

STANDARD OPERATING PROCEDURE (SOP)

Audit Program – Private Providers

1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish a consistent, transparent, and statutorily compliant process for conducting audits of private providers who perform building code inspection and/or plan review services within the jurisdiction.

This SOP ensures that:

- Required plan reviews and inspections were performed;
- Plan review and inspection documentation is complete, accurate, and compliant; and
- Public safety, health, and welfare are protected.
-

2. Statutory Authority

This SOP is adopted pursuant to **Florida Statute §553.791(20)**, which authorizes building code enforcement agencies to audit private providers and requires the establishment of written audit procedures.

3. Audit Scope

3.1 In Scope

Audits may include, but are not limited to:

- Verification that required plan reviews and inspections were performed;
- Review of plan review and inspection reports, logs, and supporting documentation;
- Confirmation that minimum mandatory inspections required by the Florida Building Code were completed;
- Verification of compliance with approved construction documents.

3.2 Out of Scope

The following activities are **not** considered audits under this SOP:

- Routine site visits not conducted as part of an audit;

- Verification visits conducted solely to observe an inspection being performed.

4. Audit Criteria

Audits shall be evaluated against the following criteria:

- Florida Statutes §553.791;
- Florida Building Code, as adopted and amended;
- Approved construction documents;
- Minimum mandatory inspection requirements;
- Accuracy and completeness of required affidavits;
- Local procedures, according to the City of Melbourne's municipal code, Chapter 13, Part III, App. D, Ch. 13, Article III – IX.

5. Audit Selection

Audits may be selected based on, but not limited to:

- Random sampling;
- Project type or complexity;
- Previous audit findings;
- Risk-based considerations, including public safety concerns.

Once a project is selected, audit procedures will be in accordance with item 7.

6. Audit Notification

The private provider and/or firm **may be notified** of the audit unless immediate action is required due to safety, health, or welfare concerns.

7. Audit Execution

Audit activities may include:

- Review of inspection records and reports;
- Review of affidavits and required documentation;
- Comparison of inspection documentation to approved plans;
- Verification of required inspections and plan reviews.

All audits will be conducted after notification sent and by site visit to review records on the job with the permit holder.

8. Audit Reporting

Each audit shall result in a **signed checklist** and, when necessary, a follow-up report.

Audit documentation shall include:

- Project identification information;
- Private provider name and license number;
- Audit scope and criteria;
- Summary of findings, including any deficiencies identified.

9. Objections and Appeals

9.1 Submission of Objections

The private provider and/or firm may submit a **written objection** to audit findings within **(5) business days** of receipt of the audit report.

9.2 Review of Objections

The Building Official or designee shall review the objection and issue a written response affirming, modifying, or withdrawing the finding.

9.3 Final Determination

The Building Official's written determination shall constitute the **final administrative decision**.

10. Corrective Actions

When noncompliance is identified:

- The audit report shall specify required corrective actions;
- A timeline for correction shall be provided;
- Follow-up verification may be conducted if necessary to confirm compliance.

11. Record Retention

All audit records, reports, and supporting documentation shall be retained in accordance with:

- Applicable public records laws; and
- State and local records retention requirements.