

# Pasco County Building Construction Services

## Instructions For Private Providers and Contractors

Effective February 1, 2023

### Summary Steps

- 1) Private Provider (PP) registers with Pasco County
- 2) Contractor selects PP and uploads PP submittal package for each permit
- 3) PP schedules their own inspections
- 4) PP uploads their own inspection results
- 5) PP uploads a Certificate of Compliance when inspections are all complete

### Detailed Steps

- 1) **Private Provider (PP) registers with the County**
  - a) Go to PasCoGateway (<https://aca-prod.accela.com/pasco/Default.aspx>) and click on Register for an Account. Select *Private Provider* account type. Write down User ID and Password.
  - b) Follow registration instructions at <https://www.pascocountyfl.net/1065/Private-Provider>. You will need the User ID you created on PascoGateway.
  - c) You will receive an email within a few days. If accepted, a PP Licensed Professional number will be issued and linked to your PascoGateway account. If not, the deficiencies will be documented in the email.
  - d) Once registration is completed, your PP business name will appear in the Private Provider dropdown list available for a contractor to select when applying for a permit.
- 2) **Contractor selects PP and uploads submittal package**
  - a) Log onto PascoGateway to create a new permit.
  - b) Select Outsource = Yes and select your Private Provider from the dropdown list. If your PP doesn't appear in the list, click "Save and continue later". Once the PP completes registration, click 'resume' on your saved TMP record to complete the application.
  - c) Upload the *Private Provider Submittal Package* to "*attachments*". There will be a condition on the permit requiring this document. The document category is *Private Provider Package*.
  - d) There will be a condition added to the permit if any portion of the parcel is in a flood zone. Reference notes at the bottom of this document.
  - e) The Pasco PP team will receive an email alerting them that the package was uploaded. They will review the document to ensure it meets requirements and then meet the condition.
  - f) The permit will follow normal workflow to permit issuance.
  - g) Once the permit is issued and the contractor meets all required conditions including Notice of Commencement and this "Private Provider Submittal Package" condition, then the PP may begin scheduling inspections.
  - h) If Plan Review is outsourced, Inspections must also be outsourced.
  - i) If submitting Private Provider approved Building Plans, select the document category "*private provider approved plans*", not *construction plans (signed & sealed)*.

### 3) PP Schedules Inspections

- a) Logon to PascoGateway as the Private Provider.
- b) Open the permit.
  - i) If you cannot locate the permit after logging in, you probably were not added to the permit as the PP. Contact the contractor.
- c) Go to *Record Info*, click on *Inspections* in the dropdown menu
- d) Locate the inspections you want to schedule.
  - i) If entered by 2pm today, they can be scheduled as soon as the next working day.
  - ii) If entered after 2pm today, they can be scheduled no earlier than the working day following the next working day.
- e) Click to schedule the inspection(s).
- f) Refresh your screen to verify they were scheduled.

### 4) PP Uploads Inspection Results

- a) Go to *Record Info* dropdown, click on *attachments*.
- b) Click *Add* to upload your inspection results report for each completed inspection.
- c) Document type is *Private Provider Inspection*. This document type is only available to the PP on the permit. Enter this format in the Description field:  
“###,result,nn/nn/nnnn,inspector license” if no comments  
“###,result,nn/nn/nnnn,inspector license,comments” if including comments  
*### = inspection type*  
*result = PASS, FAIL, PARTIAL, CANCEL*  
*nn/nn/nnnn = inspection completion date*  
*Inspector license number*  
*comments = optional comments*
- d) Only scheduled inspections may be resulted.
- e) Inspections may only be resulted on or after their scheduled date.
- f) The permitting department will review and verify the contents of documents.

### 5) PP Uploads Certificate of Compliance

- a) Once all inspections are resulted, upload the document to *Record Info; attachments*, document type is *PP Certificate of Compliance*. The Pasco PP Team will be notified.
- b) Pay any outstanding fees.
- c) After the Certificate of Compliance condition is met and any invoiced fees are paid, the normal permit workflow resumes.

## Notes and References

- 1) All requirements of the law including Pasco County policies and procedures must be followed by all parties. Reference Florida Statute 553.791
- 2) Outsourcing is not allowed for the following permits: Irrigation, ground settlement, plans on file, stormwater, signs, new mobile homes, and some other permit types do not allow for plans to be outsourced. In these cases, the outsourcing option will be omitted from the application.

- 3) When any portion of a parcel is in a flood zone a condition will be added to the permit to alert us to review the permit for FEMA regulations pertaining to outsourcing. The system will display a warning message to the applicant that they have selected outsourcing on a parcel that is in a flood zone. These permits will be handled separately from permits that are in X-100, i.e., *100% non-flood* zone. Plan Review cannot be outsourced, and some inspections may not be outsourced when a structure will be in a flood zone. If a LOMR exists for the property, it would be helpful to attach that letter during application submittal. *For more information, contact us at (727) 847- 8126.*
- 4) For Residential permits, this procedure will be fully implemented for all permit applications submitted on or after February 1, 2023.
- 5) For Commercial permits, the scheduling and resulting of inspections will be automated for permit applications submitted on or after February 1, 2023.