

PRIVATE PROFESSIONAL PROVIDER INSPECTIONS APPLICATION PACKAGE

CITY OF ATLANTA DEPARTMENT OF CITY PLANNING OFFICE OF BUILDINGS

PLEASE FILL OUT THIS APPLICATION FOR THE THIRD-PARTY INSPECTION COMPANY:

Company Name			
Company Address			
Company Phone Number		Company Email Address	
Business License Number		Business License Expiration Date	
State Engineer's License Number		Engineer's License Expiration Date	

COMPLETED APPLICATION PACKAGE CHECKLIST:

- ☐ **Notarized Inspector/Engineer Affidavit(s)**
 - Found on the next page; must be 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 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*
- ☐ **Email completed requests to:** 3rdPartyInspection@atlantaga.gov
 - Subject line: Third-Party Inspections Request

TECHNICAL DEFINITIONS & LEGAL RELEASE

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 or a professional architect who holds a certificate of registration issued under Chapter 4 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 for any project with a construction cost of \$5 million, or less and \$2 million per claim and \$2 million in aggregate coverage for any project with a construction cost of more than \$5 million. 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.

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.**



Department of
CITY PLANNING

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THIRD-PARTY INSPECTOR/ENGINEER AFFIDAVIT

(This affidavit MUST be submitted with application)

(Check One) <input type="checkbox"/> THIRD-PARTY INSPECTIONS COMPANY <input type="checkbox"/> EMPLOYEE OF THIRD-PARTY INSPECTIONS COMPANY (Required for initial approval and changes.)			
Third-Party Inspection Company			
Company Name			
Company Address			
Company Phone		Company Email Address	
Business License Number		Business License Expiration Date	
Employee Performing Inspection			
Employee's 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. The Site Final Inspection is required prior to the scheduling/submission of the Building Final inspection. No Building Final inspection shall be conducted without a Site Final "Passed" result, indicated on the permit card.
 - a. Is this report for a Building Final Inspection ☐ Yes ☐ No
 - b. Do you have a Site Final Inspection "Passed" result on your permit card ☐ Yes ☐ No
 - c. If no, contact Erosion control to schedule your Site Final Inspection at 404-546-1305
- C. 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	
<input type="checkbox"/> Footing (100) <input type="checkbox"/> Foundation Wall (110) <input type="checkbox"/> Retaining Wall (115) <input type="checkbox"/> Monolithic Slab (120) <input type="checkbox"/> Ceiling Cover (125) <input type="checkbox"/> Deck Footing (130) <input type="checkbox"/> Deck Framing (135) <input type="checkbox"/> Pool Steel Matt Bond (140) <input type="checkbox"/> Insulation (170) <input type="checkbox"/> Building Rough (180) <input type="checkbox"/> Building Final (190)	
Mechanical Inspections	
<input type="checkbox"/> Gas Pipe (405) <input type="checkbox"/> Mechanical Rough (480) <input type="checkbox"/> Mechanical Final (490)	
Electrical Inspections	
<input type="checkbox"/> Electric Slab (200) <input type="checkbox"/> Electrical Ditch (205) <input type="checkbox"/> Temporary Pole (210) <input type="checkbox"/> Wall Cover (230) <input type="checkbox"/> Temporary Power-New Construction Only (215) <input type="checkbox"/> Swimming Pool Bonding Rough (220) <input type="checkbox"/> Ceiling Cover (235) <input type="checkbox"/> Disconnect/Reconnect (240) <input type="checkbox"/> Electrical Rough (280) <input type="checkbox"/> Electrical Final (290)	
<i>(table continued on next page)</i>	
Plumbing Inspections	
<input type="checkbox"/> Plumbing Slab (300) <input type="checkbox"/> Sewer (305) <input type="checkbox"/> Water Service (315) <input type="checkbox"/> Water Heater (330) <input type="checkbox"/> Lawn Sprinkler (335) <input type="checkbox"/> Plumbing Rough (380) <input type="checkbox"/> Plumbing Final (390)	
Fire Life Safety Inspections	
<input type="checkbox"/> Fire Tamperers and Flows (620) <input type="checkbox"/> Fire Pump Test (625) <input type="checkbox"/> Underground (640) <input type="checkbox"/> Fire Sprinkler Rough (645) <input type="checkbox"/> Fire Sprinkler Final (650)	

D. Certificates of Occupancy can only be issued by the City of Atlanta under this third-party engineer inspector's approval.

Inspector's Signature	Principal Engineer's Signature
Inspector's Printed Name and Date	Principal Engineer's Printed Name and Date
Notary Public Signature and Date of Expiration	Engineer's Seal
Notary Seal	

Please include this completed form along with your emailed application to 3rdPartyInspection@atlantaga.gov with the subject line: *Third-Party Inspections Request*.



THIRD-PARTY CODE COMPLIANCE INSPECTION REPORT

Client	Date
Job Address	Project Name
General Contractor	Third-Party Inspector
Building Permit Number	Trade Permit Number (If Applicable)

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 TYPE REQUESTED (check all that apply):

Building	Mechanical	Plumbing
100 - Footing	405 - Gas Pipe	300 - Plumbing Slab
110 - Foundation Wall	480 - Mechanical Rough	305 - Sewer
115 - Retaining Wall	490 - Mechanical Final	315 - Water Service
120 - Monolithic Slab		330 - Water Heater
125 - Ceiling Cover	Electric	335 - Lawn Sprinkler
130 - Deck Footing	200 - Electrical Slab	380 - Plumbing Rough
135 - Deck Framing	205 - Electrical Ditch	390 - Plumbing Final
140 - Pool Steel Matt Bond	210 - Temporary Pole	
170 - Insulation	215 - Temporary Power - New Construction Only	Fire Life Safety
180 - Framing Rough	220 - Swimming Pool/Rough Bonding	620 - Fire Tamper and Flows
190 - Building Final	230 - Wall Cover	625 - Fire Pump Test
	235 - Ceiling Cover	640 - Underground
	240 - Disconnect / Reconnect	645 - Fire Sprinkler Rough
	280 - Electrical Rough	650 - Fire Sprinkler Final
	290 - Electrical Final	
	290 - Electrical Vehicle (EV)	
	290 - Photo Voltaic (PV)	



INSPECTION RESULTS:

☐ Passed☐ Failed☐ Partial

Comments <i>(Comments are required to be included in the Inspections Report)</i>			
Inspector's Name	Date	Received By	Date
Signature		Signature	

