



Letter of Fee Owner a/k/a Property Owner Acknowledgment

Pursuant to HB 803, written authorization from the fee owner is required to explicitly authorize the permit applicant to utilize a private provider or private provider firm.

If the contractor signs the NTBO form on behalf of the project, a separate authorization letter from the fee owner must be submitted to the Building Department confirming the fee owner's authorization to use the private provider.

The authorization letter should include, at a minimum, the following information:

- Project name
- Project address
- Scope of work
- Parcel identification number
- Permit applicant's name
- Private provider's name

Permit #: _____ **Scope of Work:** _____

Address/Parcel ID: _____ **Private Provider:** _____

I, the undersigned, _____, the fee owner, also referred to as the property owner, hereby enter into a mutual agreement with the contractor whose qualifier is _____ (insert name of qualifier), _____ (qualifier license number). I further acknowledge that the contractor, through the qualifier, has chosen to engage a private provider to carry out the building code plans review and/or inspection services for the construction project specified in the enclosed permit application in accordance with the authorization outlined in s. 553.791 of the Florida Statutes.

By submitting this form, I affirm that the contractor and I have signed and entered into an agreement.

Signature: _____

Date: _____