

## Private Provider Inspection Rule Update Frequently Asked Questions:

### **Q. Where can I find the new forms?**

A. All forms are available as final and incorporated versions. Links to these forms are included in the rule. The permit and inspection [forms \(DEP4016\) are here](#), and the PPI Authorization [form \(DEP4015A\) is at this link](#).

### **Q. Is DEP Form 4016 Part 2 (Inspection Form) required for each inspection, and do we have to submit it to DEP or the portal if we're already entering the inspection in the portal and keeping field notes?**

A. Yes, DEP Form 4016 Part 2 must be completed for each inspection and provided to both the installer and property owner, as required by Rule 62-6.003(2)(g), (h), and (3)(b), F.A.C.

Submission to DEP is done electronically through the portal. Uploading the completed form, or relevant sections of it, is required when documenting items such as an engineer's seal, the as-built configuration, or soil borings.

You do not need to submit a paper copy to DEP.

### **Q. Are inspection completed prior to July 9, 2025 subject to the new rule requirements?**

A. No, the new rule requirements only apply to inspections completed on or after July 9, 2025. Inspections completed prior to July 9 can be submitted under the Interim Guidance Document (06/28/2022).

### **Q. Is a time-stamped photo the only way to submit or can we enter the date/time in the comment section of the portal page?**

A. Rule 62-6.003(2)(e), F.A.C., requires inclusion of the time and location information for the photograph through electronic metadata (included within the submitted file) or included in the notes of the submitted inspection.

**Q. How should documents be submitted to the portal**

A. Attach all files and pictures in the “Attach File” window in the portal.

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**Q. When does the PPI Authorization Form need to be submitted?**

A. Rule allows the PPI Authorization Form to be submitted with the application or, after a permit is issued if the property owner or contractor has already requested an inspection with DEP or DOH then the PPI Authorization form must be submitted by 2p.m. two business days prior to the scheduled inspection by the Department.

If the property owner or contractor have not requested an inspection by DEP/DOH, then the form must be completed by the property owner any time prior to the first construction inspection and submitted to the department prior to or with the first construction inspection report.

**Q. How can the PPI Authorization Form be submitted to the department?**

A. The PPI Authorization form can be submitted by the property owner, authorized contractor, or authorized agent to the department as part of the construction application, or with the first construction inspection if submitted via the private provider portal. Alternatively, the form can be submitted to the department by submitting it on <http://OSTDS.FloridaDEP.gov> in DEP counties or their appropriate [county health department](#) in DOH counties prior to the first construction inspection.

**Q. If the PPI form was submitted with the permit application, will the form need to be resent prior to the inspection?**

A. If the DEP4015A form was submitted with the construction permit application or prior to the first construction inspection per Rule 62-6.003(3)(a), F.A.C., it does not need to be resubmitted unless the property owner is revising the list of authorized PPI Inspectors, per Rule 62-6.003(3)(a)2., F.A.C.

**Q. What will happen to the PPI forms that have already been submitted with the permit but the inspection hasn't been done?**

A. If the forms were submitted prior to 7/9/2025 and meet the requirements of the interim guidance, then they are still valid. Any changes on or after 7/9/2025 will require submittal of the current version of form DEP 4015A.

**Q. Are forms submitted prior to 7/9/25 still valid?**

A. Yes, provided they meet the requirements of the interim guidance and there are no changes to the facts submitted on or after 7/9/2025.

**Q. Will the 7-day period start the day the PPI form is submitted, or will it start the day of the inspection?**

A. The seven calendar-day period begins after completion of each inspection, per Rule 62-6.003(3)(b)1., F.A.C.

**Q. What would happen if the inspection is not submitted within 7 calendar days?**

A. Submittal of an inspection form later than the seventh calendar day after completion of the inspection is a violation of Rule 62-6.003(3)(b)1., F.A.C., by the private provider inspector. It does not affect whether the inspection form is accepted by the department if the permit has not expired. The department may exercise discretion in the event of an emergency that prevented a timely submission, such as a natural disaster.

**Q. If an authorization form was submitted with the permit, does a PPI need to notify the department when they are going to conduct an inspection?**

A. If the DEP4015A PPI Authorization form was submitted with the application, has not been rescinded or amended, and an inspection by department staff has not been requested, any PPI authorized by the property owner within that form may perform an inspection without additional notification to the department.

**Q. If an inspection is disapproved, will the 7 calendar days begin once again after we are notified that the installer has made the needed corrections?**

A. The seven-day timeframe begins at the completion of each inspection. After the first inspection, each subsequent inspection has its own seven calendar-day period for submittal of the inspection report to the department.

**Q. Is a fee required for every inspection submitted through the portal?**

A. A \$35 report review fee is required for each inspection report that results in a construction approval (62-6.003(3)(b)5., F.A.C.).