city of PALM COAST

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

Registration

The Private Provider must register with the City of Palm Coast prior to permit submittal. The registration form can be found on the city website. The form must be accompanied by copies all qualifiers state licenses and a certificate of insurance with the City of Palm Coast as the certificate holder.

Permit Submittal Requirements

- Notice to Building Official form by the Florida Building Commission (when available) for use of private provider identifying plan review/inspections.
- Explicit written authorization from the fee owner (if property owner does not sign the notice to building official)

Plan Review Requirements

- Affidavit(s) 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.

  - Plans submitted online must contain a verifiable digital signature. Copies or broken digital signatures are not acceptable.

  - 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

- The Notice to Building Official must be submitted at the time of permit application or by 2PM local time, 2 business days before the first scheduled inspection.
- The private provider must adapt their inspection process to meet the city identified inspections and submit reports accordingly.
    - Inspections identified on the permit placard are required. Inspections shall be performed according to inspection code priority.
    - 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 applicant to ensure the correct inspections have been identified/removed.
- Inspections requests are to be made through the online permitting portal.
- Inspection result reports will be uploaded to the permit through the online permitting portal within 4 business days of the inspection.
- The private provider inspection result report will include the following information on the private providers' letterhead until the form provided by the Florida Building Code Commission becomes available.
    - It is preferred that the file name for the uploaded inspection report begins with the following format: inspection code #, (identified on job card) inspection type pass/fail for the most efficient processing and verification of submittals.
    - It is preferred that the reports are submitted individually (per inspection) - often we receive grouped inspection reports, and we are unable to process and must reject the whole report or it's difficult to decipher and ensure accuracy.
        - 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

Final approvals and Certificate of Occupancy Issuance

- Upon completion of all required inspections, the private provider shall prepare a Certificate of Compliance on form provided by the Florida Building Commission when available.

    - Summarization of all inspections performed
    - Written representation, under oath, that the stated inspections have been performed and that, to the best of the private providers' knowledge and belief, the building construction inspected complied with the approved plans and applicable codes. The statement required shall be substantially in the following form and shall be signed and sealed by a 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/Blower door report
- Elevation certificate
- Outstanding fees
- Correction/revisions approved

Additional Information

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

- A Formboard survey, geo technical certification, elevation certificates and drainage certifications must be submitted for review and approval as outlined in the permitting requirements on our webpage prior to continued construction. (As applicable)

- For construction within a floodway, required elevations certificates must be submitted for review and approval.

- Inspection requests/results cannot be submitted if an active Notice of Commencement is not on file when applicable, 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.

- Please see our checklist and information page on our website to determine what is required for permit submittal for your project.
    - When the permit is approved and issued, the inspection card will identify the inspections to be performed by the private provider or city staff.

ANY/ALL DOCUMENTS MUST BE UPLOADED THROUGH THE ONLINE PERMITTIG PORTAL. DOCUMENTS WILL NOT BE ACCEPTED VIA EMAIL OR ANY OTHER TRANSMISSION.