



City of PALM COAST

Community Development Department
Building Services Division

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

Utilizing Private Provider Services

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)
 - 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 will be identified those performed by Private Provider or city staff.
- The private provider will email the inspection results to buildingdivision@palmcoastgov.com and include the following information in an report on the Private Providers letterhead:
 - Permit #
 - Inspection code (city identified inspection code #)
 - Passing result
 - Any applicable notes
 - Inspector name and license number
- Inspection results (passing only) need to be provided within 24 hours.
- Notice of the impending inspection is NOT required. (only the approved results)
- NOTE - each inspection result must be sent in separate emails – do not group multiples into one.
- The email subject line should include the address and permit #

Additional Information

- Upon approval of a temporary pole, Florida Power and Light will be contacted.
- Upon approval of an early power inspection, Florida Power and Light will be contacted.
- 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.

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