



Private Provide Guidelines and Procedures
City of West Palm Beach
Development Services Department

In accordance with Florida statute and the following information, the City of West Palm Beach welcomes Alternative Plans Review and Inspection services, also known as Private Provider Services. It is important for both the owner of the project and the provider to be familiar with these requirements. In the event of a failure to follow the statutory provisions and/or the rules attached, no certificate of occupancy or certificate of completion, as applicable, will be issued to the subject property. In the event of failure to follow the regulations, code enforcement action and possible unsafe structure actions may be taken.

General rules:

Per Florida Statute 553.791, each private provider must be registered with the City of West Palm Beach prior to performing services and be compliant with F.S. 553.791(1)(i) to provide services. Both plan review and inspection services may be offered by the private provider firm in accordance with section 553.791(3).

Initial notification:

It is best if the Notice to Building Official is delivered with the permit application. While this is not a mandatory provision, it expedites the process for ensuring all timing requirements of the Statute have been met. Delays in the offering of inspection services may be incurred based on the delivery date of the Notice To Building Official if it is not part of the permit package, in accordance with the law. The City of West Palm Beach has a form designed to meet the requirements and is available in the Development Services Division lobby located on the first floor of City Hall. Proper notification must be provided to the City of West Palm Beach in accordance with section 553.791 (2), (3), (4), and (5). For inspections, at least seven (7) days prior to the offering of inspection services, notice, on a form that contains the language found in the statute must be turned in. If using other than the City of West Palm Beach form, said form shall be accepted by the Building Official before being considered as proper. Each notification must have attached a copy of the insurance certificate and shall list the licensees anticipated to be used on the project as well as specifying the trade they will be used for. Copies of the licensees current and active approvals from www.myfloridalicense.com shall also be included. No licensee may act outside of the scope of their respective authority issued by the Building Code Administrators and Inspectors Board of the State of Florida, or other Board, as applicable. Notification of receipt of the form and acknowledgement of the services should be verified by the private provider within a reasonable timeframe. If the acknowledgement and acceptance of the form is not provided to the provider within three (3) days of the first anticipated inspection, the private provider is urged to contact the Development Services Department of the City of West Palm Beach

immediately through Pam Yusko at 561-805-6656 or Melissa Manhong at 561-805-6682 to ascertain the status of the form.

Inspection notification:

Inspection notifications must be called in to the City of West Palm Beach Development Services Department inspection line at 561-805-6700 at least one (1) business day in advance or may be requested the Inspection Voice Request (IVR) line at 561-805-6700 using option 1, or they may be requested through the eGov homepage at <http://onestopshop.wpbgov.com/egovplus/>, please note that the IVR or eGov systems allow for inspections to be requested until 7 AM of the day of the inspection. Failure to comply with this section will constitute an invalid inspection and may result in uncovering of work or the possible removal of materials, including concrete, from the site in order to audit the inspection.

The private provider must also notify the City of West Palm Beach Development Services Department of any inspection to be performed using email, in addition to the previous requirement, if desired. This notification should be provided to the following email addresses:

Melissa A Manhong	(Admin)	mamanhong@wpb.org
Pam Yusko	(Admin)	pyusko@wpb.org
Rachel Sklarew	(Admin)	resklarew@wpb.org
Robert Brown	(Bldg Official)	rbrown@wpb.org
Doug Harvey	(Asst BO)	dkharvey@wpb.org
Ken Conrad	(Building)	kconrad@wpb.org
Phil Petty	(Electric)	ppetty@wpb.org
Harold Moser	(Mechanical)	hmoser@wpb.org
Tim Large	(Plumbing)	tklarge@wpb.org

Notification provided via email to the above email addresses must be delivered prior to 7 AM of the date of the inspection.

An email notification shall include the following information:

- Project name and Owner information
- Address and unit number (if applicable)
- Permit Number
- Contact phone number
- Contact email
- Type of inspection to be performed
- City of West Palm Beach inspection code number
- Anticipated time of the inspection

Anticipated inspector performing the inspection

The City of West Palm Beach audits many inspections in accordance with F.S. 553.791 (1)(b), (9) and other sections as applicable.

On-Site Inspection Log:

The inspection log shall be kept on the site in a conspicuous location along with the City of West Palm Beach permit card, authorizing the work. All work is to be performed in compliance with the approved plans and conform to the governing codes. Deviations in the work product or changes to the plans shall be documented and proper steps shall be taken immediately to stop work if the work deviates from the approved plans. Revised submission shall be provided and approved by the City of West Palm Beach Development Services Department, and any other affected departments or agencies prior to work being covered or continuing.

In accordance with section 553.791(9) and (10), all inspections are to be recorded in the on-site logbook. The logbook must contain the name of the inspector in a legible and readable form, and include any deficiencies found. Deficiencies are to be noted and posted on site as required so that any City inspector performing an audit will be advised such deficiency was noted and will be re-inspected prior to being covered as required by the statute. All re-inspections shall be indicated on the inspection log. If an audit is performed prior to the private provider performing the inspection and deficiencies are noted, a notice of violation will be left on the job site in order that the private provider may ensure code compliant corrections have been made prior to approving the inspection and will make notations in the logbook to this effect. If violations are found by the City of West Palm Beach Development Services Department following an approved inspection by the private provider, such private provider inspection approval will be voided, so marked in the logbook and the work as noted on the violation notice shall be corrected and re-inspected by the private provider. Re-inspection of the noted deficiencies shall be made by the private provider and noted in the logbook. Failure to note, identify and correct noted violations constitute a breach of the requirements of licensure under F.S. 468, Part XII, Section 468.621 and may subject the licensee to disciplinary actions. Following the completion of each and every inspection, notice shall be provided to the Building Official in writing and in a format acceptable to the Building Official. This includes passed and failed or incomplete (partial) inspections. Such notice shall be emailed to the same list as the request for inspection listed previously in this document and include the information listed for inspection requests. Notice of inspection results shall be made as soon as possible, but, in no case, longer than 2 business days following the inspection per section 553.791 (10) Florida Statutes.

Request for CO/CC

Per Florida Statute 553.791 (11), upon completion of the project, a complete package will be provided to the Building Official which includes the original inspection logs from the site and a certificate of occupancy/completion shall be issued within the timeframe required by the statute, unless cause exists

to withhold such certificate, pursuant to 553.791 (13).

