



Community Development Department  
Building Services Division

160 Lake Avenue  
Palm Coast, FL 32164  
386-986-3780

## Utilization of Private Provider Services

Florida Statutes 553.791

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

### Submittal Requirements

- Notice to Building Official for use of private provider to include:
  - Services to be provided
    - Plan review
    - Inspections
    - Specific address / location of project
  - Name
  - Firm
  - Address
  - Telephone Number
  - Fax Number
  - Professional License or Certification numbers
  - Qualification statements or resumes
  - Professional liability insurance coverage for private provider (COPC as certificate holder)
- Affidavit signed by **the fee owner or the fee owners contractor** pursuant to FS 553.791 (4) (c)
- If the Private Provider performs plans review:
  - 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 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.
  - A copy of the approved set of plans and all supporting documents associated with the plan review (city forms) required for Florida Building Code must be submitted with the application package.



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- Plans submitted online must contain the verifiable digital signature. Copies or broken digital signature are not acceptable. If plans are manually sealed, they must be submitted in person.
  - The approval stamp from the Private Provider may be located on the cover page of the plan set (not a separate page) providing the plans are submitted as ONE file.
- OR**
- The approval stamp from the Private Provider must be located on each plan sheet if the plan set is submitted as separate files.
- Supporting documents to the plan review are to be stamped. (including but not limited to, energy calculations, product approval sheet, roofing worksheet, etc.)
- Separate (unapproved) Floor Plan and Elevation Plan sheets are to be submitted for Zoning review and approval. Stamped plan sheets approved by the private provider will be rejected.
  - Site plans / Surveys are NOT to be stamped by the private provider, they must be submitted separately for Zoning, Stormwater and Engineering review and approval.

#### Inspection Requirements

- Inspections identified on the permit placard are required. Inspections shall be performed according to inspection code priority.
- The private provider must adapt their inspection process to meet the cities identified inspections and submit reports accordingly.
  - The permit placard will identify the inspections to be performed by private provider or city staff.
  - If plans are not to be reviewed by city staff, inspections are not reviewed and may require contact from the contractor to ensure the correct inspections have been identified/removed.
- Inspection notice shall be requested through the online permitting portal, Alexa or the 24 hour inspection line 386-986-4747.
- Inspections scheduled for weekends can be scheduled for the following Monday.
- Inspection result reports will be uploaded to the permit through the online permitting portal within 2 business days of the inspection.
- The private provider inspection result report will include the following information on the private providers letterhead:
  - It is preferred the file name for the uploaded inspection report begins with the following format, Inspection Code #, inspection type pass/fail
  - It is preferred the reports are submitted individually (per inspection) - often we receive grouped together inspection reports and we are unable process and have to reject the whole report.
  - Permit number
  - Inspection code (City identified inspection code on permit placard)
  - Inspection result (Pass or fail. If failed, the report must include the required corrections with the code sections referenced)
  - Any applicable notes
  - Inspector name and license number

#### Additional Information

- The use of a private provider for inspection services does not circumvent the city's inspections

processes with regards to the order of inspections and the required documentation and approvals before continuing with construction.

- Upon approval of a temporary pole, early power or TUG inspection, Florida Power and Light is notified through an automatic notification process.
- Foundation and final survey must be submitted for review and approval as outlined in the permitting requirements on our webpage.
- For construction within a floodway, elevations certificates must be submitted for review and approval.
- Inspection requests cannot be requested if an active Notice of Commencement is not on file, if the contractor or a subcontractor is inactive, if the permit is expired, or if an inspection or review with a higher priority is required. If the inspection occurs without the prior request to the city, the use of a private provider will be denied subjecting the work to inspection by the Building Department and will require exposure of any concealed items requiring inspection.
- Building Plans are subject to review by the Chief Building Official pursuant to Florida Statute 553.791 (7) (a) (b) (c) and (d). The Chief Building Official has not more than twenty (20) business days after receipt of the permit application and affidavit from the Private Provider who completed plan review in accordance with F.S. 553.791 (6), to complete his review.
- Please see our checklist and information page on our website to determine what is required for permit submittal for your project - <https://www.palmcoastgov.com/government/building/contractor-permitting>
- When the permit is approved and issued, the inspection card will identify the inspections to be performed by the private provider or city staff.

#### Final approvals and Certificate of Occupancy Issuance

- Upon completion of all required inspections, the private provider shall prepare a Certificate of Compliance to include:
  - Summarization of all inspections performed
  - A notarized statement signed by the private provider ***“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”.***

The Certificate of Occupancy (if applicable) will be issued after any additional necessary documentation has been submitted and any outstanding fees have been paid. Documentation and fees may include but are not limited to:

- Termite certificate
- Envelope leakage report
- Blower door test/report

- Elevation certificate
- Impact fees
- Re-inspection fees
- Correction/revisions approved