Instructions for Private Providers

- Registration
  - Only one account will have access for each company
  - You must add the licenses for each inspector under your account management.
  - You will need to contact the permitting office (privateproviders@deland.org) to have the licenses approved and the account upgraded to 'contractor inspector'
    - Any changes to inspectors will need to be approved and new NTBO packets submitted for the effected permits.

- Permit Requirements
  - When the permits are submitted, the contractor must select private provider 'yes' and enter the "license number" provided by the permitting office
 - NTBO forms* will be required to be submitted with the application

- Required Documents (available on DeLand.org)
  - Notice to Building Official of use of private provider
  - Letter of authorization from the property owner
  - Private provider job site directory
  - Private provider – general contractor pre-construction agreement
  - Private Provider for Inspections Pre-Construction Agreement
- Inspections
  - The applicant or private provider will be able to schedule the inspections using the Accela Portal
  - ONLY approved private provider accounts will be able to submit results for the inspections.
  - When resulting inspections, only approved inspection result verbiage will be allowed, result comments will be required whether approved or failed.
    - Accepted results: Approved, Failed
    - Not accepted results: Passed, Approved as noted, Partial
  - You will need to upload a document to each inspection after submitting results.
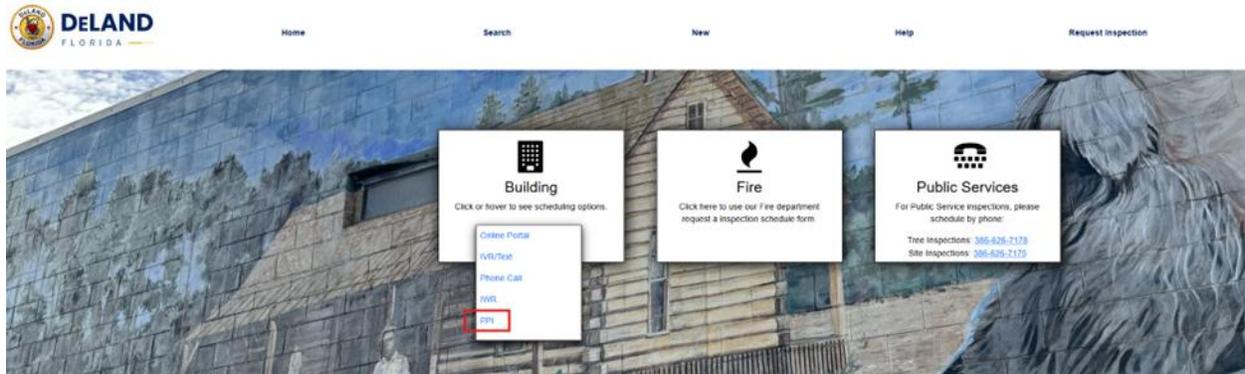
How to Result Inspections
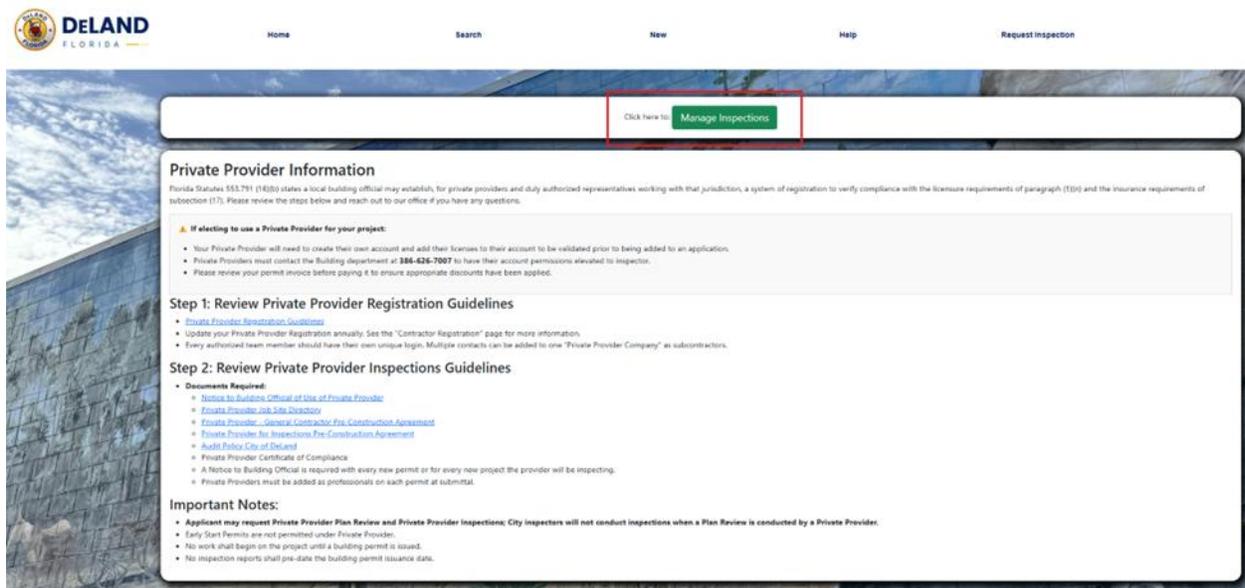
1. Select 'Request Inspection'
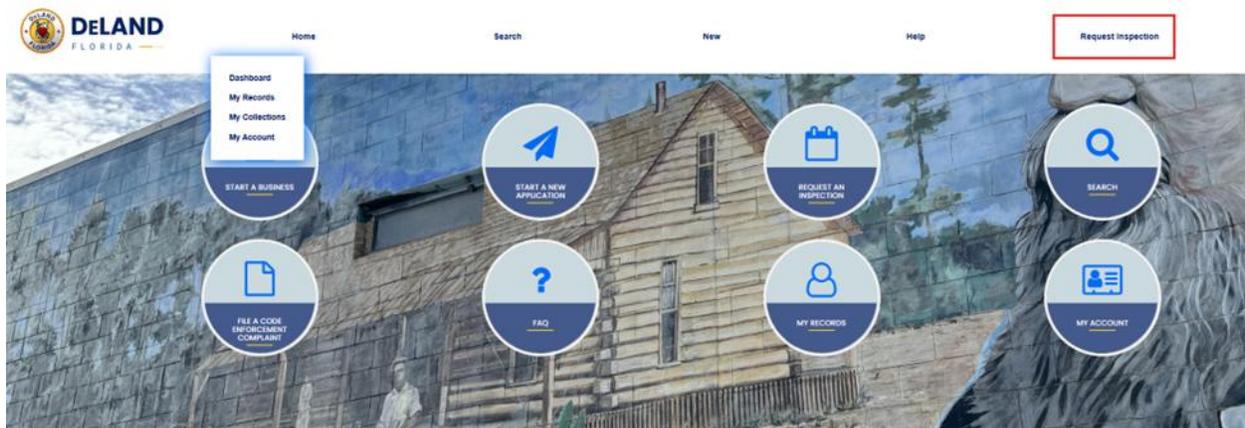
2. Mouse over 'Building'

a. Select PPI

3. Select Manage Inspections
   a. Only the account set to 'contract inspector' will be able to move forward to the next screen

4. Select 'Click here to download....'
   a. This will download the CSV file for the inspection results
   b. You CANNOT change
      i. the file from CSV
      ii. the file name
      iii. remove any columns/rows
   c. You MUST enter the following

       i.   Inspection date (column E)

      ii.   Results Comments (column I)

     iii.   Status (Column K)

          1. This must be filled using the accepted verbiage; Approved, Failed, Partial??

    d. Save the file once inspection results have been added (you can add multiple at a time)
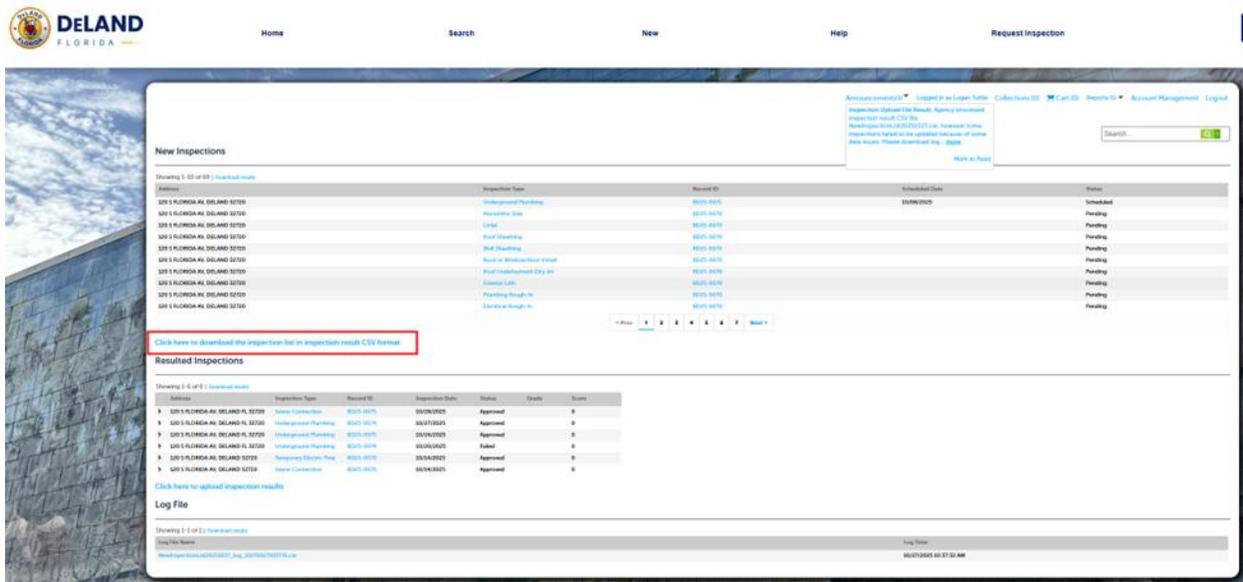
5. Select 'Click here to upload…'

    a. This will bring a pop up to upload the CSV file

    b. Once uploaded you will receive an announcement when the inspections have been updated

6. Select the drop-down arrow next to the inspection
   a. Select attachments – you will need to upload an inspection report to each inspection