

Third-party Inspector & Plans Review Prequalification Application

Application Instructions

Complete the following application and submit it along with any applicable employee qualification statements, copies of registrations, and certificate of required insurance to **Insert Appropriate Governing Body or Department Here and Mailing Address**

Requirements for Registered Professional Engineers and Architects to be approved as Third Party Inspectors or Plans Reviewers for **Insert Municipality Here** are as follows:

1. The Registered Professional Engineer or Architect approved shall be an officer of the company making application; or have a notarized letter from the president of the company stating that the engineer or architect has authority to discuss and resolve any problems which may occur during the inspection process with **Insert Municipality Here.**
2. The Registered Professional Engineer or Architect shall not be an officer, employee of or otherwise affiliated with or financially interested in the person, firm, or corporation on whose behalf a third-party inspection is being performed.
3. The Registered Professional Engineer or Architect shall be approved to work in his or her area of expertise and shall be licensed by the State of Georgia in his or her area of expertise.
4. The Registered Professional Engineer shall not have had his/her certification/license revoked in any other county/municipality and shall otherwise be in good standing with all pertinent certification and professional accreditation boards.

Registered Professional Engineers and Architects and field technicians may only perform work within their "scope of expertise" as demonstrated through education, experience, certifications or other information that can be provided to the Building Official to demonstrate proficiency in the area.

The following categories are available. Indicate in the application the category that is being requested for each individual.

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|-------------------------------------|---|
| 1. Residential Building Inspector | 8. Commercial Plumbing Inspector |
| 2. Residential Electrical Inspector | 9. Design work for which there is no engineer of record |
| 3. Residential Mechanical Inspector | 10. Certifications for specialty inspections as listed |
| 4. Residential Plumbing Inspector | 11. Zoning Compliance Inspection |
| 5. Commercial Building Inspector | 12. Plans Reviewer |
| 6. Commercial Electrical Inspector | |
| 7. Commercial Mechanical Inspector | |

Insurance Requirements:

All Third Party Inspectors and Plans Reviewers shall secure and maintain the following minimum insurance coverages and provisions as follows. A certificate of insurance that meets the following requirements shall be submitted at the time of application.

The insurance limits shall not be less than:

- Professional liability insurance for errors and omissions in an amount of not less than \$1,000,000.00 per claim and \$1,000,000.00 in aggregate coverage for any project with a construction cost of \$5 million or less.
- Professional liability insurance for errors and omissions in an amount of not less than \$2,000,000.00 per claim and \$2000,000.00 in aggregate coverage for any project with a construction cost of more than \$5 million.

The policy may be a practice policy or project-specific. If the insurance is a practice policy, it shall contain prior acts coverage for the private Third Party provider. If the insurance is project-specific, it shall continue in effect for 2 years following the issuance of the certificate of final completion of the project.

The cancellation provision shall provide for 30 days notice of cancellation.

Insert Municipality Here, Georgia, its officers, officials, employees and representatives shall be named as additional insureds on the required insurance policies.

The required insurance coverages shall be provided by an insurance company licensed to do business by and in good standing with the Georgia Department of Insurance at all times.

Renewals shall be submitted to the County at the address listed above and shall be submitted annually by the insured.

Failure to maintain insurance coverage as required will result in removal from the list of approved Third Party Inspectors and Plans Reviewers.

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Registered Professional Engineer or Architect Name:

LAST FIRST MIDDLE

Telephone #: _____

E-mail: _____

Firm Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Company Telephone #: _____

Insert Municipality Business License Number: _____

Professional Engineer or Architect License Number, date of issuance, and date of expiration

Education (Relative to Construction/Inspection/Plans Review)

Experience (Relative to Construction/Inspection/Plans Review)

List any certifications/credentials including State of Georgia, ICC, etc., and respective registration and/or certification numbers that you presently hold for each.

Field Technician Information:

Name, applicable education, experience, certifications of all field technicians performing inspections under direct supervisions of the Professional Engineer or Architect (attach additional sheets as necessary). Indicate the type of inspection that is being requested for each field technician.

Applicants must provide, in addition to this completed and signed application, a professional resume, applicable employee qualification statements for plans review, a copy of his or her Professional Engineer or Architect License and certificate of required insurance.

I hereby certify that all information contained above is true and accurate, and I hereby authorize the **Insert Appropriate Governing Body or Department** to make any inquiries that they deem necessary as to my qualifications, experience and knowledge. I further certify that should any of the above information change, I will immediately notify the **Insert Appropriate Governing Body or Department**.

Signature

Date

For Office Use Only

In accordance with the requirements of **Insert Appropriate Ordinances and Codes Here**, the above listed individual has satisfied the requirements of the **Insert Municipality Here** Building Official as a Third-party Inspector and/or Plans Reviewer:

Signature, Chief Building Official

Date