THIRD PARTY INSPECTION REQUEST AND APPROVAL PROCESS OVERVIEW

- The private professional provider services CANNOT be utilized with respect to inspections on the following:
  - Hospitals
  - Ambulatory Health Care Centers
  - Nursing Homes
  - Jails
  - Penal Institutions
  - Airports
  - Buildings or structures that impact national or state homeland security
  - Any building defined as a high-rise building in the State Minimum Standards Code; provided, however, that interior tenant build-out projects within high-rise buildings may be inspected by private professional providers.

- **INSURANCE COVERAGE**
  All private professional providers delivering inspection services pursuant to this subsection shall secure and maintain insurance coverage for professional liability (errors and omissions insurance). The limits of such insurance shall be not less than $1 million per claim and $1 million in aggregate coverage.

- **CERTIFICATE OF OCCUPANCY**
  Nothing shall authorize any private professional provider to issue a certificate of occupancy. Only the City of Atlanta shall be authorized to issue a certificate of occupancy.

**PROCESS FOR BECOMING AN APPROVED “PRIVATE PROFESSIONAL PROVIDER”**

1. Complete the “Third-Party Inspection/Engineer Application”.
   a. Each application will need to include the following:
      i. Notarized Inspection/Engineer Affidavit(s)
     ii. Proof of Insurance
   2. Email the completed application to 3rdpartyinspection@atlantaga.gov and include: Third-Party Inspections Request in the subject line.
   3. Applications will then be reviewed by the Office of Buildings’ Inspections Division and the Private Professional Provider will receive a response from the Inspections Division within five (5) business days. As a result of the Governor’s executive order on 3/20/2020, customers can send this information along with their completed inspection report.

   **To avoid delays, please ensure the application and required documentation has been completed in its entirety, prior to submission.**

**SUBMITTING INSPECTION REPORTS**

1. After an inspection has been completed by the Third-Party Inspections/Engineer, they will need to complete the “Third-Party Code Compliance Inspection Report”.
   a. Please ensure the report is completed in its entirety to avoid any processing delays.
   2. The completed report should be emailed to 3rdpartyinspection@atlantaga.gov and include: Third-Party Inspection Report in the subject line.
   3. Reports will then be reviewed by the Office of Buildings’ Inspections Division and the Third-Party Inspections/Engineer will receive a response from the Inspections Division within two (2) business days.

   **To avoid delays, please ensure the report and any supporting documentation has been completed in its entirety, prior to submission.**
Private Professional Provider Inspection Application Package
CITY OF ATLANTA- OFFICE OF BUILDINGS

Submit requests by (EMAIL) 3rdpartyinspection@atlantaga.gov
Subject line: Third-Party Inspections Request

As per Section 26 of Chapter 2 of Title 8 of the Official Code of Georgia Annotated, subsection (g) [O.C.G.A. 8-2-26(g)], the term “private professional provider” means “a professional engineer who holds a certificate of registration issued under Chapter 15 of Title 43... who is not an employee of or otherwise affiliated with or financially interested in the person, firm, or corporation engaged in the construction project to be reviewed or inspected.”

All private professional providers providing inspection services pursuant to this subsection shall secure and maintain insurance coverage for professional liability (errors and omissions insurance). The limits of such insurance shall be not less than $1 million per claim and $1 million in aggregate coverage. Such insurance may be a practice policy or project-specific coverage. If the insurance is a practice policy, it shall contain prior acts coverage for the private professional provider. If the insurance is project-specific, it shall continue in effect for two years following the issuance of the certificate of final completion for the project.

The private professional provider services shall not be utilized with respect to inspections of hospitals, ambulatory health care centers, nursing homes, jails, penal institutions, airports, buildings or structures that impact national or state homeland security, or any building defined as a high-rise building in the State Minimum Standards Code; provided, however, that interior tenant build-out projects within high-rise buildings may be inspected by private professional providers.

Nothing shall authorize any private professional provider to issue a certificate of occupancy. Only the City of Atlanta shall be authorized to issue a certificate of occupancy.
# Third-Party Inspection/Engineering Application

## Third-Party Inspection Company

<table>
<thead>
<tr>
<th>Company Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Address</td>
<td></td>
</tr>
<tr>
<td>Company Phone</td>
<td>Company Email Address</td>
</tr>
<tr>
<td><em>Business License Number</em></td>
<td><em>Expiration date</em></td>
</tr>
<tr>
<td><em>State Engineer's License Number</em></td>
<td><em>Expiration date</em></td>
</tr>
</tbody>
</table>

The following items must be submitted to the Department of City Planning - Office of Buildings, Inspections Division, 3rdPartyInspection@AtlantaGA.Gov with “Third-Party Inspections Request” in the subject line:

- **☐ NOTORIZED INSPECTOR/ENGINEER AFFIDAVIT(S)** (Completely filled out with signature and date)
- **☐ PROOF OF INSURANCE**
  - $1,000,000 Minimum Professional Liability
  - 30-Day Notification Cancellation
  - $1,000,000 Minimum General Liability (This statement below must be on your certificate)
  - **DEPARTMENT OF CITY PLANNING — OFFICE OF BUILDINGS MUST BE NAMED AS ADDITIONAL INSURED IN RESPECTS TO GENERAL LIABILITY**
    - $500,000 Minimum Workers Compensation (when applicable — 3 or more employees)
    - Under Certificate Holder input: City of Atlanta

  Attn: Office of Buildings' Inspections Division
  96 Mitchell Street
  Atlanta, Georgia 30303

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Third-Party Inspection Application Package for the City of Atlanta Department of City Planning’s Office of Buildings

(Version 4.20)
THIRD-PARTY INSPECTOR/ENGINEER AFFIDAVIT

(This affidavit MUST be submitted with application)

(3rd PARTY INSPECTION COMPANY)

Company Name
Company Address
Company Phone
Business License Number

EMPLOYEE PERFORMING INSPECTION
Employees Name
Position Title
Contact Phone
Email Address

THIRD-PARTY INSPECTION COMPANY OR EMPLOYEE OF THIRD-PARTY INSPECTION COMPANY

My signature hereon signifies that I am the person responsible for compliance with the attached requirements for Third-Party Engineer Inspections. I acknowledge that the City of Atlanta Department of City Planning Office of Buildings has the right to disapprove my application or to revoke approval to perform Third-Party engineer inspections as either an employee or principal Third-Party engineer in City of Atlanta. I have read and fully understand the following:

A. All my inspections shall be made under the requirements of the CONSTRUCTION CODE (which contains the titles and editions of all building codes), the applicable sections of the City of Atlanta 1982 Zoning Ordinance, as amended, the SOIL EROSION SEDIMENT CONTROL ORDINANCE, and in accordance with the following Standard Operating Procedures of the City of Atlanta Department of City Planning Office of Buildings Inspections Division. As an approved "Third-Party Engineer Inspector", I shall possess copies of all above mentioned documents (City of Atlanta 1982 Zoning Ordinance, as amended, Soil Erosion and Sediment Control Ordinance and Zoning Resolution may be purchased from City of Atlanta Department of Planning and Development)

B. Table A list the types of inspection that the City of Atlanta will need to accept your scope

Table A (Please place a check in all that apply)

BUILDING INSPECTIONS
☐ Footing (100)  ☐ Foundation Wall (110)  ☐ Retaining Wall (115)  ☐ Monolithic Slab (120)  ☐ Ceiling Cover (125)
☐ Deck Footing (130)  ☐ Deck Framing (135)  ☐ Pool Steel Matt Bond (140)  ☐ Insulation (170)  ☐ Building Rough (180)
☐ Building Final (190)

MECHANICAL INSPECTIONS
☐ Gas Pipe (405)  ☐ Mechanical Rough (480)  ☐ Mechanical Final (490)

ELECTRICAL INSPECTIONS
☐ Electric Slab (200)  ☐ Electrical Ditch (205)  ☐ Temporary Pole (210)  ☐ Temporary Power-New Construction Only (215)
☐ Swimming Pool Bonding Rough (220)  ☐ Wall Cover (230)  ☐ Ceiling Cover (235)  ☐ Disconnect/Reconnect (240)
☐ Electrical Rough (280)  ☐ Electrical Final (290)  ☐ Ceiling Cover (235)

PLUMBING INSPECTIONS
☐ Plumbing Slab (300)  ☐ Sewer (305)  ☐ Water Service (315)  ☐ Water Heater (330)
☐ Lawn Sprinkler (335)  ☐ Plumbing Rough (380)  ☐ Plumbing Final (390)

FIRE LIFE SAFETY INSPECTIONS

C. CERTIFICATES OF OCCUPANCY CAN ONLY BE ISSUED BY THE CITY OF ATLANTA UNDER THIS THIRD-PARTY ENGINEER INSPECTORS APPROVAL.

INSPECTOR’S SIGNATURE

PRINCIPAL ENGINEER’S SIGNATURE

Inspector’s PRINTED NAME

DATE

PRINCIPAL ENGINEER’S PRINTED NAME

DATE

NOTARY PUBLIC SIGNATURE & DATE OF EXPIRATION

ENGINEER’S SEAL

NOTARY SEAL

Third-Party Inspection Application Package for the City of Atlanta Department of City Planning’s Office of Buildings

(Version 4.20)
Third-Party Code Compliance Inspection Report

<table>
<thead>
<tr>
<th>Client:</th>
<th>Day/Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Address:</td>
<td>Project Name:</td>
</tr>
<tr>
<td>General Contractor:</td>
<td>3rd Party Inspector:</td>
</tr>
<tr>
<td>Building Permit Number:</td>
<td>Trade Permit Number (if applicable):</td>
</tr>
</tbody>
</table>

At the request of the client, the project site was visited on the above-referenced date by the undersigned for the purpose of observing code compliance, in accordance with the codes and amendments adopted by The State of Georgia Department of Community Affairs, which can be found at: http://www.dca.state.ga.us/development/constructioncodes, as well as the current Life Safety and the ADA codes (120-3-20) adopted by the State Fire Marshall’s office. The inspections procedure employs visual observation techniques of the work, to check for general compliance with the requirements of the adopted building codes, the approved project plans, and specifications.

☐ The below inspections were performed on 100% of the individual components/elements comprising the noted inspection task(s).

☐ The below inspections were performed on a representative sampling of the components/elements comprising the noted inspections. As such, it is our professional opinion that the work was performed in general compliance with the referenced code(s), project plans and specifications but the noted inspection(s) are not a guarantee of deficient-free construction.

Check one: ☐ Regular Inspection  ☐ Re-inspection

**Inspection Requested** (check all that apply):

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>MECHANICAL</th>
<th>PLUMBING</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - Footing</td>
<td>405 – Gas Pipe</td>
<td>300 - Plumbing Slab</td>
</tr>
<tr>
<td>110 - Foundation Wall</td>
<td>480 – Mechanical Rough</td>
<td>305 - Sewer</td>
</tr>
<tr>
<td>115 - Retaining Wall</td>
<td>490 – Mechanical Final</td>
<td>315 - Water Service</td>
</tr>
<tr>
<td>120 - Monolithic Slab</td>
<td></td>
<td>330 - Water Heater</td>
</tr>
<tr>
<td>125 - Ceiling Cover</td>
<td></td>
<td></td>
</tr>
<tr>
<td>130 - Deck Footing</td>
<td>200 - Electrical Slab</td>
<td>380 - Plumbing Rough</td>
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<tr>
<td>135 - Deck Framing</td>
<td>205 - Electrical Ditch</td>
<td>390 - Plumbing Final</td>
</tr>
<tr>
<td>140 - Pool Steel Matt Bond</td>
<td>210 - Temporary Pole</td>
<td></td>
</tr>
<tr>
<td>170 - Insulation</td>
<td>215 - Temporary Power – New Construction Only</td>
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</tr>
<tr>
<td>180 - Framing Rough</td>
<td>220 - Swimming Pool/Rough Bonding</td>
<td>620 - Fire Tamper and Flows</td>
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<tr>
<td>190 - Building Final</td>
<td>230 - Wall Cover</td>
<td>625 - Fire Pump Test</td>
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<tr>
<td></td>
<td>235 - Ceiling Cover</td>
<td>640 - Underground</td>
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<tr>
<td></td>
<td>240 - Disconnect / Reconnect</td>
<td>645 - Fire Sprinkler Rough</td>
</tr>
<tr>
<td></td>
<td>280 - Electrical Rough</td>
<td>650 - Fire Sprinkler Final</td>
</tr>
<tr>
<td></td>
<td>290 - Electrical Final</td>
<td></td>
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<tr>
<td></td>
<td>290 - Electrical Vehicle (EV)</td>
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</tr>
<tr>
<td></td>
<td>290 - Photo Voltaic (PV)</td>
<td></td>
</tr>
</tbody>
</table>

**Inspection Results**: ☐ Passed  ☐ Failed  ☐ Partial

**COMMENTS** – (Comments are required to be included in the Inspections Report)

<table>
<thead>
<tr>
<th>Inspector’s Name:</th>
<th>Date:</th>
<th>Received By:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
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