



## 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.

Citizen Account [Edit](#)

### Login Information

User Name: Jan  
E-mail: mussorij@deland.org  
Password: \*\*\*\*\*  
Security Question: To what city did you go the first time you flew on a plane?

### License Information

[Add a License](#)

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 0-0 of 0

State License #	License Type	Issued On	Expired Date	Status	Action	Country
No records found.						

### Contact Information

[Add a Contact](#)

Showing 1-1 of 1 | [Download results](#)

Action	First Name	Middle Name	Last Name	Business Name	FEIN	Contact Type	Status	Full Name
<a href="#">Actions</a>	Jan		Mussori	N/A		Individual	Approved	Jan Mussori

### Attachments

The maximum file size allowed is 100 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;scs;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Entity Type	Type	Size	Latest Update	Description	Document Status	Status Date	Upload Date	Action	Entity
No records found.										

[Add](#)

### 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



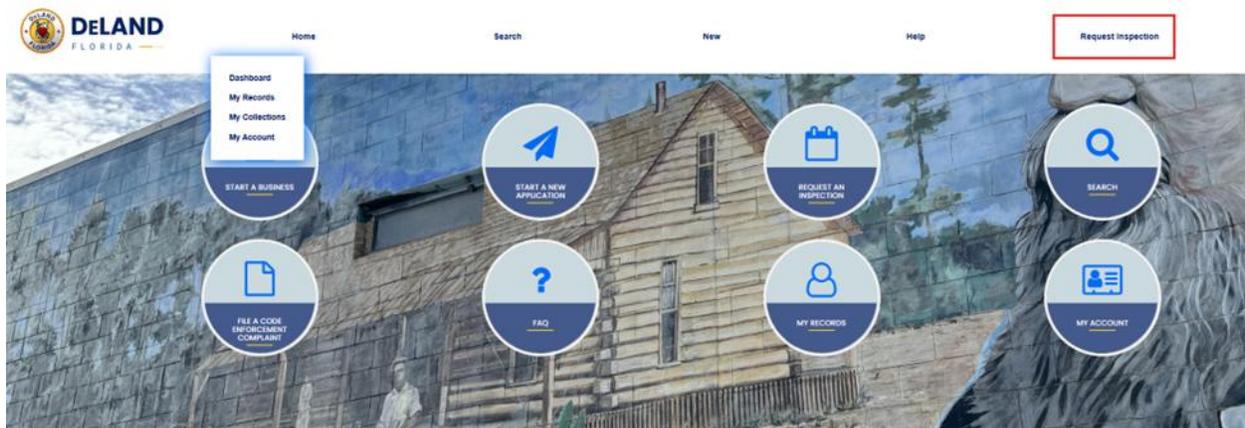
- Required Documents (available on DeLand.org)
  - Notice to Building Official of use of private provider
  - Letter of authorization from the property owner
  - Private provider job site directory
  - Private provider – general contractor pre-construction agreement
  - Private Provider for Inspections 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

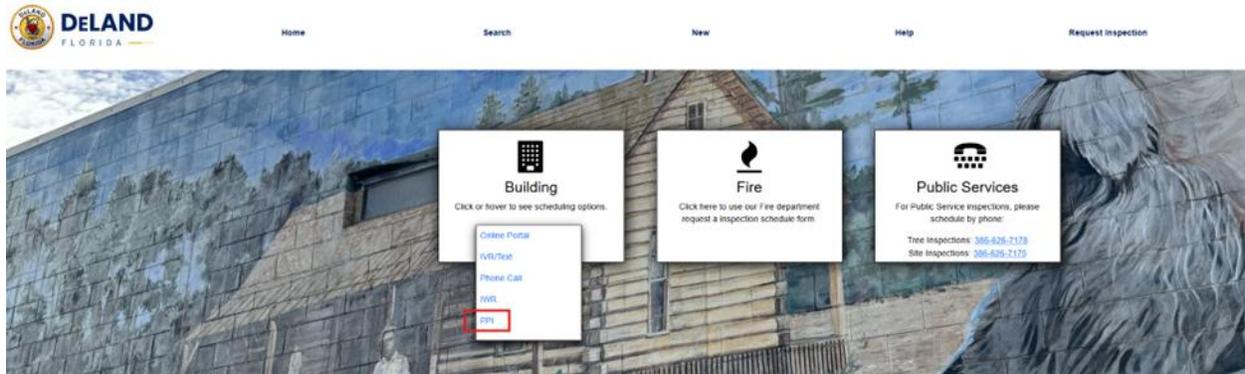
1. Select 'Request Inspection'



2. Mouse over 'Building'

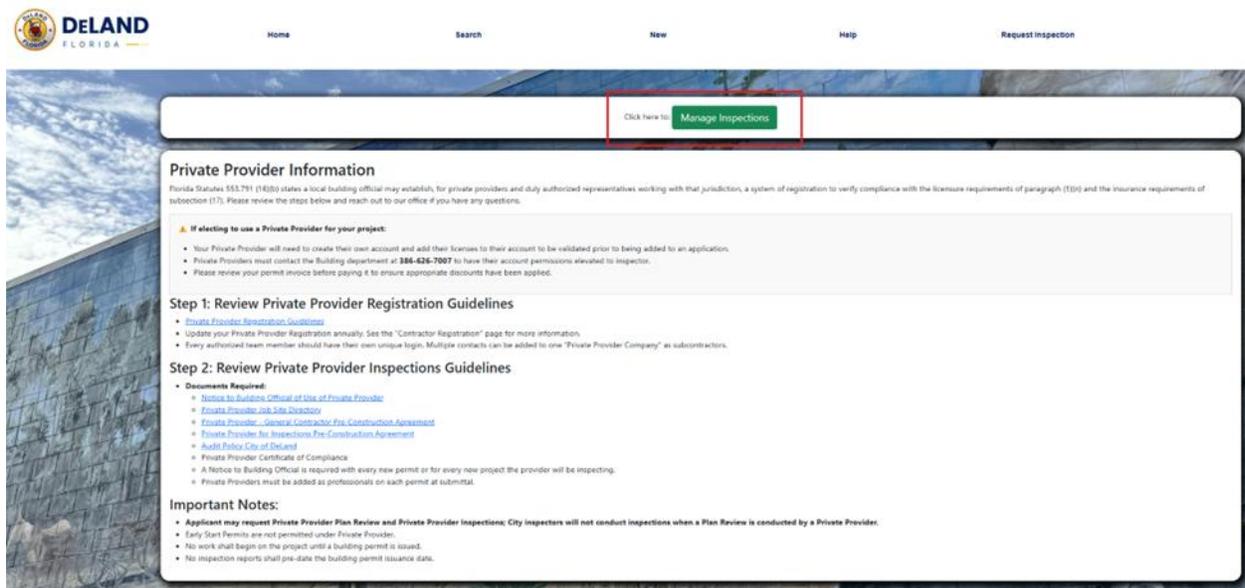


## a. Select PPI



## 3. Select Manage Inspections

- a. Only the account set to 'contract inspector' will be able to move forward to the next screen

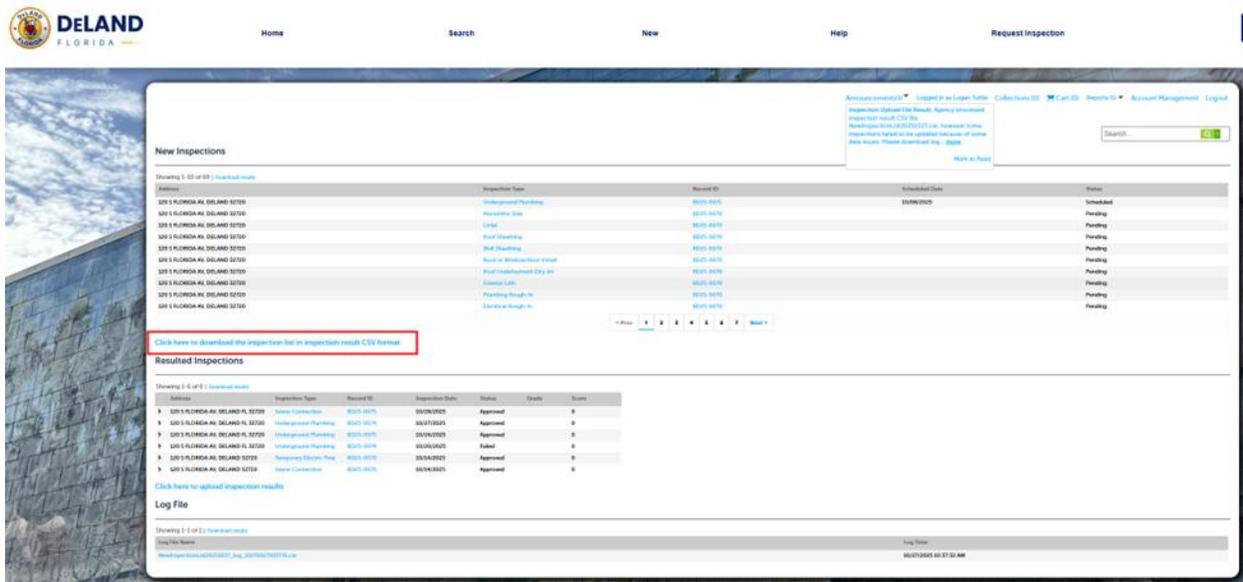


## 4. Select 'Click here to download....'

- 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



The screenshot shows the 'New Inspections' section of the portal. A table lists various inspection types such as 'Underground Plumbing', 'Wastewater Tank', 'Leak', 'Roof Flashing', 'Roof Flashing', 'Roof in Weather/Flow Control', 'Roof Underlayment/Sheat', 'Exterior Gaps', 'Flashing Through In', and 'Exterior Gutter In'. Each row includes an address, inspection type, record ID, inspection date, status, grade, and score. A red box highlights a link that says 'Click here to upload inspection results'.

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

This screenshot shows a 'Notice' at the top stating: 'Inspection results are being updated according to your file. When the update process is complete, you will receive an announcement.' Below the notice, the 'New Inspections' table is visible. A red box highlights the 'Attachments' column for the first row, indicating where to click to upload a report.