



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

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.

Submittal Requirements

- What additional information is required using a private provider for plan review or inspections?
 - Notice to Building Official for use of private provider to include:
 - Services to be provided
 - Plan review
 - Inspections
 - Name
 - Firm
 - Address
 - Telephone Number
 - Fax Number
 - Professional License or Certification numbers
 - Qualification statements or resumes
 - Professional liability insurance coverage for firm , provider and authorized representatives
 - Notices and documentation must be on the private provider's letterhead
 - Affidavit signed by **property owner** pursuant to FS 553.791 (2) (c)
 - 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.



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- 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. (if plan review is performed by the private provider)
 - 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.

Inspection Requirements

- 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.
- Inspection notice shall be provided no later than the prior business day by 2 p.m. through the online permitting portal, 24-hour telephone request line or Alexa.
- Inspections scheduled for weekends should 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. Inspection report dates will not be accepted if the date does not match the date of the scheduled inspection (weekend inspections are an exception).
- The private provider inspection result report will include the following information on the private providers letterhead:
 - Permit number
 - Inspection code (City identified inspection code)
 - 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

- Upon approval of a temporary pole, early power or TUG inspection, the city will contact Florida Power and Light.
- 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.

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 submitted