Manatee County, Florida
Development Services

Private Provider Inspections Portal
User Guide

Version: 5.0
7/22/2022

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RECORD OF CHANGES

Table 1: Revision history

Version Number	Date	Custodian/ Organization	Description of Change
1.0	08/27/2021	Katie Langer, Business Services	First publication of public user guide
2.0	04/16/2022	Stephanie Charles, Inspections Admin Manager	
3.0	7/11/2022	Stephanie Charles, Inspections Admin Manager	
4.0	7/18/2022	Stephanie Charles, Inspections Admin Manager	
5.0	7/21/2022	Stephanie Charles, Inspections Admin Manager	

1. INTRODUCTION

This manual has been developed as a tool to assist current and future Private Provider companies doing business in Unincorporated Manatee County. This manual is to be used in conjunction with Section 553.791, Florida Statutes and is not intended as a legal interpretation.

1.1   Responsibilities of the Private Provider

Private Providers are responsible for notifying Manatee County Building and Development Services of inspections for any permit where they have been contracted to perform building inspections. Effective **October 11, 2021**, inspections are scheduled and resulted through the Online Services permitting portal. Requests for Certificate of Occupancy must be emailed to privateprovider@mymanatee.org.

1.2   Plans Review

Private Providers may also perform plans review. If Plans Review is being completed by a Private Provider, all Inspections with the except of Driveways must be completed by Private Provider. Manatee County must also still receive a copy of the Plans through the Online Services portal at the time the permit application is submitted.

The full Notice to Building Official Packet will also need to be uploaded through the Online Services portal under the document type of "Notice to Building Official". The regisitration does not exempt the requirement of this packet.

2.   INITIAL SET UP OF ACCOUNT

2.1   Public User Account

In order to conduct inspections in Unincorporated Manatee County, your company must have a user account in the Online Services Portal. This will give your company access to your building permits in order to both schedule and result inspections. Chrome is the recommended browser.

Note that the user account should be for you as an individual, **not for the Private Provider Firm**. You will also be required to add your Qualifier's license to your user account (to be covered in a later section)

2.1.1   Creating a user account

Online Services can be accessed here: https://aca-prod.accela.com/MANATEE/Default.aspx. If your do not yet have an account, click the "Register for an Account" link directly below the menu bar.

Image 1 – Register for an Account

Step 1. Read through the disclaimer and check the acknowledgement box in order to continue.
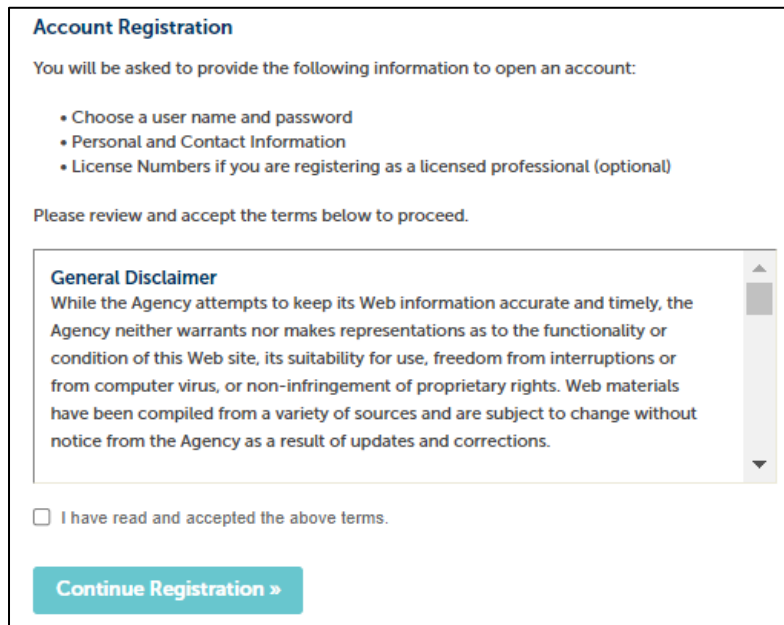

Image 2 – General Disclaimer

Step 1. Complete the Login Information section. Please keep in mind that this public user is intended to be used for the company, not for a single individual. For example, the user name shouldn't be jane.doe in the event that Jane Doe leaves the company.

Image 3 – Login Information

Step 2. Adding contact information.

a)   Click Add New under Contact Information and add the Qualifiers contact.

Image 4 – Add Contact Information

b)   Add the Qualifiers Name, Email, and Phone Number.

Image 5 – Contact Information

c) Click "Add Additional Contact Address in order to add your mailing address. Multiple addresses may be created in this section if needed.
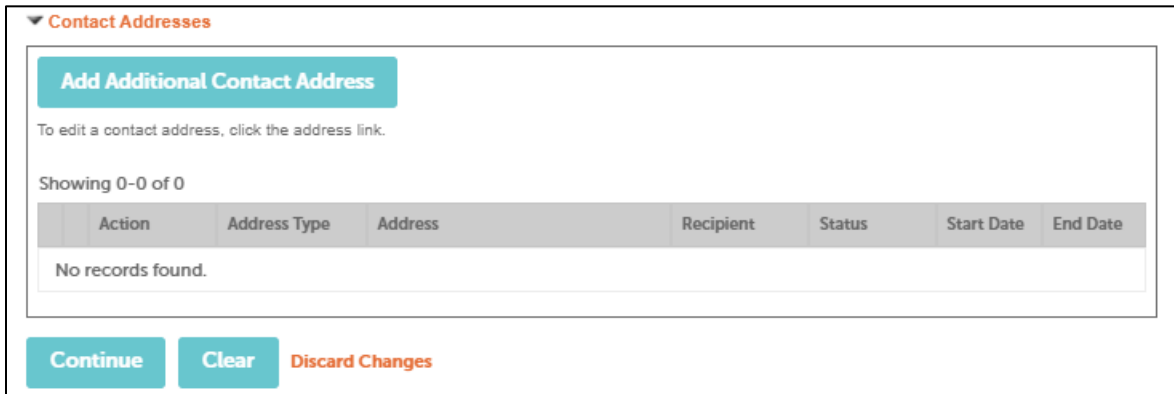

Image 6 – Contact Addresses

Click Continue to finish creating your account. If you ever need to make changes to your account profile, such as changing an address or adding additional contacts, click **Account Management** found directly below the menu bar.

2.2 Licensed Professional

The user account for the private provider qualifier must have his/her professional license associated with it. This will be your company's qualifier. The licensed professional will also need to be added to every record for which you are performing inspections. You will not be able to schedule or result your inspections unless your license is on the permit application. **It is the private provider's responsibility to notify their contractor(s) and/or permitting company that the private provider license needs to be on the permit application.**

2.2.1 Submitting your license application.

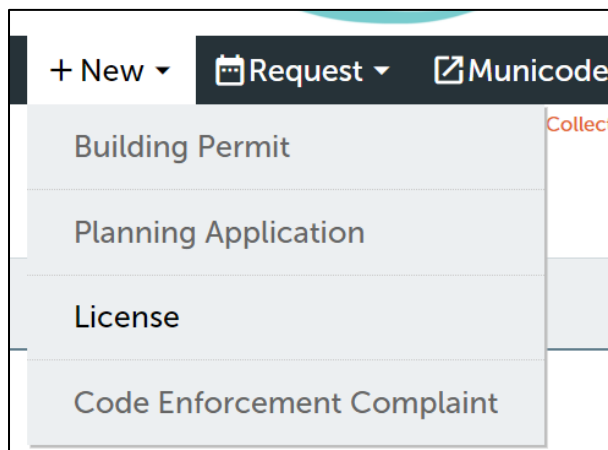Once your have signed into your user account, select New from the Menu Bar, then License .

Image 7 – New License Application

Accept the disclaimer on the following page, then click continue.

Expand the Private Providers dropdown, then select Private Provider Application, and click Continue.

Image 8 – Select Private Provider Application

Step 1. The first step in the application is to add the License Holder. Since the License Holder is already a contact on your account, you will choose "Select from Account".

Image 9 – Add License Holder

Step 2. On the next page you will need to enter in your license information, including the license number, the Business name and DBA, workers' comp insurance/exemption, and general liability insurance (professional liability will go in this section). The only license types accepted are state certified Architect, Building Code Administrator, and Professional Engineer (F.S. 553.791(1)(f)). When entering in the State License Number be sure to include the license prefix (i.e. PE1234).

Image 10 – License Information

Image 11 – Business and Insurance

Step 3.   The last step in the application is to upload your attachments. You will be required to upload the following:

- **DAR (Duly Authorized Representative)** list of all Duly Authorized Representatives that will provide inspection services and/or plans review services.
- **Copy of Articles of Incoporation or Organization** for the business enity. *Screen print from DBPR webite is acceptable.*
- **Copy of Florida License** for the business enity. *Screen print from DBPR webite is acceptable.*
- **State License** for the Private Provider responsible for the registration, and who is regulated by Florida Statute 481 (Architects), chapter 471 (Engineers), and Chapter 486, Part XII (Building Code Administrators). *Screen print from DBPR webite is acceptable.*
- **State License** for the Private Provider responsible for the registration, and who is regulated by Florida Statute 481 (Architects), chapter 471 (Engineers), and Chapter 486, Part XII (Building Code Administrators, Plan Reviewers, and Inspectors). *Screen print from DBPR webite is acceptable.*
- **Copy of Drivers License for all license holders**
- **Qualification Statement or Resume (**upload as **Curriculum Vitae)**
- **Professional Liability Insurance**
- **Workers' Comp** (Exemption or Certificate, depending on the applicant)

Once you have added all required files and labeled them accordingly, click Save at the bottom of the page in order to finish uploading the files. Click Continue Application to move on to the confirmation page. Review all details to confirm there are no errors, and click the checkbox at the bottom of the page to certify the application.

The Licensing Division of Development Services will review your application and reach out with any questions. If they have no questions, your license will be activated in our System, and it will be linked to your account. You will receive an email confirmation upon completion.

3. SUBMITTING PERMIT APPLICATIONS

3.1.1   Permit Contact

On the second page of the permit application, the customer will add a contact as the applicant. When using private provider for inspections, a contact is also must be added under Architect/Engineer

Architect or Engineer

Click on "Select from Account" to add yourself as the Architect or Engineer for this Record. If you are the delegate, then you will see the Account Owner's information when selecting the applicant. Otherwise, click on "Add New" to enter the Architect or Engineer contact information for this record.

This section is not required.

Please note: If a Private Provider will be used, then you must provide this information. Select "Add New" button to add the Private Provider contact information for this record.

Select from Account   **Add New**

Image 12 – Add a contact

3.1.2   Private Provider Custom Field

When the applicant is completing the custom fields, they will need to select the checkbox to indicate that they are 1) using a private provider for inspections, and 2) advise by using the dropdown that appears whether private provider will be doing plans review as well.
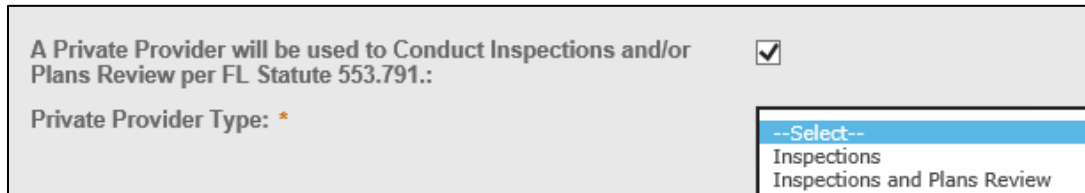
A Private Provider will be used to Conduct Inspections and/or Plans Review per FL Statute 553.791.:   ☑

Private Provider Type: *

--Select--
Inspections
Inspections and Plans Review

Image 13 – Custon Fields

3.1.3   Licensed Professionals

This last step is critical. The application will not to move forward without the Private Provider License being listed along with all the other license professional related to the permit application.

When the customer gets to Step 3 to add the licensed professionals, they will need to add the license of the qualifier. The qualifier must have already submitted their license application and had it approved by the County (see section 2 of this manual for additional details). If the license applicant is not associated with the user who is submitting the permit application (ex: a permitting company is submitting the application), the Look Up option should be used:
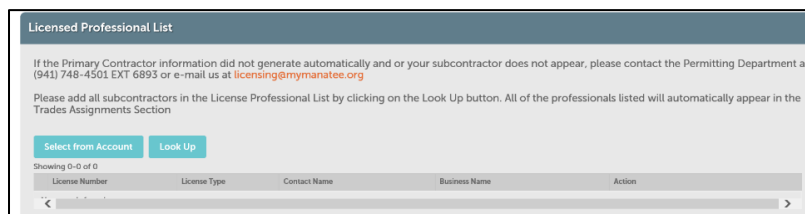
Licensed Professional List

If the Primary Contractor information did not generate automatically and or your subcontractor does not appear, please contact the Permitting Department at (941) 748-4501 EXT 6893 or e-mail us at licensing@mymanatee.org

Please add all subcontractors in the License Professional List by clicking on the Look Up button. All of the professionals listed will automatically appear in the Trades Assignments Section

Select from Account   **Look Up**

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License Number	License Type	Contact Name	Business Name	Action

Image 14 – Licensed Professional List

The license can be searched for using many different criteria, but the license number is the most efficient.

Look Up License

License Type:
--Select--

License Number:
AR0000TEST

First: **Middle:**   **Last:**

Name of Business:

Business License #:

Add any other licensed professionals to the record, then click Continue Application.

Select from Account	Look Up

✔ Licensed professional added successfully.

Showing 1-2 of 2

License Number	License Type	Contact Name	Business Name	Action
CBC	Building Contractor			Edit Delete
AR0000TEST	Architect	MANATEE TEST	TEST	Edit Delete

On the next page, the Architect, Building Code Administrator, or Professional Engineer will automatically be added under the Private Provider trade.

TRADES ASSIGNMENTS

Showing 1-2 of 2

	Trade	Contractor License Number	Contractor Name	
☐	Builder	CBC001467	WHITE ALUMINUM & WINDOWS LLC	Actions ▾
☐	Private Provider	AR0000TEST	TEST	Actions ▾

| Add a Row ▾	Edit Selected	Delete Selected

4. PRIVATE PROVIDER INSPECTIONS PORTAL

4.1 Scheduling Inspections

You will need to sign into your Online Services account in order to schedule an inspection. Once signed in, you can click **Request>Building Inspection** from the menu bar.

In the page that opens, click the large orange "Schedule an Inspection" link and follow the prompts to select the inspection type and date. Once the inspection has been scheduled, it will appear in a list on this same page with the inspector listed as "Private Provider".
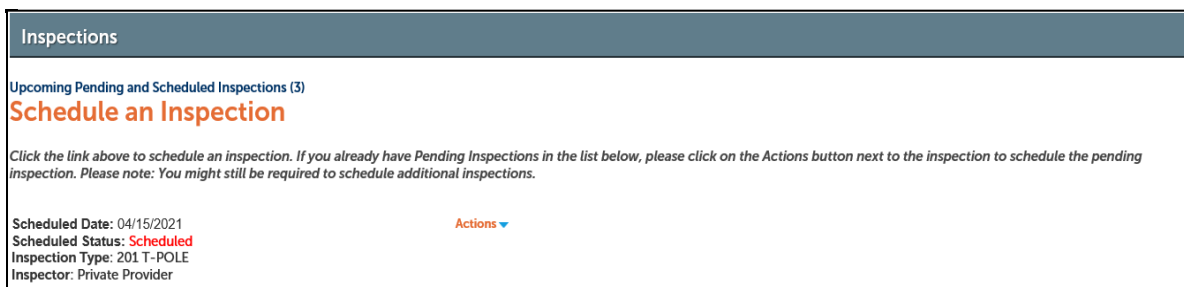
If you're unable to view the "Schedule an Inspection" link, this means that your public user account was incorrectly added to the application. Please contact Inspections for assistance in correcting this.

The following Inspections are required to be scheduled and resulted through the construction process for the following:

New Permit Submittals:
New permits applied for as of August 1, 2022 are required to have the following inspections scheduled and resulted through the construction process for the following permit types:

New Residential and New Commercial:

- 202 TUG (Residential)
- 220 Temp to Perm (Commercial)
- 401 Plumbing Rough I (Residential/Commercial)
- 105 Lintel (Residential/Commercial)
- One of the Final Inspections (205 Electrical Final, 117 Building Final, 302 Mechanical Final, 405 Plumbing Final)

All Other Permit Types:

All inspections required to be scheduled and resulted through the Private Provider Portal.

Existing Permits:
Existing permits applied for prior to August 1, 2022 are required to have all regular Florida Building Code inspections scheduled and resulted.

Inspection reports will no longer be uploaded to the individual inspection result.

4.2   Resulting Inspections

To result inspections, you will need to be granted access to the **Private Provider Inspection Portal** by Manatee County. Once you have been granted access, sign into Online Services and click the Home button. Here you will be able to view any currently scheduled inspections, review previously resulted inspections, and upload new inspection results.

Under General Information, select "PRIVATE PROVIDER INSPECTION PORTAL".
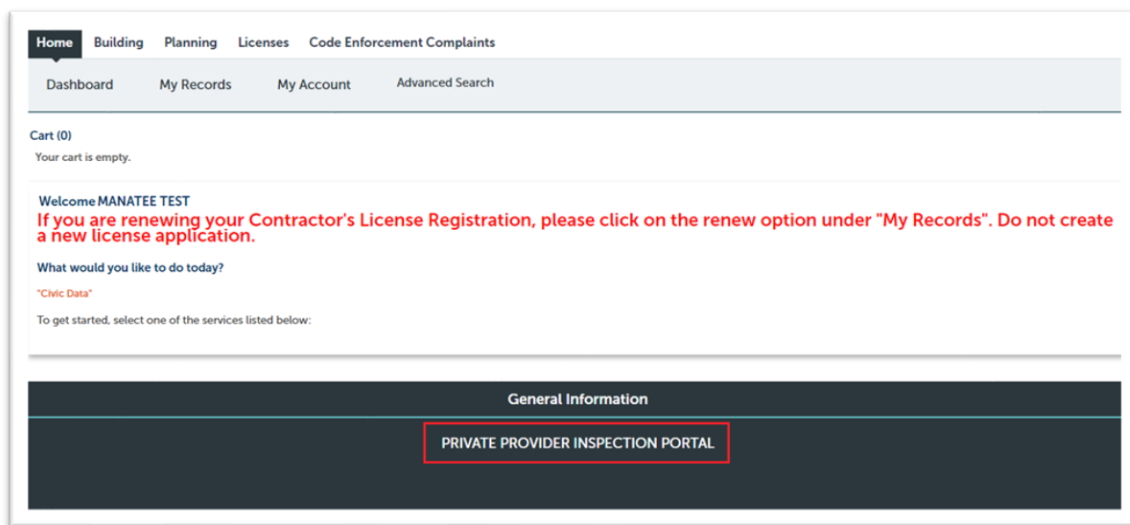
4.2.1   Viewing Scheduled Inspections

The portal can be used to view and download all scheduled inspections for records that your license is on. You can either view the inspections list in your browser, or you can download a CSV file that can be opened in Excel. To download your Scheduled Inspections List, use the orange link directly below the table of scheduled inspections.

Scheduled Inspections

View your inspections that are currently in a Scheduled status

Showing 1-8 of 8 | Download results

Scheduled Date	Record ID	Address	Inspection Type	Status
08/27/2021	BLD2103-0008	1204 ORCHARDGRASS CIR PARRISH 34219	146 BUILDING LATH NAILING	Scheduled
08/27/2021	BLD2103-0008	1204 ORCHARDGRASS CIR PARRISH 34219	204 ELECTRICAL ROUGH IN	Scheduled
08/26/2021	BLD2103-0008	1204 ORCHARDGRASS CIR PARRISH 34219	118 STEMWALL	Scheduled
08/26/2021	BLD2103-0008	1204 ORCHARDGRASS CIR PARRISH 34219	119 ROOF TRUSS	Scheduled
06/10/2021	BLD2104-0001	5008 BAY STATE RD PALMETTO 34221	103 FLOOR	Scheduled
06/10/2021	BLD2103-0008	1204 ORCHARDGRASS CIR PARRISH 34219	101 FOOTING	Scheduled
06/10/2021	BLD2102-0019	2604 MOCCASIN WALLOW RD PALMETTO 34221	102 MONO	Scheduled
06/09/2021	BLD2105-0009	10149 CORBETT JOHN RD PARRISH 34219	107 WALL SHEATHING	Scheduled

CLICK HERE TO DOWNLOAD YOUR SCHEDULED INSPECTIONS LIST

4.2.2   Uploading Inspection Results

In order to result your inspections, you will first need to download your scheduled inspections following the instructions in 4.2.1 above. Below is an example of what the file will look like when you first download it.

	A	B	C	D	E	F	G	H	I
1	Address	Permit ID *	Inspection Date (MM/DD/YYYY)*	Inspection ID*	Inspection Type	Request Comments	Result Comments (Optional)	Scheduled Date	Status*
2	10149 CORBETT JOHN RD, PARRISH 34219	BLD2105-0009		31666801	107 WALL SHEATHING			6/9/2021	Scheduled
3	2604 MOCCASIN WALLOW RD, PALMETTO 34221	BLD2102-0019		31666862	102 MONO			6/10/2021	Scheduled
4	5008 BAY STATE RD, PALMETTO 34221	BLD2104-0001		31666863	103 FLOOR			6/10/2021	Scheduled
5	1204 ORCHARDGRASS CIR, PARRISH 34219	BLD2103-0008		31666871	101 FOOTING			6/10/2021	Scheduled

In order to result your inspections, you are required to fill in two fields (both are indicated with an asterisk): Inspection Date and Status.

The inspection date must be formatted at MM/DD/YYYY. Valid Statuses include "Approved", "Failed", "Incomplete", "Not Required" and "Cancelled". It's important to not make any typos in either the date format or the status (ex: Cancelled not Canceled), otherwise the results will fail to post. You also have the option to add result comments if so desired.

Address	Permit ID *	Inspection Date (MM/DD/YYYY)*	Inspection ID*	Inspection Type	Request Comments	Result Comments (Optional)	Scheduled Date	Status*
10149 CORBETT JOHN RD,	BLD2105-0009	8/27/2021	31666801	107 WALL SHEATHING		No Permit on Site	6/9/2021	Failed
2604 MOCCASIN WALLOW	BLD2102-0019	8/26/2021	31666862	102 MONO			6/10/2021	Approved
5008 BAY STATE RD, PALM	BLD2104-0001		31666863	103 FLOOR			6/10/2021	Scheduled
1204 ORCHARDGRASS CIR,	BLD2103-0008		31666871	101 FOOTING			6/10/2021	Scheduled

You can result as many inspections at a time in a single spreadsheet as you like. In the event that there are scheduled inspections on your list that you are not ready to result, you can either leave them in the spreadsheet in a scheduled status, or you can delete them from the spreadsheet. Neither of these will change the status or scheduled date of the inspection.

Once you have finished updating your scheduled inspection list, be sure to SAVE the file somewhere on your computer. It is up to you if you change the file name or keep it the same name as when it downloaded from Online Services.

After you have saved the file, you will be ready to upload it back to Online Services. Navigate to the Private Provider Inspection Portal in your Online Services account, and click the orange link below the table of Resulted Inspections that says "Click Here to Upload Inspection Results"

A screen will pop up for you to upload the CSV file you just editing. If you have multiple licensed professionals on your public user account, you will need to select which Licensed Professional is on the records that you are resulting (disregard if not prompted for a license). Next click Add to select the CSV file, then Continue to upload it.

After the page finishes loading (load time will vary based on how many inspections you resulted) you will then get the below confirmation message:

Inspection reports will no longer be uploaded to the individual inspection result.

4.2.3   Error Logs

Under the last section of the page where it says "Error Logs", a log will generate if your CSV file failed to update the Status of any inspection in your list.This will include any inspections that you left in a Scheduled status, any required fields that were not populated, inspections that were not previously scheduled, or typos in the Inspection Date or Result Status.

Log File	
Showing 1-2 of 2 | Download results	
Log File Name	**Log Time**
NewInspectionList20210331 (2)_log_20210331043701.csv	3/31/2021 4:37:02 PM
NewInspectionList20210331 (2)_log_20210331041917.csv	3/31/2021 4:19:18 PM

4.2.4   Certificate of Compliance

New and Existing Permits:

Once all required inspections are scheduled and resulted the **Private Provider will submit the Certificate of Compliance to include a summary of inspections provided and copies of all inspection resports**. These inspection reports will include all "Approved", "Failed", "Incomplete", and "Not Required" inspections along with supporting documents such as an Engineer Letter that was used to pass an inspection.

The Certificate of Compliance must be emailed along with your request for closure with the Permit Number and Address listed in the subject line. All required inspections must be resulted, conditions released and fees paid prior to the acceptance of the Certificate of Compliance.

4.2.5   Certificate of Compliance Review

Manatee County Private Provider Admin staff will review the Certificate of Compliance and all inspection reports. Once the Certificate of Compliance and all inspection reports have been verified staff will post a Private Provider COC Final Inspection to complete the inspection review. The Certificate of Compliance along with all inspection reports related to the permit will be uploaded to that inspection.

Certificate of Occupancy or Certificate of Completion will be automatically emailed to the contacts on the permit and uplaoded to the record for access at anytime.