-trade plans review where a private provider uses an automated or software-based plans review system pursuant to subsection (6), the information reviewed by the automated or software-based plans review system to determine compliance with one or more applicable codes.
2. The affidavit from the private provider required under subsection (6).
3. Any applicable fees.

4. Any documents required by the local building official to determine that the fee owner has secured all other government approvals required by law.
- (m) "Plans" means building plans, site engineering plans, or site plans, or their functional equivalent, submitted by a fee owner or fee owner's contractor to a private provider or duly authorized representative for review.
- (n) "Private provider" means a person licensed as a building code administrator under part XII of chapter 468, as an engineer under chapter 471, or as an architect under chapter 481. For purposes of performing inspections under this section for additions and alterations that are limited to 1,000 square feet or less to residential buildings, the term "private provider" also includes a person who holds a standard certificate under part XII of chapter 468.
- (o) "Private provider firm" means a business organization, including a corporation, partnership, business trust, or other legal entity, which offers services under this chapter to the public through licensees who are acting as agents, employees, officers, or partners of the firm. A person who is licensed as a building code administrator under part XII of chapter 468, an engineer under chapter 471, or an architect under chapter 481 may act as a private provider for an agent, employee, or officer of the private provider firm.
- (p) "Request for certificate of occupancy or certificate of completion" means a properly completed and executed application for:
1. A certificate of occupancy or certificate of completion.
  2. A certificate of compliance from the private provider required under subsection (13).
  3. Any applicable fees.
  4. Any documents required by the local building official to determine that the fee owner has secured all other government approvals required by law.
- (q) "Single-trade inspection" or "single-trade plans review" means any inspection or plans review focused on a single construction trade, such as plumbing, mechanical, or electrical. The term includes, but is not limited to, inspections or plans reviews of door or window replacements; fences and block walls more than 6 feet high from the top of the wall to the bottom of the footing; stucco or plastering; reroofing with no structural alteration; solar energy and energy storage installations or alterations; HVAC replacements; ductwork or fan replacements; alteration or installation of wiring, lighting, and service panels; water heater changeouts; sink replacements; and repiping.
- (r) "Site work" means the portion of a construction project that is not part of the building structure, including, but not limited to, grading, excavation, landscape irrigation, and installation of driveways.
- (s) "Stop-work order" means the issuance of any written statement, written directive, or written order which states the reason for the order and the conditions under which the cited work will be permitted to resume.
- (2)(a) Notwithstanding any other law or local government ordinance or local policy, the fee owner of a building or structure, or the fee owner's contractor upon written authorization from the fee owner, may choose to use a private provider to provide building code inspection services with regard to such building or structure and may make payment directly to the private provider for the provision of such services. All such services shall be the subject of a written contract between the private provider, or the private provider's firm, and the fee owner or the fee owner's contractor, upon written authorization of the fee owner. The fee owner may elect to use a private provider to provide plans review or required building inspections, or both. However, if the fee owner or the fee owner's contractor uses a private provider to provide plans review, the local building official, in his or her discretion and pursuant to duly adopted policies of the local enforcement agency, may require the fee owner or the fee owner's contractor to use a private provider to also provide required building inspections.
- (b) If an owner or contractor retains a private provider for purposes of plans review or building inspection services, the local jurisdiction must reduce the permit fee by the amount of cost savings realized by the local enforcement agency for not having to perform such services. Such reduction may be calculated on a flat fee or percentage basis, or any other reasonable means by which a local enforcement agency assesses the cost for its plans review or inspection services. The local jurisdiction may not charge fees for building inspections if the fee owner or contractor hires a private provider to perform such services; however, the local jurisdiction may charge a reasonable administrative fee, which shall be based on the cost that is actually incurred, including the labor cost of the personnel providing the service, by the local jurisdiction or attributable to the local jurisdiction for the clerical and supervisory assistance required, or both.
- (c) If an owner or a contractor retains a private provider for purposes of plans review or building inspection services, the local jurisdiction must provide equal access to all permitting and inspection documents and reports to the private provider, owner, and contractor if such access is provided by software that protects exempt records from disclosure.
- (3) A private provider and any duly authorized representative may only perform building code inspection services that are within the disciplines covered by that person's licensure or certification under chapter 468, chapter 471, or chapter 481, including single-trade inspections. A private provider may not provide building code inspection services pursuant to this section upon any building designed or constructed by the private provider or the private provider's firm.

(4) A fee owner or the fee owner's contractor using a private provider to provide building code inspection services shall notify the local building official in writing at the time of permit application, or by 2 p.m. local time, 2 business days before the first scheduled inspection by the local building official or building code enforcement agency that a private provider has been contracted to perform the required inspections of construction under this section, including single-trade inspections, on a form to be adopted by the commission. This notice shall include the following information:

(a) The services to be performed by the private provider.

(b) The name, firm, address, telephone number, and e-mail address of each private provider who is performing or will perform such services, his or her professional license or certification number, qualification statements or resumes, and, if required by the local building official, a certificate of insurance demonstrating that professional liability insurance coverage is in place for the private provider's firm, the private provider, and any duly authorized representative in the amounts required by this section.

(c) An acknowledgment from the fee owner or the fee owner's contractor in substantially the following form: I have elected to use one or more private providers to provide building code plans review and/or inspection services on the building or structure that is the subject of the enclosed permit application, as authorized by s. [553.791](#), Florida Statutes. I understand that the local building official may not review the plans submitted or perform the required building inspections to determine compliance with the applicable codes, except to the extent specified in said law. Instead, plans review and/or required building inspections will be performed by licensed or certified personnel identified in the application. The law requires minimum insurance requirements for such personnel, but I understand that I may require more insurance to protect my interests. By executing this form, I acknowledge that I have made inquiry regarding the competence of the licensed or certified personnel and the level of their insurance and am satisfied that my interests are adequately protected. 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 or structure that is the subject of the enclosed permit application.

If the fee owner or the fee owner's contractor makes any changes to the listed private providers or the services to be provided by those private providers, the fee owner or the fee owner's contractor shall, within 1 business day after any change or within 2 business days before the next scheduled inspection, update the notice to reflect such changes. A change of a duly authorized representative named in the permit application does not require a revision of the permit, and the building code enforcement agency shall not charge a fee for making the change.

(5) After construction has commenced and if either the local building official is unable to provide inspection services in a timely manner or the work subject to inspection is related to a single-trade inspection for a single-family or two-family dwelling, the fee owner or the fee owner's contractor may elect to use a private provider to provide inspection services by notifying the local building official of the owner's or contractor's intention to do so by 2 p.m. local time, 2 business days before the next scheduled inspection using the notice provided for in paragraphs (4)(a)-(c).

(6) A private provider performing plans review under this section shall review the plans to determine compliance with the applicable codes. For single-trade plans reviews, a private provider may use an automated or software-based plans review system designed to determine compliance with one or more applicable codes, including, but not limited to, the National Electrical Code and the Florida Building Code. Upon determining that the plans reviewed comply with the applicable codes, the private provider shall prepare an affidavit or affidavits certifying, under oath, that the following is true and correct to the best of the private provider's knowledge and belief:

(a) The plans were reviewed by the affiant, who is duly authorized to perform plans review pursuant to this section and holds the appropriate license or certificate.

(b) The plans comply with the applicable codes.

Such affidavit may bear a written or electronic signature and may be submitted electronically to the local building official.

(7)(a) No more than 20 business days, or if the permit application is related to a single-trade plans review for a single-family or two-family dwelling, no more than 5 business days, after receipt of a permit application and the affidavit from the private provider required pursuant to subsection (6), the local building official shall issue the requested permit or provide a written notice to the permit applicant identifying the specific plan features that do not comply with the applicable codes, as well as the specific code chapters and sections. If the local building official does not provide a written notice of the plan deficiencies within the prescribed time period, the permit application must be deemed approved as a matter of law, and the permit must be issued by the local building official on the next business day.

(b) If the local building official provides a written notice of plan deficiencies to the permit applicant within the prescribed time period, the time period is tolled pending resolution of the matter. To resolve the plan deficiencies, the permit applicant may elect to dispute the deficiencies pursuant to subsection (15) or to submit revisions to correct the deficiencies.

(c) If the permit applicant submits revisions, the local building official has the remainder of the tolled time period plus 5 business days after the date of resubmittal to issue the requested permit or to provide a second written notice to the permit applicant stating which of the previously identified plan features remain in noncompliance with the applicable codes, with specific reference to the relevant code chapters and sections. Any subsequent review by the local building official is limited to the deficiencies cited in the written notice. If the local building official does not provide the second written notice within the prescribed time period, the permit must be deemed approved as a matter of law, and the local building official must issue the permit on the next business day.

(d) If the local building official provides a second written notice of plan deficiencies to the permit applicant within the prescribed time period, the permit applicant may elect to dispute the deficiencies pursuant to subsection (15) or to submit additional revisions to correct the deficiencies. For all revisions submitted after the first revision, the local building official has an additional 5 business days after the date of resubmittal to issue the requested permit or to provide a written notice to the permit applicant stating which of the previously identified plan features remain in noncompliance with the applicable codes, with specific reference to the relevant code chapters and sections.

(8) A private provider performing required inspections under this section shall inspect each phase of construction as required by the applicable codes. Such inspection, including a single-trade inspection, may be performed in person or virtually. The private provider may have a duly authorized representative perform the required inspections, provided all required reports are prepared by and bear the written or electronic signature of the private provider or the private provider's duly authorized representative. The duly authorized representative must be an employee of the private provider entitled to receive reemployment assistance benefits under chapter 443. The contractor's contractual or legal obligations are not relieved by any action of the private provider.

(9) A private provider performing required inspections under this section shall provide notice to the local building official of the approximate date and time of any such inspection. The local building official may not prohibit the private provider from performing any inspection outside the local building official's normal operating hours, including after hours, weekends, or holidays. The local building official may visit the building site as often as necessary to verify that the private provider is performing all required inspections. A deficiency notice must be posted by the private provider, the duly authorized representative of the private provider, or the building department whenever a noncomplying item related to the building code or the permitted documents is found. Such notice may be physically posted at the job site or electronically posted. After corrections are made, the item must be reinspected by the private provider or representative before being concealed. Reinspection or reaudit fees shall not be charged by the local jurisdiction as a result of the local jurisdiction's audit inspection occurring before the performance of the private provider's inspection or for any other administrative matter not involving the detection of a violation of the building code or a permit requirement.

(10) If the private provider is a person licensed as an engineer under chapter 471 or an architect under chapter 481 and affixes his or her professional seal to the affidavit required under subsection (6), the local building official must issue the requested permit or provide a written notice to the permit applicant identifying the specific plan features that do not comply with the applicable codes, as well as the specific code chapters and sections, within 10 business days after receipt of the permit application and affidavit. In such written notice, the local building official must provide with specificity the plan's deficiencies, the reasons the permit application failed, and the applicable codes being violated. If the local building official does not provide specific written notice to the permit applicant within the prescribed 10-day period, the permit application is deemed approved as a matter of law, and the local building official must issue the permit on the next business day.

(11) If equipment replacements and repairs must be performed in an emergency situation, subject to the emergency permitting provisions of the Florida Building Code, a private provider may perform emergency inspection services without first notifying the local building official pursuant to subsection (9). A private provider must conduct the inspection within 3 business days after being contacted to conduct an emergency inspection and must submit the inspection report to the local building official within 1 day after the inspection is completed.

(12) Upon completing the required inspections at each applicable phase of construction, the private provider shall record such inspections on a form acceptable to the local building official. The form must bear the written or electronic signature of the provider or the provider's duly authorized representative. These inspection records shall reflect those inspections required by the applicable codes of each phase of construction for which permitting by a local enforcement agency is required. The private provider, upon completion of the required inspection, shall post each completed inspection record, indicating pass or fail, and provide the record to the local building official within 2 business days. Such inspection record may be electronically posted by the private provider, or the private provider may post such inspection record physically at the project site. The private provider may electronically transmit the record to the local building official. The local building official may waive the requirement to provide a record of each inspection within 2 business days if the record is electronically posted or posted at the project site and all such inspection records are submitted with the certificate of compliance. Unless the records have been electronically posted, records of all required and completed inspections shall be maintained at the building site at all times and made available for review by the local

building official. The private provider shall report to the local enforcement agency any condition that poses an immediate threat to public safety and welfare.

(13) Upon completion of all required inspections, the private provider shall prepare a certificate of compliance, on a form acceptable to the local building official, summarizing the inspections performed and including a written representation, under oath, that the stated inspections have been performed and that, to the best of the private provider's knowledge and belief, the building construction inspected complies with the approved plans and applicable codes. The statement required of the private provider shall be substantially in the following form and shall be signed and sealed by a private provider as established in subsection (1) or may be electronically transmitted to the local building official:

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.

(14)(a) No more than 10 business days, or if the permit is related to single-family or two-family dwellings then no more than 2 business days, after receipt of a request for a certificate of occupancy or certificate of completion and the applicant's presentation of a certificate of compliance and approval of all other government approvals required by law, including the payment of all outstanding fees, the local building official shall issue the certificate of occupancy or certificate of completion or provide a notice to the applicant identifying the specific deficiencies, as well as the specific code chapters and sections.

(b) If the local building official does not provide notice of the deficiencies within the applicable time periods under paragraph (a), the request for a certificate of occupancy or certificate of completion is automatically granted and deemed issued as of the next business day. The local building official must provide the applicant with the written certificate of occupancy or certificate of completion within 10 days after it is automatically granted and issued. To resolve any identified deficiencies, the applicant may elect to dispute the deficiencies pursuant to subsection (15) or to submit a corrected request for a certificate of occupancy or certificate of completion.

(15) If the local building official determines that the building construction or plans do not comply with the applicable codes, the official may deny the permit or request for a certificate of occupancy or certificate of completion, as appropriate, or may issue a stop-work order for the project or any portion thereof as provided by law, if the official determines that the noncompliance poses an immediate threat to public safety and welfare, subject to the following:

(a) The local building official shall be available to meet with the private provider within 2 business days to resolve any dispute after issuing a stop-work order or providing notice to the applicant denying a permit or request for a certificate of occupancy or certificate of completion.

(b) If the local building official and private provider are unable to resolve the dispute, the matter shall be referred to the local enforcement agency's board of appeals, if one exists, which shall consider the matter at its next scheduled meeting or sooner. Any decisions by the local enforcement agency's board of appeals, or local building official if there is no board of appeals, may be appealed to the commission as provided by this chapter.

(c) Notwithstanding any provision of this section, any decisions regarding the issuance of a building permit, certificate of occupancy, or certificate of completion may be reviewed by the local enforcement agency's board of appeals, if one exists. Any decision by the local enforcement agency's board of appeals, or local building official if there is no board of appeals, may be appealed to the commission as provided by this chapter, which shall consider the matter at the commission's next scheduled meeting.

(16) For the purposes of this section, any notice to be provided by the local building official shall be deemed to be provided to the person or entity when successfully transmitted to the e-mail address listed for that person or entity in the permit application or revised permit application, or, if no e-mail address is stated, when actually received by that person or entity.

(17)(a) A local enforcement agency, local building official, or local government may not adopt or enforce any laws, rules, procedures, policies, qualifications, or standards more stringent than those prescribed by this section.

(b) A local enforcement agency, local building official, or local government may establish, for private providers, private provider firms, and duly authorized representatives working within that jurisdiction, a system of registration to verify compliance with the licensure requirements of paragraph (1)(n) and the insurance requirements of subsection (18).

(c) This section does not limit the authority of the local building official to issue a stop-work order for a building project or any portion of the project, as provided by law, if the official determines that a condition on the building site constitutes an immediate threat to public safety and welfare.

(18) A private provider may perform building code inspection services on a building project under this section only if the private provider maintains insurance for professional liability covering all services performed as a private provider. 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 private provider chooses to secure claims-made coverage to fulfill this requirement, the private provider 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, a private provider must provide to the local building official a certificate of insurance evidencing that the coverages required under this subsection are in force.

# Item 4



# Broward County Board of Rules and Appeals

1 N. University Drive Suite 3500B, Plantation, FL 33324

[broward.org/CodeAppeals](http://broward.org/CodeAppeals) | 954-765-4500 | [rulesboard@broward.org](mailto:rulesboard@broward.org)

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**TO:** Members of the Broward County Board of Rules and Appeals

**FROM:** Administrative Director

**DATE:** January 8, 2026

**RE:** First Reading of the Proposed Revision to the Broward County Uniform Building Permit Application, Related to the Owner's Authorization for a Contractor to use a Private Provider for Building Code Inspections and Plan Review Service, Under the Provisions of Florida Statute 553.791(2)(a)

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## **Recommendation**

It is recommended that the Broward County Board of Rules and Appeals approve, by vote, the proposed revision to the Broward County Uniform Building Permit Application, specifically, the addition of a checkbox for contractors to certify that they have obtained the required written authorization from the fee owner to use a private provider for building code inspections and plan review services.

## **Reasons**

Under Florida Statute 553.791(2)(a), a contractor may only use a private provider if the contractor has written authorization from the fee owner. Section 553.791(4) lists all information that must be provided to the building official when a private provider is used, including Form #61G20-2.005-2002-01, Notice to Building Official of Use of Private Provider, adopted by the Florida Building Commission. By confirming compliance through attestation rather than documentation, we ensure that the permitting processes remain compliant.

## **Additional Information**

Draft of the revised Broward County Uniform Building Permit Application

## **Attachment**

Florida Statute Sections 553.791(2)(a), 553.791(4) and 553.791(17)(a)

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "A. Barbosa".

Dr. Ana C. Barbosa

**BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION**

Revised Date: 01-08-2026  
Effective Date: 02-09-2026

Select One Trade:  Building  Electrical  Plumbing  Mechanical  Other \_\_\_\_\_

Private Provider?  YES  NO If yes, attach [Form # 61G20-2.005-2002-01](#)

Per F.S. 553.791(2)(a), do you have the written fee owner's authorization to use a private provider?  YES  NO

Application Number: \_\_\_\_\_ Application Date: \_\_\_\_\_

**1**

Job Address: \_\_\_\_\_ Unit: \_\_\_\_\_ City: \_\_\_\_\_

Tax Folio No.: \_\_\_\_\_ Flood Zn: \_\_\_\_\_ BFE: \_\_\_\_\_ Floor Area: \_\_\_\_\_ Job Value: \_\_\_\_\_

Building Use: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Occupancy Group: \_\_\_\_\_

Present Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Description of Work: \_\_\_\_\_

New  Addition  Repair  Alteration  Demolition  Revision  Other: \_\_\_\_\_

Legal Description: \_\_\_\_\_  Attachment

**2**

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**3**

Contracting Co.: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Qualifier's Name: \_\_\_\_\_ Owner-Builder License Number: \_\_\_\_\_

License Exempted per F.S. 489.117(4)(a)1 Business Tax Receipt Number: \_\_\_\_\_

**4**

Architect/Engineer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Architect/Engineer's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Bonding Company: \_\_\_\_\_

Bonding Company's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fee Simple Titleholder's Name (If other than the owner) \_\_\_\_\_

Fee Simple Titleholder's Name (If other than the owner) \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mortgage Lender's Name: \_\_\_\_\_

Mortgage Lender's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Job Address: \_\_\_\_\_ Unit: \_\_\_\_\_ City: \_\_\_\_\_

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Notary section containing two columns for signatures and affirmations. Includes fields for 'Signature of Property Owner or Agent', 'Signature of Qualifier', 'STATE OF FLORIDA COUNTY OF', 'Sworn to (or affirmed) and subscribed before me by means of...', 'NOTARY'S SIGNATURE as to Owner or Agent's Signature', 'Notary Name', 'Personally Known', and 'Produced Identification'.

APPROVED BY: \_\_\_\_\_ Permit Officer Issue Date: \_\_\_\_\_ Code in Effect: \_\_\_\_\_
FOR OFFICE USE ONLY FOR OFFICE USE ONLY FOR OFFICE USE ONLY

A jurisdiction may use a supplemental page to request additional information and cite other conditions. Please inquire.

Note: If any development work as described in FS 380.04 Sec. 2 A-G is to be performed, a development permit must be obtained prior to the issuance of a building permit.

## ATTACHMENT

The 2025 Florida Statutes

Title XXXIII: REGULATION OF TRADE, COMMERCE, INVESTMENTS, AND SOLICITATIONS

Chapter 553 BUILDING CONSTRUCTION STANDARDS

553.791 Alternative plans review and inspection.

(2)(a) Notwithstanding any other law or local government ordinance or local policy, the fee owner of a building or structure, **or the fee owner's contractor upon written authorization from the fee owner**, may choose to use a private provider to provide building code inspection services with regard to such building or structure and may make payment directly to the private provider for the provision of such services. All such services shall be the subject of a written contract between the private provider, or the private provider's firm, and the fee owner or the fee owner's contractor, upon written authorization of the fee owner. The fee owner may elect to use a private provider to provide plans review or required building inspections, or both. However, if the fee owner or the fee owner's contractor uses a private provider to provide plans review, the local building official, in his or her discretion and pursuant to duly adopted policies of the local enforcement agency, may require the fee owner or the fee owner's contractor to use a private provider to also provide required building inspections.

(4) A fee owner or the fee owner's contractor using a private provider to provide building code inspection services shall notify the local building official in writing at the time of permit application, or by 2 p.m. local time, 2 business days before the first scheduled inspection by the local building official or building code enforcement agency that a private provider has been contracted to perform the required inspections of construction under this section, including single-trade inspections, on a form to be adopted by the commission. This notice shall include the following information:

- (a) The services to be performed by the private provider.
- (b) The name, firm, address, telephone number, and e-mail address of each private provider who is performing or will perform such services, his or her professional license or certification number, qualification statements or resumes, and, if required by the local building official, a certificate of insurance demonstrating that professional liability insurance coverage is in place for the private provider's firm, the private provider, and any duly authorized representative in the amounts required by this section.
- (c) An acknowledgment from the fee owner or the fee owner's contractor in substantially the following form:

I have elected to use one or more private providers to provide building code plans review and/or inspection services on the building or structure that is the subject of the enclosed permit application, as authorized by s. 553.791, Florida Statutes. I understand that the local building official may not review the plans submitted or perform the required building inspections to determine compliance with the applicable codes, except to the extent specified in said law. Instead, plans review and/or required building inspections will be performed by licensed or certified personnel identified in the application. The law requires minimum insurance requirements for such personnel, but I understand that I may require more insurance to protect my interests. By executing this form, I acknowledge that I have made inquiry regarding the competence of the licensed or certified personnel and the level of their insurance and am satisfied that my interests are adequately protected. 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 or structure that is the subject of the enclosed permit application.

If the fee owner or the fee owner's contractor makes any changes to the listed private providers or the services to be provided by those private providers, the fee owner or the fee owner's contractor shall, within 1 business day after any change or within 2 business days before the next scheduled inspection, update the notice to reflect such changes. A change of a duly authorized representative named in the permit application does not require a revision of the permit, and the building code enforcement agency shall not charge a fee for making the change.

(17)(a) A local enforcement agency, local building official, or local government may not adopt or enforce any laws, rules, procedures, policies, qualifications, or standards more stringent than those prescribed by this section.

# Item 5



## Broward County Board of Rules and Appeals

1 N. University Drive Suite 3500B, Plantation, FL 33324

[broward.org/CodeAppeals](http://broward.org/CodeAppeals) | 954-765-4500 | [rulesboard@broward.org](mailto:rulesboard@broward.org)

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**TO:** Members of the Broward County Board of Rules and Appeals

**FROM:** Administrative Director

**DATE:** January 8, 2026

**RE:** 2026 Board Nominations and Election of Officers

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At the beginning of each calendar year, the Broward County Board of Rules and Appeals elects its Chair and Vice Chair. An alternate member who is formally seated at the meeting may vote in the election; however, is not eligible to be nominated or serve as Chair or Vice Chair. Nominations for both officer positions must be made by the following voting members of the Board:

- R. Art Kamm, P.E. – Current Chair
- Stephen Bailey, P.E. – Current Vice Chair
- Eduard C. Badiu, PhD, P.E.
- Gregg D'Attile
- Peter Deveaugh
- Jeff Falkanger, AIA
- Sergio Pellecer
- Mike Rada
- Anthony Salgado
- Scott Taggart
- Dennis A. Ulmer
- Derek A. Wassink, P.E.
- Lynn E. Wolfson

The newly elected Chair and Vice Chair shall assume their respective offices immediately upon adjournment of the meeting at which the election is conducted.

Attached for reference is a historical record of prior Board Chairs, as well as a current roster of all Board members and their respective disciplines.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "A.C. Barbosa".

Dr. Ana C. Barbosa



## Broward County Board of Rules and Appeals Board Chairs (1971 - Present)

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Gerald F. Thompson	1971 (Temporary)	Steve Kastner	2010
Warren J. Hower	1971	Jay Shechter	2011
Paul Davis	1972	Abbas Zackria, CSI	2012
George Young	1973	Gregg D'Attile	2013
Robert Tracy	1974	Ron Burr	2014
Arthur Collins	1975	Ron Burr	2015
Clifford Storm	1976	Jeffrey Lucas, FM, CFI, CFEI	2016
William Kelhi	1977	Jeffrey Lucas, FM, CFI, CFEI	2017
Richard Reilly	1978	Dan Lavrich, P.E., S.I.,SECB,F.ASCE, F.SEI	2018
James Hartley	1979	Dan Lavrich, P.E., S.I.,SECB,F.ASCE, F.SEI	2019
Duncan Britt	1980	Dan Lavrich, P.E., S.I.,SECB,F.ASCE, F.SEI	2020
Charles Stolley	1981	Dan Lavrich, P.E., S.I.,SECB,F.ASCE, F.SEI	2021
William Bigoney	1982	Dan Lavrich, P.E., S.I.,SECB,F.ASCE, F.SEI	2022
Charles Houha	1983	Dan Lavrich, P.E., S.I.,SECB,F.ASCE, F.SEI	2023
Allan Kozich	1984	Gregg D'Attile	2024
Robert Hittel	1985	Robert A. Kamm, P.E.	2025
Francis Colleran	1986		
Norman Bray	1987		
John Somers	1988		
Steven Feller, P.E.	1989		
Elliot Sokolow	1990		
Mark Saltz	1991		
Charles Schneider	1992		
Richard Steele	1993		
Albert Korelishn	1994		
Gerard Sullivan	1995		
John R. "Jock" Crockett	1996		
Richard Smith	1997		
Gregory Rogers	1998		
Daniel Lavrich, P.E., S.I.,SECB,F.ASCE, F.SEI	1999		
Charles Meyer	2000		
William Flett	2001		
Henry Zibman, P.E.	2002		
Robert Madge	2003		
Manny Synalovski	2004		
Allan A. Kozich, P.E.	2005		
Shalanda Giles-Nelson	2006		
Phil London	2007		
John R. Smith	2008		
Gary Elzweig, P.E., F.ASCE	2009		

## 2025 Board Member Information

### Voting Members

- Stephen Bailey, P.E., Electrical Engineer
- Eduard C. Badiu, PhD, P.E., Roofing Contractor
- Gregg D'Attile, Mechanical Contractor ★
- Peter Deveaugh, Master Electrician
- Jeff Falkanger, AIA, Architect
- R. Art Kamm, P.E., Mechanical Engineer ★
- Sergio Pellecer, District Chief - Dania Beach
- Mike Rada, General Contractor
- Anthony Salgado, Master Plumber
- Scott Taggart, Swimming Pool Contractor
- Dennis A. Ulmer, Consumer Advocate
- Derek A. Wassink, P.E., Structural Engineer
- Lynn E. Wolfson, Disability Advocate

### Alternate Members

- Steven M. Feller, P.E., Mechanical Engineer
- Alberto Fernandez, General Contractor
- Robert Taylor, FM, Fire Service Professional
- James Terry, Master Plumber
- David Tringo, Master Electrician

**NOTE:** Previous Board Chair ★