



Instructions for Contractors using a Private Provider

When you are going to be using a private provider for inspections, please use the following steps to ensure that you and the provider are able to get the inspections submitted in a timely manner.

1. The Private Provider must be registered with us as a private provider
 2. They must have a 'PIP' (private inspections provider) license number provided by the building department.
 3. When you are at the qualifiers section of the application, you will enter the 'PIP' license provided to you by the private provider. (this will allow the provider to view the permits and result the inspections)
 4. In your application, there will be a question for if you are using a private provider, you must select yes to this.
 5. After you have submitted the application and are ready to upload plans, you will need to submit the required documents listed below. These are site specific.
- Applicant may request Private Provider Plan Review and Private Provider Inspections; City inspectors will not conduct inspections when a Plan Review is conducted by a Private Provider.
 - 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