

Private Provider Scheduling Inspections Checklist

Updated 07.14.2023

IMPORTANT NOTE

For projects located in a Special Flood Hazard Area (SFHA) <u>all required inspections</u> below the Design Flood Elevation (DFE) must be conducted and approved by City of Tampa Inspections staff, up to and including the FEMA Under-Construction Elevation Certificate.

Pre-construction inspection – When silt fence, tree barricades, sanitary facilities and approved plans are installed.

• No work should begin until City of Tampa Inspectors approve.

All required Florida Building Code inspections - through Accela system.

• City of Tampa will perform inspection up to and including the FEMA Under-Construction Elevation Certificate inspection for projects located in a SFHA.

All site, driveway/sidewalk and stormwater drainage/retention "in-progress" inspections – before concealment.

• City of Tampa will perform inspections.

Electrical Power Release inspection – with document indicating that Private Provider has inspected the electrical system and approved the release.

How to Upload in Accela

- 1. Log into Accela and find permit.
- 2. Go to Record Info Tab-Attachments; click ADD.
- 3. Click ADD and choose your document to upload. In the title box, name the file "Electrical Power Release."
- 4. Click CONTINUE. It will prompt you with a dropdown box; choose "Other Document" and click ADD. Follow remaining prompts.

<u>SFHA (FEMA) Properties Only:</u> Under-Construction Elevation Check inspection – once the Under-Construction Elevation Certificate has been uploaded to the Accela system.

How to Upload in Accela

- 1. Log into Accela and find permit.
- 2. Go to Record Info Tab-Attachments; click ADD.
- 3. Click ADD and choose your document to upload. In the title box, name the file "Under-Construction Elevation Certificate."
- 4. Click CONTINUE. It will prompt you with a dropdown box; choose "Under-Construction Elevation Certificate" and click ADD. Follow remaining prompts.

All site and building final inspections – once project is complete, upload the Private Provider Final Inspection Report to the Accela System.

How to Upload in Accela

- 1. Log into Accela and find permit.
- 2. Go to Record Info Tab-Attachments; click ADD.
- 3. Click ADD and choose your document to upload. In the title box, name the file "**Private Provider Final Inspection Report**."
- 4. Click CONTINUE. It will prompt you with a dropdown box; choose "**Private Provider Final Inspection Report**" and click ADD. Follow remaining prompts.