



CITY OF ATLANTIC BEACH
800 SEMINOLE ROAD
ATLANTIC BEACH, FL 32233
(904) 247-5800

PRIVATE PROVIDERS AND CONTRACTORS USING PRIVATE PROVIDERS BULLETIN

Alternative plans review and inspections, performed by licensed private providers, are approved, throughout the State of Florida, pursuant to F.S. 553.791. Permit and plan review fees will each be discounted 25% when using the services of a private provider.

The services of a private provider only replace some of the processes of the Building Department. Other processes and the processes of other departments and agencies will still apply, regulated by those departments and agencies.

No work can be started before obtaining and posted the necessary permits.

FBC-B, Section 109.4 Work commencing before permit issuance.

Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary *permits* shall be subject to a fee established by the *building official* that shall be in addition to the required *permit* fees.

Private providers must register with the City of Atlantic Beach (COAB) and provide the documents listed in F.S. 553.791(4) and (16).

Private providers and contractors using the services of private providers should be aware of the following permitting and inspection requirements in COAB. Please see the attached Permit Placard. The inspections listed on the placard are required in the COAB, per FBC-B, Sections 110.3 through 110.3.8. **The 8 additional inspections required in COAB, below, must be listed by the Private Provider, on the Certificate of Compliance, as approved inspections**, and are referenced on the attached placard:

1. The Silt Fence Inspection is done by the COAB Public Works Department and must be scheduled through the Building Department before any work begins. Phone number: (904) 247-5814.
2. Sewer Inspection. For new homes built where a previous home was demolished, additions, and substantially improved homes, the building sewer must be tested, per FBC-R P2503.4. Atlantic Beach requires a sewer cleanout, with an RT1 precast cover, at the public sewer connection.
3. Roofing In-Progress Inspections are required in COAB for all roofing and re-roof projects. The installation must comply with the FBC and the manufacturer's installation instructions for the site-specific wind loads.
4. Window/Door In-Progress Inspections are required in COAB for all new and replacement windows and doors. The installation must comply with the FBC and the manufacturer's installation instructions for the site-specific wind loads.
5. Stucco scratch coat inspections are required in COAB for all stucco applications, in addition to the lath inspection.
6. Exterior Siding In-Progress Inspections are required in COAB for all siding and re-siding projects. The installation must comply with the FBC and the manufacturer's installation instructions for the site-specific wind loads.

7. Early Electrical Power must be approved by COAB, using the *COAB Early Power Agreement & Release City of Atlantic Beach* agreement.
8. The Swimming Pool Final Inspection, includes a final inspection by COAB Public Works and Pool Barrier Inspection by COAB Building Department (a local COAB requirement), which must be approved before the certificate of completion can be issued.

Additional requirements.

1. Projects in Special Flood Hazard Areas (SFHA) require a COAB Floodplain Development Permit, with additional NFIP and local requirements.
2. The Construction Site Management Plan, required by COAB, Section 6-18, must be readily available on construction sites at all times. The COAB Police Department may review the Plan for compliance and parking.
3. Blocking any street, sidewalk, or right-of-way requires prior approval from the COAB Police Department and Public Works, with a minimum 3-day prior notification. Blocking a street, sidewalk, or right-of-way for more than 15 minutes without prior approval will result in a Stop Work Order at least for the remainder of the day.
4. Altering the topography of a lot is prohibited in COAB, per Section 24-70. If new construction has a floor level higher than natural grade, the foundation is to provide for the rise in floor level, not mounding fill in the building area. All fill must be approved by Public Works before delivery.
5. One of the functions of City Inspectors is to notify builders of local requirements and the requirements of other agencies. This may not happen where private providers are used and the City Inspectors are not visiting the site. Contractors using private providers must be aware of all requirements associated with their project, in addition to the FBC, and their responsibility to satisfy those requirements.

Private Providers, when providing the inspection documents required by 553.791(9) and (10) to the Building Department, please provide complete, accurate, and legible information.

F.S. 553.791

(9) A private provider performing required inspections under this section shall provide notice to the local building official of the date and approximate time of any such inspection no later than the prior business day by 2 p.m. local time or by any later time permitted by the local building official in that jurisdiction....

(10) Upon completing the required inspections at each applicable phase of construction, the private provider shall record such inspections on a form acceptable to the local building official. The form must be signed by the provider or the provider's duly authorized representative. These inspection records shall reflect those inspections required by the applicable codes of each phase of construction for which permitting by a local enforcement agency is required. The private provider, before leaving the project site, shall post each completed inspection record, indicating pass or fail, at the site and provide the record to the local building official within 2 business days....