PRINCE GEORGE'S COUNTY, MARYLAND

Department of Permitting, Inspections and Enforcement

THIRD-PARTY INSPECTION PROGRAM MANUAL

Effective: November 6, 2020

PREFACE

For years, Prince George's County used in-house plan review and inspection of projects delivered through the traditional Design-Bid-Build (D-B-B) contracting approach. In Design-Bid-Build contracting, the design and construction of a facility are separately and sequentially awarded to private sector engineering and construction firms. The architectural and engineering services relating to a project are procured on a negotiated basis, while construction services are procured through a formal advertisement and low bid selection process.

In more recent years, Prince George's County turned to qualified third-party firms and individuals to perform plan review and construction inspection services on behalf of project owners. The County's Third-Party Inspection Program (TPIP) began about twenty years ago to leverage limited internal construction inspection staff resources to meet an expanding and more complex backlog of projects. Originally known as the Construction Inspection Program (CIP), this program allowed owners of commercial projects to select, retain, and pay for County-approved private-sector inspection firms and individuals to inspect their projects under the quality-assurance oversight of selected County inspectors.

Six years ago, the County's newly-created Department of Permitting, Inspections and Enforcement (DPIE) initiated the Peer Plan Review Program (PPRP) and the Third-Party Plan Review Program (TPPRP). Both programs enabled project owners to select, retain, and pay for County-qualified private-sector plan review firms and individuals to carry out plan review of project plans submitted by the owner's design team instead of County plan reviewers. Under the Peer Plan Review Program, the County retains the ultimate responsibility for approving plans submitted by the owner based on the detailed review by the PPRP reviewers. Under the Third-Party Plan Review Program, the TPPRP reviewers assume the full responsibility for approving plans submitted by the owner based solely on the detailed reviews performed by the TPPRP reviewers, without subsequent review or approval by DPIE plan reviewers.

Project owners are advised to use third-party inspectors and peer plan reviewers for new commercial construction projects, with third-party plan reviewers required on large-scale commercial projects, particularly if they involve the Design-Build (D-B) method of contracting for project design and construction functions.

Third-party construction inspection, peer plan review, and third-party plan review services leverage scarce County inspection and plan review staff resources. These innovative approaches can significantly reduce project duration and cost when tempered with an objective quality assurance/quality control program and continuous communication and coordination among project stakeholders. This includes proper sequencing of development phases to ensure that no parts of the project construction process be allowed to begin until after the applicable design plans have been thoroughly reviewed and approved by DPIE or its third-party proxies and all required permits issued. Likewise, no building/structure should be issued a use and occupancy permit to open until it is thoroughly reviewed and approved for opening by qualified inspectors.

CONTENTS

ATTACHMENTS

I. INTRODUCTION

The Prince George's County Third-Party Inspection Program (TPIP) establishes a building inspections procedure that utilizes qualified, third-party professionals in addition to the County's Quality Assurance Inspectors to conduct and document field inspections of commercial building construction projects, commercial alterations/additions, and other specified projects permitted by the County's Department of Permitting, Inspections and Enforcement (DPIE). The use of third-party inspection teams is based on their ability to expedite project inspections resulting in the timelier issuance of a project use and occupancy certificate when justified.

The purpose of this document is to establish the policy and guidelines for the construction process in accordance with the TPIP and to:

Identify the types of structures that are subject to the TPIP.

Define the responsibility of all parties.

Standardize code application.

Provide for an orderly and systematic approach for updating standards that apply to the TPIP.

Set forth guidelines for third-party inspectors to follow in the TPIP.

II. APPLICABILITY

Buildings/structures that are subject to the TPIP include, but are not limited to:

All projects going through Peer Plan Review or Third-Party Plan Review.

Construction of new commercial buildings/structures for which a permit is obtained to construct the building.

Additions and/or alterations/renovations/modifications to an existing commercial/industrial building/structure with an estimated construction cost of $200,000 or more, to be verified by DPIE. This excludes detached one- and two-family dwellings and multiple single-family dwellings (townhouses) not more than three stories above grade in height with a separate means of egress.

Structures with deep foundations or requiring underpinning.

Post-tensioned buildings.

Buildings on problematic soil conditions; such as highwater tables, marine clay, Marlboro Clay, existing fills, slopes, retaining walls greater than six feet in height, and any other conditions identified by the geotechnical engineer of record, or peer, third-party or County plan reviewers.

Structures with elevated concrete slabs.

Photovoltaic and hydronic solar installations on residential or commercial properties.

Projects with innovative design, based on the International Green Construction Code.

Other structures determined by the Building Code Official, or designated representative, to be of unusual design or where code reference standards require special architectural or engineering inspections.

The Building Code Official or designated representative may include or exclude a project from the TPIP due to its complexity, simplicity, or innovation, based on recommendations from the Associate Director for the Inspections Division (ID) or designee, and/or upon written request from the property owner.

All supplemental permits for a project shall fall under the TPIP until such time the final Use and Occupancy (U&O) certificate is issued and all permit requirements for the project are finalized. This includes but is not limited to:

Soils and foundation construction

Earth retention systems

Pre-cast concrete construction

Cast-in-place concrete

Masonry construction

Structural steel construction

Wood construction

Fire protection and life safety

Sprinkler systems

Fire alarm systems

Electrical systems

Mechanical systems

Exterior insulation and finish systems

Weather barrier

Site/civil features

Use & Occupancy (U&O) permits

All other supplemental permits

- WSSC permits for plumbing and gas systems
- Health Department permits when required

The Owner must provide the services of the TPIP team throughout the project.

III. PREREQUISITES FOR TPIP PARTICIPATION

Applicants seeking approval to participate in the DPIE Third-Party Inspection Program (TPIP), must be one or more of the following:

Commercial Building Inspector of Record (CBIR)

Electrical Inspector of Record (EIR)

Fire Protection Inspector of Record (FPIR)

Fire Protection Systems Inspector of Record (FPSIR)

Geotechnical Inspector of Record (GIR)

Mechanical Inspector of Record (MIR)

Project Manager Inspector of Record (PMIR) (for large, complex commercial projects)

Structural Inspector of Record (SIR)

All participants must be a State of Maryland Department of Labor, Licensing, and Regulation (DLLR) Licensed Professional Engineer, except for the EIR who shall be a DLLR Master Electrician. As indicated below, TPIP applicants must provide the following documentation:

1. Letter of request to conduct third party inspections on approved TPIP projects.
2. Résumé detailing CBIR, EIR, FPIR, FPSIR, GIR, MIR, and SIR work experience and inspection history.
3. For the EIR "ONLY" - Authorization from the Maryland State Fire Marshal's Office to conduct electrical inspections in Maryland.
4. For the EIR "ONLY" - Copy of Maryland Department of Labor, Licensing and Regulation's Statewide Master Electrician License.
5. ALL FPIR and FPSIR - Will need to obtain written approval from the Prince George's County DPIE, Fire Code Official.
6. Certificate of Errors and Omissions Insurance coverage in the amount of one million dollars ($1,000,000). This requirement is not to be interpreted to mean that the TPIR needs to provide a certificate of Errors and Omissions Insurance coverage for each project.

These items should be mailed to:

Associate Director - Inspections Division
Department of Permitting, Inspections and Enforcement
9200 Basil Court, Third Floor, Room 307
Largo, MD 20774

Upon Inspections Division's review of the documentation, you will be contacted to schedule an interview date, if necessary. If you have any questions regarding this program, please call (301) 883–3820.

IV. DEFINITION OF TERMS

The following words and terms shall, for the purposes of this Manual and the County's Third-Party Inspection Program, have the meanings delineated below. See Attachment #2, on pages 38-59, for a more extensive list of responsibilities for the individuals defined.

NOTE: It is possible that responsibility for more than one discipline may be shared by the same professional. It is also possible that multiple professionals share the titles defined below, for example, the term "Structural Inspector of Record" may be shared by one person who performs the foundation inspection and a second who performs inspections on the superstructure.

Agent: A qualified employee under the direct supervision of an inspecting Licensed Design Professional retained to conduct specified inspections and testing.

Architect of Record (AR): The Licensed Design Professional retained by the Owner to design and specify architectural construction, whose signature and State of Maryland architectural seal appear on the County-approved architectural construction plans, and who certifies that all work complies with the approved plans and all applicable codes upon completion of a project.

Building Code Official: The Director of the Prince George's County Department of Permitting, Inspections and Enforcement (DPIE) or other designated representative charged with administration and enforcement of the County's Building Code.

Certification: A statement of professional opinion by a qualified Licensed Design Professional that indicates that the work under consideration, based upon their actual inspections, in their opinion and to the best of their knowledge meets the requirements of the County-approved construction documents and Prince George's County Code. Certifications must be signed and sealed by the qualified professional making the statement.

Commercial Building Inspector of Record (CBIR): A Qualified Professional retained by the Owner and designated by the AR to perform specified inspections of non-structural elements to ensure general building features are installed in accordance with the County-approved construction documents and Prince George's County Code.

Construction Documents: Plans, specifications, and other supporting documents prepared for obtaining a building permit and certificate of completion.

County-Approved Construction Documents: Plans, specifications, and other documents approved by the County, including all approved revisions.

Design-Bid-Build: A contracting method in which the design and construction of a facility are separately and sequentially awarded to engineering and construction firms, respectively.

Design–Build: A contracting method in which the design and construction services are contracted by a single team known as the design–builder or design–build contractor based on best value.

Design Engineers of Record (DER): The Licensed Design Professional retained by the Owner or primary design professional to design and specify construction and whose signature and State of Maryland seal appear on the County-approved construction documents. (Includes: Geotechnical Engineer of Record, Structural Engineer of Record, Fire Protection Engineer of Record, Fire Protection Systems Designer of Record, Electrical Engineer of Record, and Mechanical Engineer of Record).

Electrical Engineer of Record (EER): The Licensed Design Professional retained by the Owner or primary design professional to design and specify electrical construction and whose signature and State of Maryland seal appear on the County-approved construction plans.

Electrical Inspector of Record (EIR): The Qualified Professional retained by the Owner to provide specified third-party electrical inspections and testing services as approved by the County.

Fabrication and Erection or Shop Drawing Documents: Written, graphic, and pictorial documents prepared or assembled after issuance of a permit describing the design, location, and physical characteristics of building components necessary for fabrication, assembly, or erection of project elements or systems. These documents are sealed and signed by a professional engineer and reviewed and approved by the design engineer of record for the specific discipline provided that the design intent has not changed. If it has changed, it shall be reviewed and approved by the County or third-party plan reviewer.

Field Inspector: A field inspector is a person who is hired to provide an in-person visual inspection of specific facilities or features in which he/she has demonstrated to an Inspector of Record as having enough skill, knowledge, and competency to identify discrepancies with the County-approved construction plans and Prince George's County Code.

Final Inspections Report: A signed and sealed certified report issued by each Third-Party Inspector of Record that indicates construction elements subject to third-party inspections have been inspected prior to concealment and in the Third-Party Inspector of Record's professional opinion and to the best of the Third-Party Inspector's belief, the observed work complies with the County-approved construction plans and Prince George's County Code.

Fire Protection Engineer of Record (FPER): The Licensed Design Professional retained by the Owner or primary design professional to design and specify fire protection construction and whose signature and State of Maryland seal appear on the County-approved construction plans.

Fire Protection Inspector of Record (FPIR): The Qualified Professional retained by the Owner to perform third-party building fire protection and egress inspections and testing services as approved by the County.

Fire Protection Systems Designer of Record (FPSD): The Licensed Design Professional retained by the Owner or primary design professional to design or specify fire protection system plans and whose seal and/or signature appear on any fire protection system plans.

Fire Protection Systems Inspector of Record (FPSIR): The Qualified Professional retained by the Owner to perform third-party fire protection system inspections and testing services as approved by the County.

General Contractor (GC): A general contractor is retained by the Owner and is responsible for the day-to-day oversight of a construction site, management of vendors and trades, scheduling of inspections, and communication of information to all involved parties throughout the project.

Geotechnical Engineer of Record (GER): The Licensed Design Professional retained by the Owner or primary design professional to design or specify earthwork and foundations and whose signature and State of Maryland seal appear on any geotechnical documents, including the geotechnical report.

Geotechnical Inspector of Record (GIR): The Qualified Professional retained by the Owner, named in the STPI and approved by the County to perform geotechnical inspections and testing services as required by the County-approved documents.

Inspection: The periodic or continuous observation of work and/or the performance of tests to evaluate compliance with County-approved construction documents and Prince George's County Code.

Inspection and Testing Agency (ITA): Firm or team of Qualified Professionals retained to perform inspection and material testing services.

Inspection Report: Written documentation of each inspection done by a Third-Party Inspector of Record or their agent.

Inspector of Record: The Qualified Professional retained by the Owner to provide discipline-specific inspection and testing services.

Mechanical Engineer of Record (MER): The Licensed Design Professional retained by the Owner or primary design professional to design and specify mechanical construction and whose signature and State of Maryland seal appear on the County-approved construction plans.

Mechanical Inspector of Record (MIR): The Qualified Professional retained by the Owner to provide third-party mechanical system inspection and testing services as approved by the County.

Non-Structural Elements: The elements of a building that are not primary or secondary structural elements, such as exterior curtain walls and cladding, non-load bearing partitions, suspended ceilings, stair railings, and ADA compliance. Inspection is required to assure compliance with the applicable County Code.

Officer: Person holding an office of authority, who is appointed by the board of directors of a firm, such as a president, CEO, vice president, etc., to manage the day-to-day business of the firm and to carry out the policies set by the company's board.

Owner: Owner or owners of the free hold premises or lesser estate therein; a mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, or lessee in control of a building or

structure to be constructed/altered or the Owner's duly authorized representative (resident agent or program contact).

Pre-Engineered Structural Elements: Structural elements specified by the Structural Engineer of Record, but which may be designed by a specialty licensed design professional. Examples may include: open web steel joists and joist girders; wood trusses; combination wood, metal and plywood joists; pre-cast concrete elements; prefabricated wood or metal buildings; pre-assembled wall panels; and tilt-up concrete panel reinforcement and lifting hardware.

Primary Structural System: The combination of elements that serve to support the weight of the building's structural shell, the applicable live load based upon use and occupancy, and environmental loads such as snow, wind, thermal loads, and seismic loads.

Project Manager Inspector of Record (PMIR): The Qualified Professional retained by the Owner to plan, oversee, and document specified TPIP inspections for large complex projects (such as design-build projects over $100 million) to help assure the scope, direction, and specified inspections of the entire project have been satisfactorily completed.

Qualified Professional: An individual practicing within their area of expertise meeting the qualifications established by the County through this document and the requirements of the State Board of Licensed Professionals.

Quality Assurance Inspection: The periodic/random observation of project work, inspection activity and results, and testing activity and results to measure and assure that quality control activities are being performed and documented.

Quality Assurance Inspector (QAI): The individual(s) employed by the Department of Permitting, Inspections and Enforcement (DPIE), Inspections Division (ID) who oversees all third-party inspections and any projects falling within the purview of the TPIP.

Quality Control Inspection: The observation and tests of project work to determine if the work meets the requirements of the County-approved construction documents and Prince George's County Code, and to identify and correct observed deficiencies.

Licensed Design Professional: A professional licensed in the State of Maryland and practicing within their field of expertise.

Secondary Structural Elements: Building elements that are structurally significant for the function they serve but are not necessary for the stability of the primary structure. Examples include: support beams above the primary roof structure which carry a chiller, elevator support rails and beams, retaining walls independent of the primary building, flagpole or light pole foundations, false work required for the erection of the primary structural system, steel stairs or railings, etc.

Statement of Third-Party Inspections (STPI): A form (see Attachment #1, pages 18-37) prepared by the Owner and appropriate Licensed Design Professionals of Record which is submitted by the permit applicant for review and approval by the County. The STPI identifies the names and certifications of involved professionals.

Structural Engineer of Record (SER): The Licensed Design Professional retained by the Owner or primary design professional to design and specify structural construction and whose signature and State of Maryland seal appear on the County-approved construction plans.

Structural Inspector of Record (SIR): The Qualified Professional retained by the Owner named in the STPI and approved by the County to perform structural inspections and materials testing as required by the County-approved documents.

Superintendent: The individual who coordinates and oversees daily construction activities on a permitted project.

Support of Excavation (SOE) Systems: Temporary or permanent earth retaining systems intended to control the ground to facilitate a safe and efficient space for construction.

Third-Party Inspection Agency (TPIA): Firm or team of Qualified Professionals retained by the Owner and approved by the Building Code Official or his/her designee to perform inspections and materials testing as required by the Prince George's County TPIP, County-approved construction documents, and Prince George's County Code.

Third-Party Inspector(s) of Record (TPIR): Qualified Professional(s) retained by the Owner named in the STPI and approved by the County to provide discipline-specific inspections and material testing services as required by the County-approved construction plans (includes: EIR, FPIR, FPSIR, GIR, MIR and SIR).

TPIP Certification Form: The final, signed, and sealed certification documents (includes all field-specific, standard certification forms) from each Third-Party Inspector of Record that performed inspections, which indicate the specified construction elements that have been inspected and in the qualified professional's opinion and to the best of their belief, comply with the County-approved construction documents and Prince George's County Code (see Attachment #6, pages 64-67).

V. PRE-PERMIT PHASE

A. STATEMENT OF THIRD-PARTY INSPECTIONS

Owners of projects that are subject to the TPIP must submit, as part of the permit application, a Statement of Third-Party Inspections (STPI) (see Attachment #1, pages 18-37). The STPI identifies the key members of the Third-Party Inspection Team, including the Design Engineers of Record (DERs), Third-Party Inspectors of Record (TPIRs), and the Inspection and Testing Agency retained by the Owner to provide inspections and/or testing services. An individual's signature on the STPI certifies that they have read and understood their role under the TPIP. Acceptance by DPIE of the STPI is required as a condition of permit issuance.

The Fire Protection System Designer of Record (FPSD) is not required to be listed in the STPI. It is the responsibility of the Owner and General Contractor to make the County-employed Quality Assurance Inspector aware of their contact information within five (5) business days of contract approval.

The Building Code Official or designated representative, prior to the pre-construction meeting, must approve the qualifications of proposed inspection professionals and testing agencies, including evidence of compliance with ASTM E329, laboratory accreditation (as appropriate), and technician certification from recognized entities.

Multiple permits issued for the same project can be included under one approved TPIP application. Applicants also can include additional permits through a letter to the original approved TPIP application, if the applicant wants to use the same TPIP team.

NOTE: Prince George's County will permit an engineer of record to serve as inspector of record, but not within the same discipline, provided that they document and demonstrate required expertise in the inspection discipline, e.g. the structural engineer of record cannot serve as the structural inspector of record and the geotechnical engineer of record cannot serve as the geotechnical inspector of record, and so on with each trade, on commercial construction special inspection projects and residential projects.

B. PROFESSIONAL INSURANCE REQUIREMENTS

Third-Party Inspectors of Record shall obtain and maintain a minimum Errors and Omissions Insurance Coverage for each occurrence in the amount of one million dollars ($1,000,000). This requirement is not to be interpreted to mean that the TPIR needs to provide a certificate of Errors and Omissions Insurance coverage for each project. The insurance shall be cancelable by the TPIR only after thirty (30) days' notice to the Department of Permitting, Inspections and Enforcement, by certified mail with return receipt, addressed to the following address or such other address as the Building Code Official may advise:

Associate Director - Inspections Division
Department of Permitting, Inspections and Enforcement
9200 Basil Court, Third Floor, Room 307
Largo, MD 20774

Any cancellation of the required insurance shall result in the removal of Third-Party Approvals effective on the date of the insurance cancellation. If the Third-Party Inspector of Record changes insurance providers, within fifteen (15) calendar days, the Third-Party Inspector of Record must submit updated insurance coverage to DPIE. Failure to do so shall result in the TPIR's removal from the Program.

C. FEES AND COSTS

Fees and costs associated with the performance of third-party inspection and testing services shall be borne by the Owner. Other than the standard permit fees, no additional County permitting fees are attached to the TPIP.

D. RELEVANT CODES AND STANDARDS

The applicability of a project to any technical codes or standards referenced in these requirements shall be determined by the provisions of the relevant codes or standards in effect as of the submission date of the permit application.

E. PERFORMANCE REVIEWS

Prince George's County will periodically and randomly review the performance of all inspection and testing professionals utilized in the TPIP. These quality assurance reviews shall be performed by the TPIP Quality Assurance Inspectors in DPIE's Inspections Division (ID) and/or third-party Quality Assurance Inspectors retained by DPIE to augment internal resources performing this quality assurance function. If, after performance review, a TPIA is determined to not be performing satisfactorily, the TPIA may be subject to discipline in accordance with Section G.

If DPIE determines that a TPIA's performance, acts, or omissions on a project constitute a threat to public health, safety, or welfare, or conflict with the County, State, or other government goals or purposes, DPIE will immediately notify the Permittee and TPIA that the TPIA will no longer be permitted to perform inspections or submit certifications for the project, pending further investigation.

F. CONFLICTS OF INTEREST

Agencies shall remain free of conflicts of interests on projects in which it is conducting Third-Party Inspections. The following circumstances and/or activities constitute a conflict of interest that disqualifies the Third-Party Inspection Agency from performing any inspection on a specific project:

1. The Third-Party Inspection Agency is owned or controlled by any entity associated with the Project.
2. The Project Architect(s), Engineer(s) or other design professional(s) of record, or their firms have an ownership interest in the Project or the Third-Party Inspection Agency.
3. The General Contractor of the Project or any of its Subcontractors maintains a financial or economic interest in or serving (with or without compensation) as an officer or director in the Third-Party Inspection Agency.
4. Any person or entity performing functions of Project Management, Construction Management, Value Engineering or Quality Control of the Project maintains a financial or economic interest in or serving (with or without compensation) as an officer or director in the Third-Party Inspection Agency.
5. Any person or entity associated with the financing of the Project maintains a financial or economic interest in or serving (with or without compensation) as an officer or director in the Third-Party Inspection Agency.
6. Any person or entity associated with the Third-Party Inspection Agency who performs legal counsel to the owner of the Project.
7. Any person or entity associated with the Third-Party Inspection Agency, who performs functions of permit expediting.
8. The Third-Party Inspection Agency has provided advisory, consulting services, and/or design services related to the Project.
9. The Third-Party Professional-in-Charge is subject to all conflicts of interest requirements of the Third-Party Inspection Agency in which there is a business or family relationship.

10. The Third-Party Inspection Agency is conducting Plan Review and Inspection for the same project in the same discipline.
11. Any other circumstances or activities not listed above that the Third-Party Inspection Program Manager believes constitutes an actual, potential or apparent conflict of interest based on consideration of specific circumstances.

This list includes examples of conflicts of interests; however, it is not exhaustive. The Building Code Official reserves the right to investigate any allegation of an actual, potential or apparent conflict of interest of a Third-Party Inspection Agency and reserves the right to impose discipline for any actual, potential, or apparent conflict of interest, including suspension and/or removal.

G. DISCIPLINARY ACTIONS AND PROCEDURES

It is the duty and responsibility of DPIE and Third-Party Inspectors of Record to ensure that construction in the County is built in compliance with the County-approved construction documents, County Code, and other applicable laws, regulations, and codes. The Building Code Official, within his/her sole discretion, is authorized to discipline or remove a participating inspection provider from the Third-Party Inspection Program for failure to comply with the County-approved construction documents, County Code, other applicable laws, regulations, and codes, and/or this Manual. Discipline may be imposed for actions undertaken by or on behalf of a participating inspection provider through its own employees and staff, or activity undertaken by its subcontractors or agents.

Third-party inspectors shall report any instance in which he or she has reasonable cause to believe that a County code violation has occurred within the building, structure or premises rendering it unsafe, dangerous, or hazardous. Failure to do so may result in disciplinary action that is commensurate with the noted violation(s).

1. Disciplinary Actions

Disciplinary actions may include, but are not limited to the following: warning, fines, probation, suspension, and/or removal, depending on the number and seriousness of the violation(s). The building code official shall have the discretion to impose any discipline deemed appropriate for any violation. Three classes of violations are described below.

Class 1 violations are the most serious violations warranting disciplinary action, particularly any violation that impacts the health, safety, and/or welfare of the public. This includes failure to comply with administrative procedures, protocols, and substantive rules that may immediately impact the health, safety, and/or welfare of the public. A Class 1 violation can result from, but is not limited to, the following conduct as appropriate to individual scopes of services and expertise:

1.1 Engaging in an ethical violation such as acceptance or offering a bribe or making a threat.

1.2 Altering or falsifying any reports, documents, or plans on a project, as documented by the owner or the contractor or another person with credible knowledge of such an event.

1.3 Misrepresentation of information required for qualification or certification.

1.4 Failure to properly document and cite code violations that pertain to fire and life safety and/or welfare of the public, including the need for fire sprinklers/standpipes.

1.5 Performing inspections while on suspension or without DPIE Third-Party Inspection Program approval.

1.6 Failing to act on dangerous conditions observed during inspection that pose a substantial risk of injury.

1.7 Failing to check applicable documents associated with the discipline in which the TPIR is performing (e.g., building, electrical, mechanical, geotechnical, and fire protection), including approved plans, specifications, shop drawings, inspection reports, testing results, and other construction-related documents obtained from the Architect of Record and/or the General Contractor.

1.8 Failure to report changes in design not approved by the County.

1.9 Failure to perform third-party inspections that are focused, specified, scheduled, and documented in a discipline in accordance with the County Code or failure to inspect work required for areas of work to proceed toward completion according to County-approved construction documents.

1.10 Failure to abide by the conflict of interest provisions as contained in this Manual.

1.11 Failure to submit any requested documents to DPIE within the prescribed timeframe, including inspection reports.

1.12 Failure to exercise due diligence in safe keeping of relevant project documents, including approved plans, specifications, shop drawings, inspection reports, and testing results.

1.13 Failure to identify and ensure through its inspection services that relevant construction activity complies with County Code and is performed in accordance with the County-approved construction documents.

1.14 Conducting inspections on sites with posted Stop Work Orders.

1.15 Providing inspection services prior to the issuance of a permit or approved shop drawings.[1]

1.16 Failure to maintain required insurance.

1.17 Failure to report instances in which a TPIR has reasonable cause to believe that a County Code violation has occurred within the building, structure, or premises rendering it unsafe, dangerous, or hazardous.

[1] Inspectors who perform their functions on unpermitted projects will be subject to the civil fines and citations prescribed in Council Bill 47-2019 Building Code – Unpermitted Construction. Section 114.4.1 of CB-47-2019 states: 114.4.1 Civil Penalties: Any person, firm, association, partnership, corporation, or combination thereof who shall violate a provision of the International Building Code (IBC)/International Residential Code (IRC), or of this Subtitle, or fail to comply with any of the requirements thereof, violates a lawful order issued thereunder, or any person who shall erect, construct, alter, or repair a building or structure or mechanical or electrical system without all required permits or in violation of an approved plan or directive of the Building Official, or of a permit or certificate issued under the provisions of this Subtitle or the IBC/IRC, may be liable for a civil fine that shall not exceed one thousand dollars ($1,000) per violation. Each day that a violation continues shall be deemed a separate offense. A civil fine imposed under this subsection is in addition to any other sanction provided by law.

Class 2 violations are serious conduct warranting disciplinary action including failure to comply with administrative procedures, protocols, and substantive rules that are egregious in nature but do not immediately impact the health, safety, and/or welfare of the public. A Class 2 violation can result from, but is not limited to, the following conduct:

2.1 Failure to comply with TPIP inspection requirements.

2.2 Failure to fully document and submit inspection results as required by this Manual.

2.3 Failure to adhere to inspections criteria or any County governing specifications or Code standards.

2.4 Failure of the TPIR to review the County-approved construction plans on site at the time of the inspection.

2.5 Failure of a TPIR to inform DPIE if there is a change in Professionals-In-Charge and Inspectors.

2.6 Failure to attend training or meetings when mandated.

Class 3 violations are minor offenses that impact the efficiency, and overall performance of the Third-Party Inspection Program. These violations encompass failure to comply with basic administrative procedures and review protocols and do not impact the life safety of the public. A Class 3 violation can result from, but is not limited to, the following conduct:

3.1 Failing to provide Inspection Reports (see Attachment #4, pages 61-62) within the prescribed timeframe.

3.2 Failure to provide Final Inspections Report (see Attachment #5, page 63).

2. Disciplinary Procedures

The Building Code Official may initiate disciplinary action regarding participants in the TPIP Program any time information is provided of a possible violation or misconduct. The disciplinary procedures outlined in this section may also be initiated upon receipt of a complaint or upon information ascertained during DPIE's oversight of the TPIP program. In any event, the Associate Director of Inspections will initiate an investigation into any alleged violative conduct. As a part of that investigation, the Associate Director for the Inspections Division may request that the TPIR provide documentary records and/or information. Failure to provide requested information shall be grounds for a finding of a Class 1 violation in accordance with Item 1.11 above.

Should the Associate Director for the Inspections Division determine that a TPIA has failed to comply with the County Code, any other applicable law, regulations, or codes, or this Manual, the Associate Director for the Inspections Division shall issue a written determination that includes the specific violations and any proposed disciplinary actions. The written determination shall be sent via first class mail and/or e-mail to the TPIA and the Owner of the project.

A TPIR may appeal the written determination to the Building Code Official within ten (10) business days of the date that the determination is mailed. The appeal should include any evidence that supports the TPIR's position. Failure to file a written appeal within the ten (10) business days will result in the issuance of the disciplinary action.

Upon receipt of an appeal, the Building Code Official shall consider the arguments and evidence submitted and shall issue a final decision on the appeal within fifteen (15) business days. The decision of the Building Code Official is the final determination of the County and is not subject to further administrative remedies. The Building Code Official retains the authority to place an owner/company on administrative suspension pending the investigation and final determination of the Building Code Official.

H. PRE-CONSTRUCTION MEETING

A Pre-Construction Meeting is mandatory for every project that is subject to the TPIP. The meeting shall take place after the plans and the STPI have been reviewed and approved by the County and the permit has been issued.

1. Participants in the Pre-Construction Meeting

The following construction team members shall participate in the meeting, as required:

a. Owner or Owner's duly authorized representative
b. Project Manager Inspector of Record (PMIR) (for large complex projects)
c. Electrical Inspector of Record (EIR)
d. Fire Protection Inspector of Record (FPIR)
e. Fire Protection Systems Inspector of Record (FPSIR)
f. Geotechnical Inspector of Record (GIR)
g. Mechanical Inspector of Record (MIR)
h. Structural Inspector of Record (SIR)
i. General Contractor (GC) Superintendent and/or Project Manager
j. County Quality Assurance Inspector (QAI)
k. Architect of Record (AR)
l. Commercial Building Inspector of Record (CBIR)
m. Other parties deemed appropriate by the Owner or County

2. Purpose of Pre-Construction Meeting

The purpose of the Pre-Construction Meeting is to review the inspection requirements of the project and establish channels of communication. The Owner or Owner's representative will request the meeting by contacting the DPIE Inspections Division at (301) 883-3820, Option #5; and the DPIE assigned staff will facilitate the meeting. At the meeting, the following shall be reviewed:

a. Meeting sign-in sheet.
b. Construction Project Requirements: Construction requirements of the Prince George's County TPIP, work to be performed, construction methods, site safety, fire hazard prevention, and temporary electrical installations during the construction process.

c. Responsibilities: Clarify the roles and responsibilities of each party. Refer to the Definition of Terms (pages 4-8) and Attachment #2 (pages 38-59).

d. Communication: Organize channels of communication between the County, Owner's representatives, and members of the construction, inspection and design teams. Identify who is to obtain copies of various inspections reports and certifications and the time limitation on submitting those reports to the QAI. Verify that the contact information on the Statement of Third-Party Inspections (Attachment #1, pages 18-37) is correct.

e. Phased Construction: Requirements for phasing or separations of permits and certificates of completion.

f. Schedule of Inspections: Estimate a timeline for building construction, identify areas of concern to specific inspections, and list inspectors of record.

g. Procedures to document, correct, re-inspect and complete items found to be noncompliant or deficient.

h. County-approved construction documents (plans, specifications, reports).

i. Shop drawing submittal, review, and approval processes.

Site visits for each Third-Party Inspector of Record must be at intervals agreed to by the Owner, Design Professional, and County representative. Each inspection must report if the work observed complies with the applicable County codes and County-approved construction plans. The parties involved with the project at the Pre-Construction Meeting will also review the scope of the inspections.

VI. CONSTRUCTION PHASE

A. REPORTS AND COMMUNICATION FLOW

Third-Party Inspectors of Record (TPIR) shall provide Inspection Reports as required by the Statement of Third-Party Inspections and this TPIP document within five (5) business days of inspection. Refer to Attachment #4, pages 61-62, for a sample report form.

Site visits for each TPIR must be at intervals agreed by the Owner, Design Professional, and the Building Code Official or their representative. Each visit must document in writing the progress and determine, in general, if the work is being performed in accordance with the County-approved construction documents. The TPIR shall notify the Quality Assurance Inspector (QAI) if their services have not been requested for specified inspections.

1. Compliance

Unless deficiencies are discovered or code violations are revealed during third-party inspections and testing, third-party inspection reports shall indicate that the specified work has been inspected and found in compliance with County-approved construction documents.

2. Non-Compliance

If the Inspection Report includes noncompliance items, the Report shall describe the nature and specific location of the work not in compliance and include a description of the corrective action recommended by the Licensed Design Professional of Record. If a similar noncompliance exists throughout the project, it may be so noted once, but corrections must be noted individually. At the end of the project, recorded items of noncompliance shall be documented as having been resolved and approved by the appropriate design professionals of record and the County, as noted in the Final Inspections Report (see Attachment #5, page 63).

3. Inspection Report Distribution and Contents

Inspection Reports shall be sent to the Owner or Owner's designee, County representative (as designated), appropriate design professionals of record, and to any such others that the Owner or County may direct. The parties who are to receive Inspection Reports will be identified and confirmed at the Pre-Construction Meeting.

Inspection Reports shall include: the agent's name, permit number, supplemental permit number(s), street address, and project name, as well as the TPIR company and phone number. Each report shall be prepared in a manner that is legible, describes the work inspected, and modifications or deficiencies encountered. Follow-up reports shall be prepared when deficiencies have been corrected and inspected. These reports shall clearly indicate compliance or non-compliance. Reports shall also indicate when work is proceeding without inspection approval.

B. CHANGES IN CRITICAL SERVICE

1. Changes in the Design, Inspection, or Construction Team

If the Design Professionals, Third-Party Inspectors of Record, Inspection and Testing Agencies of Record, General Contractor, or any of its subcontractors executing the work subject to third-party inspections are changed during the project, the Owner shall notify the Building Code Official and the Quality Assurance Inspector, in writing, within one business day of the action. The Building Code Official must approve or deny such replacements prior to the modification of the agreement. This approval or denial shall be shown on the revised Statement of Third-Party Inspections document. For any changes to the senior onsite job superintendent or project manager in attendance at the pre-construction meeting, a new pre-construction meeting shall be held.

The Owner shall provide to the Building Code Official a written explanation for such change prepared and signed by the departing party. It must identify the replacement organization or individual with whom they have contracted; must furnish the documentation necessary to show that such organization or individual is qualified for the work as required herein; and must provide a revised inspection agreement signed by the new party.

The departing party must provide a job status report indicating completed inspections and known deficiencies. This report must be signed and sealed by an approved professional, licensed in the State of Maryland, and practicing within their field of expertise.

Under no circumstances shall the general contractor or any of its subcontractors executing the work subject to third-party inspections be permitted to fund, provide, supervise, oversee, control, or otherwise affect third-party inspection and testing services. There shall be no monetary

or otherwise influential relationship between the general contractor and its subcontractors and the third-party inspectors of record or subsequent agents.

DPIE may Stop Work if, in the Department's opinion, work otherwise would proceed without adequate inspection. DPIE will authorize a recommencement of work only when it is satisfied that the integrity of the inspection can be assured. The ultimate responsibility and final certification are with the replaced inspector of record.

DPIE may issue a Stop Work Order and withhold any Use and Occupancy Permit until adequate and satisfactory certifications are presented to the County.

2. Revisions to County-Approved Documents

Revisions to County-approved documents such as field change orders in response to request for information must be submitted in writing and must be approved, signed and sealed by the Architect of Record, the Structural Engineer of Record, or other Design Professional of Record as appropriate, and the County.

If revisions do not bear the County's stamp of approval, the Third-Party Inspectors of Record shall confirm with the County's Associate Director for Building Plan Review if the revisions are authorized by the County.

It is the responsibility of the appropriate Design Professional of Record to submit written revisions to the County within seven (7) business days of the changes.

3. Deviations

The Third-Party Inspectors of Record and their agents shall not suggest, direct or authorize the fabricator, erector, or any contractor to deviate from the County-approved documents or approved fabrication and erection documents without the express written approval of the appropriate Design Professionals of Record and the County's Associate Director of Building Plan Review.

VII. POST-CONSTRUCTION PHASE

A. FINAL REPORT OF THIRD-PARTY INSPECTIONS

Upon completion of specified inspections and testing, the Third-Party Inspectors of Record and any Inspections and Testing Agency utilized, shall submit a Final Inspections Report to the County Quality Assurance Inspector referencing Inspection Reports issued. Refer to Attachment #5, page 63. The Final Inspections Report is submitted after the specified inspections have been completed for the project.

B. TPIP CERTIFICATION FORM

Upon acceptance of the Final Inspections Report, each Third-Party Inspector of Record and any Inspections and Testing Agency utilized, shall submit a TPIP Certification Form (Attachment #6, pages 64-67) to the Building Code Official, Owner, and others as designated by the Owner. The report must provide a professional opinion stating that, to the best of their knowledge,

information, and belief, the work observed was constructed in accordance with the County-approved construction documents, and the Prince George's County Building Code. The TPIR shall submit any certification forms (NFPA, UL, FM, ASCE, etc.) with the TPIP Certification Form.

For TPIP commercial projects, the Owner shall submit a final set of as-built construction documents to the County for approval that include all revisions and changes prior to the issuance of a final Use and Occupancy Certificate.

ATTACHMENT #1

STATEMENT OF THIRD-PARTY INSPECTIONS

** Only Original Signatures and Seals Will be Accepted **

Permit applicants are required to submit a Statement of Third-Party Inspections (STPI) as a condition for permit issuance. This statement shall certify that all third-party inspections shall occur in accordance with the Third-Party Inspection Program. The STPI shall include a list of the individuals (agents), approved agencies, and firms intended to be retained for conducting such inspections and the function in which each Third-Party Inspector is serving must be clearly designated. **An individual's signature on this STIP certifies that they have received and read the TPIP Manual and understand the role they are undertaking in the TPIP.** Prince George's County reserves the right to require notarization of any signature included in this document. Acceptance by DPIE of the STPI is required as a condition of permit issuance.

The Third-Party Inspection Agency (TPIA) shall obtain and maintain a minimum Errors and Omissions Insurance coverage for each occurrence in the amount of one million dollars ($1,000,000). This requirement is not to be interpreted to mean that the TPIA needs to provide a certificate of Errors and Omissions Insurance coverage for each project. The insurance shall be cancelable by the TPIA only after thirty (30) days' notice to DPIE.

This Attachment may be used "as is" or may be modified to accommodate unique requirements of a specific project. The STPI must be submitted with plans and specifications as part of the permit application process. These pages must identify the project name, location, Owner, Design Engineers of Record, Third-Party Inspectors of Record (TPIR), any Inspections and Testing Agency of Record (if different from the TPIR), and the General Contractor.

The qualifications of TPIRs and/or any Inspections and Testing Agency are reviewed and approved by the Building Code Official or their designee as part of the permitting process. The definitions and qualifications for individuals referenced in this STPI can be found in the Prince George's County TPIP Manual (pages 4-8 and Attachment #2, pages 38-59). Documentation supporting any individual's qualifications may be requested at any time and is to remain on file with DPIE.

To help assure a complete understanding of responsibilities and reporting requirements, the TPIA identified on this STPI, select DPIE representatives, and other appropriate parties must attend a pre-construction conference coordinated by the Owner. Design Engineers of Record are not required to attend this meeting unless directed otherwise by the Owner or County representative.

The Fire Protection System Designer(s) of Record (FPSD) is/are not required to be listed in the STPI. It is the responsibility of the Owner and General Contractor to make the County-employed Quality Assurance Inspector aware of their contact information within five (5) business days of their contract approvals.

NOTE: Prince George's County will permit an engineer of record to serve as inspector of record, but not within the same discipline, provided that they document and demonstrate required expertise in the inspection discipline, e.g. the structural engineer of record cannot serve as the structural inspector of record and the geotechnical engineer of record cannot serve as the geotechnical inspector of record, and so on with each trade, on commercial construction special

inspection projects and residential projects.

The authority for implementing this Statement of Third-Party Inspections is found in the 2015 (2018, when adopted by Prince George's County) IBC, Section 110, titled, "INSPECTIONS." The undersigned hereby agrees that inspections of the structure being constructed under Building Case Number _____ _____ will be carried out in compliance with the rules and procedures outlined in the Prince George's County TPIP Manual.

The Owner further agrees that compliance with this agreement and procedures during construction is a requirement for the issuance of a valid Use and Occupancy Certificate at the completion of construction; and that the final certifications of ALL building construction components are completed within one year of issuance of the first Temporary Use and Occupancy Certificate. Continued Site Development accomplishments may be the only outstanding issue allowed to grant any additional Temporary Use and Occupancy Certificate(s) beyond one year; unless otherwise approved by the Building Code Official or his/her designee. The Site Development accomplishments shall be completed within two years of completion of the building construction components; unless otherwise approved by the Building Code Official or his/her designee.

Building Case/Permit Number: _____

***Project Name*:** _____

PRINCE GEORGE'S COUNTY
DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT

STATEMENT OF THIRD-PARTY INSPECTIONS

Building / Project Address: _____
Street Address

_____
City, State, Zip Code

Owner: _____
Company's Legal Name Phone #

_____
Street Address

_____
City, State, Zip Code

Officer: _____
Name Title Phone #

_____
Street Address

_____
City, State, Zip Code

Resident Agent/Program Contact: _____
(Owner's On-Site Representative) Name Phone #

_____
Street Address

_____
City, State, Zip Code

Building Case/Permit Number: _____

***Project Name*:** _____

OWNER: _____

Full Legal Name (Printed)

_____

Signature

_____

Street Address

_____

City, State, Zip Code

Telephone Number: _____ Date: _____

Building Case/Permit Number: _____

***Project Name*:** _____

ARCHITECT OF RECORD (AR): _____

Company Name (Printed)

_____

Officer's Name and Title – Contact (Printed)

_____

Signature

_____ _____

MD Registration Number: Maryland Registration Expiration Date

Company Name: _____

_____

Street Address

_____

City, State, Zip Code

Telephone Number: _____ Date: _____

Building Case/Permit Number: _____

***Project Name*:** _____

GENERAL CONTRACTOR (GC): _____

Full Legal Name of Company

_____

On Site Representative's Full Legal Name (Printed)

_____

Signature

Maryland DLLR Contractor License Number: _____

MD License Expiration Date: _____

_____

Street Address

_____

City, State, Zip Code

Telephone Number: _____ Date: _____

Building Case/Permit Number: _____

***Project Name*:** _____

DESIGN ENGINEERS OF RECORD

GEOTECHNICAL ENGINEER OF RECORD (GER):

_____

Full Legal Name (Printed)

_____

Signature

_____ _____

MD Registration Number Maryland Registration Expiration Date

Company Name: _____

_____

Street Address

_____

City, State, Zip Code

Telephone Number: _____ Date: _____

Building Case/Permit Number: _____

***Project Name*:** _____

STRUCTURAL ENGINEER OF RECORD (SER):

_____

Full Legal Name (Printed)

_____

Signature

_____ _____

MD Registration Number Maryland Registration Expiration Date

Company Name: _____

_____

Street Address

_____

City, State, Zip Code

Telephone Number: _____ Date: _____

Building Case/Permit Number: _____

***Project Name*:** _____

FIRE PROTECTION ENGINEER OF RECORD (FPER):

_____

Full Legal Name (Printed)

_____

Signature

_____ _____

MD Registration Number Maryland Registration Expiration Date

Company Name: _____

_____

Street Address

_____

City, State, Zip Code

Telephone Number: _____ Date: _____

Building Case/Permit Number: _____

***Project Name*:** _____

ELECTRICAL ENGINEER OF RECORD (EER):

_____

Full Legal Name (Printed)

_____

Signature

_____ _____

MD Registration Number Maryland Registration Expiration Date

Company Name: _____

_____

Street Address

_____

City, State, Zip Code

Telephone Number: _____ Date: _____

Building Case/Permit Number: _____

***Project Name*:** _____

MECHANICAL ENGINEER OF RECORD (MER):

_____

Full Legal Name (Printed)

_____

Signature

_____ _____

MD Registration Number Maryland Registration Expiration Date

Company Name: _____

_____

Street Address

_____

City, State, Zip Code

Telephone Number: _____ Date: _____

Building Case/Permit Number: _____

***Project Name*:** _____

THIRD-PARTY INSPECTORS OF RECORD

COMMERCIAL BUILDING INSPECTOR OF RECORD (CBIR):

_____

Full Legal Name (Printed)

_____

Signature

_____ _____

MD Registration Number Maryland Registration Expiration Date

Company Name: _____

_____

Street Address

_____

City, State, Zip Code

Telephone Number: _____ Date: _____

Building Case/Permit Number: _____

***Project Name*:** _____

GEOTECHNICAL INSPECTOR OF RECORD (GIR):

_____

Full Legal Name (Printed)

_____

Signature

_____ _____

MD Registration Number Maryland Registration Expiration Date

_____

Street Address

_____

City, State, Zip Code

Telephone Number: _____ Date: _____

Building Case/Permit Number: _____

***Project Name*:** _____

STRUCTURAL INSPECTOR OF RECORD (SIR):

_____

Full Legal Name (Printed)

_____

Signature

_____ _____

MD Registration Number Maryland Registration Expiration Date

Company Name: _____

_____

Street Address

_____

City, State, Zip Code

Telephone Number: _____ Date: _____

Building Case/Permit Number: _____

***Project Name*:** _____

FIRE PROTECTION INSPECTOR OF RECORD (FPIR):

_____

Full Legal Name (Printed)

_____

Signature

_____ _____

MD Registration Number Maryland Registration Expiration Date

Company Name: _____

_____

Street Address

_____

City, State, Zip Code

Telephone Number: _____ Date: _____

Building Case/Permit Number: _____

***Project Name*:** _____

FIRE PROTECTION SYSTEMS INSPECTOR OF RECORD (FPSIR):

_____

Full Legal Name (Printed)

_____

Signature

_____ _____

MD Registration Number Maryland Registration Expiration Date

Company Name: _____

_____

Street Address

_____

City, State, Zip Code

Telephone Number: _____ Date: _____

Building Case/Permit Number: _____

***Project Name*:** _____

ELECTRICAL INSPECTOR OF RECORD (EIR):

_____

Full Legal Name (Printed)

_____

Signature

_____

MD DLLR Master Electrician License Number

_____

MD DLLR Master Electrician License Expiration Date

Company Name: _____

_____

Street Address

_____

City, State, Zip Code

Telephone Number: _____ Date: _____

Building Case/Permit Number: _____

***Project Name*:** _____

MECHANICAL INSPECTOR OF RECORD (MIR):

_____

Full Legal Name (Printed)

_____

Signature

_____ _____

MD Registration Number Maryland Registration Expiration Date

Company Name: _____

_____

Street Address

_____

City, State, Zip Code

Telephone Number: _____ Date: _____

Building Case/Permit Number: _____

***Project Name*:** _____

PROJECT MANAGER INSPECTOR OF RECORD (PMIR) (for large, complex commercial projects):

_____

Full Legal Name (Printed)

_____

Signature

_____ _____

MD Registration Number Maryland Registration Expiration Date

Company Name: _____

_____

Street Address

_____

City, State, Zip Code

Telephone Number: _____ Date: _____

Building Case/Permit Number: _____

***Project Name*:** _____

This Statement of Third-Party Inspections is submitted as a condition for permit issuance in accordance with the Prince George's County TPIP requirements. Third-Party Inspectors of Record shall keep records of their inspections and testing. They shall maintain a list of their approved field inspection personnel performing inspections. They shall retain their inspection personnel resumes and required certifications per DPIE's requirements. This information shall be made available to DPIE within five (5) business days upon request.

Third-Party Inspectors of Record shall furnish inspection and test reports to the County and to the Licensed Design Professionals of Record in accordance with the TPIP Manual. Observed discrepancies shall be brought to the attention of the contractor for correction. Documents for corrective work must be prepared, signed and sealed by the appropriate Licensed Design Professional and must carry the County stamp of approval. Discrepancies must be corrected and re-inspected prior to advancing to the next stage of construction. If the discrepancies are not corrected within a reasonable period, the discrepancies shall be brought to the attention of the Building Code Official and to the Licensed Design Professionals of Record, as appropriate.

Inspection Reports shall be submitted periodically at a frequency agreed upon by the Owner and the County prior to the start of work (typically at the Pre-Construction Meeting). Inspection and test reports shall be submitted to the County within five (5) business days of the completion of the inspection or test. A Final Report of Third-Party Inspections documenting completion of required inspections and correction of documented discrepancies shall be submitted prior to the issuance of the Final Use & Occupancy permit.

Prepared by Owner(s), or owner's duly authorized representative:

_____

Type or Print Name Date

Signature_____

Reviewed by Design Professional of Record:

_____

Type or Print Name Date

Signature_____

Building Code Official's (or Representative's) Acceptance:

_____

Type or Print Name Date

Signature_____

ATTACHMENT #2

RESPONSIBILITIES AND QUALIFICATIONS

A. RESPONSIBILITIES

This section lists the responsibilities of principal parties and discipline-specific engineers of record and inspectors of record participating in DPIE's Third-Party Inspection Program.

1. Principal Party Responsibilities

The following are general responsibilities of the principal parties to constructed projects involving the Third-Party Inspection Program. This list is not intended to be all-inclusive. The Owner or the Building Code Official or his/her designee may assign additional responsibilities to the parties identified below or to others. Those responsibilities will be explained and confirmed at the Pre-Construction Meeting.

a. Owner (Owner's Representatives)

Submits permit applications that include a complete statement of third-party inspections.

Retains licensed Professional Engineers and Architect of Record, licensed in the State of Maryland, a Project Manager Inspector of Record as appropriate, and Third-Party Inspectors of Record.

Prepares estimated time schedules.

Contacts DPIE Inspections Division to schedule Pre-Construction meeting.

Conducts Pre-Construction Meeting in conjunction with the Architect of Record.

Notifies the County of the starting date of the project prior to the initiation of construction (72 hours advanced notification is required on all projects). Note: Commencement of construction shall not take place until the required Pre-Construction meeting has been conducted.

Oversees the design, construction, and permitting for the project.

Notifies the County, in writing, of changes in the third-party inspections team, contractors, subs and design professionals of record and reasons for those changes.

Assures that inspection reports are delivered to the County within five (5) business days of said inspections.

Verifies periodic or continuous construction inspections and testing of all stages of construction as required.

Reviews site visits of all stages of construction by the inspection team and the Architect of Record to become familiar with the progress and quality of work completed and to determine, in writing, if the work is being performed in accordance with the approved plans and contract documents.

b. Architect of Record (AR)

Reviews construction observation and testing reports.

Notifies the County and Owner of any architectural modifications and changes affecting design intent. The changes must be reviewed and approved by DPIE prior to construction and/or modification.

Visits the site at intervals appropriate to the stage of construction or as otherwise agreed by the Owner and the Architect, in writing, to become clearly familiar with the progress and quality of the work completed. Also, determines, in general, if the work is being performed in a manner that when completed, will be in accordance with the County-approved construction documents.

Assures that all other agents are making specified inspections, reviews inspection results, and monitors construction progress along with any corrections to code deficiencies.

Upon completion of the project, certifies that work complies with the County-approved construction documents and applicable codes.

c. General Contractor (GC)

Obtains required permits for temporary facilities such as construction and storage trailer, cranes, power, signs, etc.

Keeps the most current paper copy of the County-approved construction documents and permits posted on the site.

Provides the means, methods, and materials of construction and is responsible for jobsite safety.

Coordinates construction schedule with the Owner.

Submits construction documents to the County as identified at the Pre-Construction Meeting.

Maintains an Inspections Log (Attachment #7, page 68) on site, to be completed by the inspector when inspections are performed.

Maintains a complete set of inspection records and files on the job site.

Notifies and coordinates with subcontractors the requirements of the Third-Party Inspection Program.

Notifies the County and appropriate Design Professionals of Record of construction schedules as identified at the Pre-Construction Meeting.

d. Design Engineers of Record – including EER, FPER, FPSD, GER, MER, and SER, as applicable

Reviews and approves, as appropriate, concrete mix designs (SER).

Reviews and approves construction bracing designs, mortar and grout mix designs and other building element designs that affect the approved construction documents for conformance with those documents (SER).

Prepares and submits design recommendations, specifications, and construction criteria

including related design calculations to the County for review and approval.

Reviews applicable construction plans and specifications, as approved by the County.

Reviews and approves shop drawings, providing a signature and seal (SER).

Submits required shop drawings to the County for approval, or to Third-Party Plan Review when applicable (GC).

Provides guidance and professional opinions to respond to inspection reports that indicate that the construction does not meet the requirements of the County-approved construction documents.

Takes appropriate action if conditions differ from those anticipated in the design and notifies the Owner and the County.

Notifies the County and Owner of modifications and changes made to help assure the structure meets the County-approved construction plans, documents, and Prince George's County Building Code.

e. Third-Party Inspectors of Record (TPIR) ─ including CBIR, EIR, FPIR, FPSIR, GIR, MIR, PMIR, and SIR, as applicable

Performs specified inspections at intervals defined for the stage of construction approved by the Building Code Official.

Documents inspection results to determine if the work is being performed in accordance with County-approved construction documents (see Inspection Report in Attachment #4, pages 61-62).

Notifies Architect of Record, Owner, County-employed Quality Assurance Inspector, and any other pertinent individuals of deviations from County-approved documents with a written Non-Compliant Report based on the results of Inspection Reports, within five (5) business days of the observation.

Takes immediate action to alert the appropriate County Building Code Official or his/her designee regarding observed conditions that are perceived to pose an immediate danger.

Notifies County Quality Assurance Inspector immediately if there is a threat to public health and safety or when the Contractor is proceeding with work that has not met the requirements of the County-approved construction documents.

Submits a Final Inspections Report (Attachment #5, page 63) to the County Quality Assurance Inspector referencing all Inspection Reports issued upon completion of inspections and testing by the Third-Party Inspectors of Record. The Final Inspections Report is submitted after the inspections specified have been completed for the project.

Submits a TPIP Certification Form (Attachment #6, pages 64-67) to the County and the Owner upon acceptance of the Final Inspections Report (see Attachment #5, page 63).

Submits appropriate discipline-specific, standard certification forms (NFPA, UL, FM, ASCE, etc.) with the TPIP Certification Form.

Completes contractor’s Inspections Log upon completing inspections (see Attachment #7, page 68).

f. Inspection and Testing Engineer of Record, if different from TPIR

Performs specified construction materials testing services to meet County-approved construction documents or County Building Code requirements.

Completes contractor's Inspections Log upon the completion of relevant testing (see Attachment #7, page 68).

2. Discipline-Specific Responsibilities

This section describes typical requirements and responsibilities for discipline-specific engineers of record and inspectors of record involved in TPIP projects. Specific responsibilities for projects will be confirmed at the preconstruction meeting and approved by the County.

a. Soils and Foundations

The purpose of this section is to describe the TPIP responsibilities associated with soil-related conditions and/or foundation systems.

Geotechnical Engineer of Record (GER)

Prepares and issues a geotechnical report offering professional opinions of the subsurface conditions likely to affect the design and the proposed construction.

Prepares design criteria or recommendations for foundations and/or foundation systems.

Revises geotechnical recommendations if site soil or groundwater conditions differ materially from conditions indicated on the approved geotechnical report and coordinates changes with the design professionals responsible for the design of foundations, deep foundations, or other types of foundation systems.

Geotechnical Inspector of Record (GIR)

Performs specified inspections for compliance with the County-approved construction documents and County-approved geotechnical report.

Notifies the contractor, owner and the County's Quality Assurance Inspector that the foundation system meets the requirements of the County-approved documents and is suitable for the erection of the superstructure. This written approval must be received prior to any superstructure construction.

Performs specified inspections of foundations to determine compliance with County-approved construction documents.

- **Piling:** Inspections shall include specified inspection of piles before, during, and after placement. Pile driving records shall be submitted to the County prior to placement of pile caps.
- **Piers:** Inspections shall include concrete, steel reinforcement, orientation and shape of caissons, and bearing capacity at the base of the caisson. Inspection reports shall be submitted to the County prior to the placement of grade beams.

Performs specified inspections of shallow footings and foundation systems, including soil bearing capacity, to determine if it meets the capacity specified in the County-approved

construction documents.

Performs specified inspections and submits a field compaction report for fill on the site to determine if fill materials' quality and in-place density tests meet the requirements of County-approved construction documents and approved geotechnical report.

Submits specified foundation and foundation system inspection reports and laboratory test results to the Architect of Record for review, and other appropriate design professionals of record as designated by the County and/or Owner.

Prepares test cylinders in accordance with ASTM C172. Cylinders for strength tests shall be cast, stored, transported, and laboratory-cured in accordance with ASTM C31. Field-cured cylinders shall be cured as closely as possible to the location of placement of the concrete pour they represent and be exposed as nearly as possible to the same temperature and moisture environment, in accordance with ACI 318 and ASTM C31. Testing of cylinders shall be in accordance with ASTM C39.

b. Earth Retention Systems

Structural Engineer of Record (SER)

Reviews and approves concrete and mortar mix designs.

Reviews all concrete and mortar strength test reports and sends the 28-day test results to the County, unless the required compressive strength is achieved in a shorter time to allow construction to proceed, in which case the report showing adequate strength, covered by the engineer’s seal and appropriate design criteria, shall be delivered to the Quality Assurance Inspector before stripping or post tensioning.

Reviews and approves construction bracing designs, mortar and grout mix designs, and other building element designs that affect the approved County-approved structural documents for conformance with those documents.

Establishes criteria for removal and reshoring of formwork.

Reviews construction observation and testing reports provided by the GIR.

Reviews and approves earth retention system designs and recommendations prepared by other design professionals.

When the earth retention system is to become permanent, deviations shall be approved by the SER and the County.

In addition to structural design, the construction documents shall include the following as specified in the County-approved construction documents:

- **Adjoining Properties** - recommendations for protecting adjoining properties, including existing public and private streets.
- **Slope Protection** - specification of responsibility for protecting applicable slopes in accordance with general practice, throughout the course of the project.
- **Dewatering** - requirements for dewatering of the excavation specified in the earth retention system design.
- **Installation** - system installation criteria, including allowable inward movement, pile

installation and tieback criteria, and requirements for inspection and monitoring of the earth retention system construction and adjacent properties.

Geotechnical Inspector of Record (GIR) and Structural Inspector of Record (SIR)

Performs specified subgrade condition inspections of earth retention systems including, but not limited to:

- **Compaction** - determines that materials' quality and in-place density tests comply with the County-approved documents and geotechnical report. (GIR)
- **Backfill, Drainage, and Waterproofing** – inspects for compliance with County-approved construction documents. (SIR)

Obtains approval from the appropriate design professionals of record and County if inspection and testing results do not meet the requirements of the County-approved documents prior to continuing work in the affected area.

c. Concrete (Pre-Cast and Cast-In-Place)

The purpose of this section is to describe the TPIP responsibilities associated with pre-cast and cast-in-place concrete.

Pre-Cast Concrete

Architect of Record (AR) / Structural Engineer of Record (SER)

Reviews and approves pre-cast concrete and mix designs.

Structural Inspector of Record (SIR)

Verifies that an off-site precast concrete fabricator has a quality control program that meets the requirements of the Precast/Prestressed Concrete Institute (PCI) Plant Certification Program. The SIR shall inspect precast items at the precast plant at a minimum 25 percent of the overall project to verify that materials, methods, products, and quality control comply with County-approved documents, approved fabrication and erection documents, and PCI MNL-116, "Manual for Quality Control for Plants and Production of Precast and Prestressed Concrete Products," and/or PCI MNL-117, "Manual for Quality Control for Plants and Production of Architectural Precast Products."

Verifies that concrete meets the requirements of County-approved construction documents.

Verifies that the compressive strength of field-cured cylinders meets the requirements of the County-approved construction documents.

Provides specified construction observation and testing services to establish that pre-cast, attachments, connections, and field construction meets the requirements of the County-approved construction documents.

Verifies that welders and weld inspections meet the requirements of the latest edition of AWS D1.1.

Provides specified inspections of welded connections to meet the requirements of the

County- approved documents and applicable sections of the latest editions of AWS D1.1, Welding Code, SJI Specifications, and AISC.

Cast-In-Place Concrete

General Contractor (GC)

Coordinates construction so that the building can carry structural loads.

Posts the updated concrete pour schedule on the door of the field office.

Coordinates scheduling of specified inspections with the SIR.

Structural Engineer of Record (SER)

Reviews and approves concrete mix designs.

Establishes criteria for removal and reshoring of formwork.

Reviews and approves concrete and mortar strength test reports before stripping or post tensioning.

Structural Inspectors of Record (SIR)

Provides specified inspections of concrete formwork (erection and removal), reinforcing steel, post- tensioned tendons, stressed tendons, and placement of concrete.

Provides specified materials testing for concrete and submits test results to the Structural Engineer of Record and the County.

Prepares test cylinders in accordance with ASTM C172. Cylinders for strength tests shall be cast, stored, transported, and laboratory-cured in accordance with ASTM C31. Field- cured cylinders shall be cured as closely as possible to the location of placement of the concrete pour they represent and be exposed as nearly as possible to the same temperature and moisture environment, in accordance with ACI 318 and ASTM C31. Testing of cylinders shall be in accordance with ASTM C39.

Determines when concrete strengths have achieved levels specified in the County-approved documents that will permit the removal of formwork and/or reshoring. The SIR shall submit a written statement indicating that the concrete strength and conditions meet or exceed project design specifications and design stripping criteria. The letter should be submitted to the SER and County for approval.

Verification and Inspection	Continuous[1]	Periodic[2]
1. Inspection of reinforcing steel, including prestressing tendons and placement.		X
2. Inspection of reinforcing steel welding in accordance with approved plans and documents.	X	
3. Inspect bolts to be installed in concrete prior to and during placement of concrete where allowable loads have been increased.	X	
4. Verify use of required design mix.		X
5. Sampling fresh concrete and performing slump, air content, and determining the temperature of fresh concrete at the time of making specimens for strength test.	X	
6. Inspection of concrete and shotcrete placement for proper application technique.	X	
7. Inspection for maintenance of specified curing temperature and technique.		X
8. Inspection of prestressed concrete: Application of prestressing forces. Grouting of bonded prestressing tendons in the seismic-force-resisting system.	 X X	
9. Erection of pre-cast concrete members.		X
10. Verification of in-situ concrete strength, prior to stressing of tendons in post-tensioned concrete and prior to removal of shores and forms from beams and structural slabs.		X

[1] Continuous means inspections accomplished during the placement of the work.
[2] Periodic means an inspection accomplished prior to the placement of concrete.
Reference Standards: ACI, AWS, ASTM C, and IBC

d. Masonry

The purpose of this section is to describe the TPIP responsibilities associated with masonry building elements.

Architect of Record (AR)

Coordinates with the Structural Engineer of Record the review and approval of construction bracing design, mortar and grout mix design and other masonry building element designs and erection specifications for meeting County-approved architectural documents.

Structural Engineer of Record (SER)

Reviews and approves construction bracing design, mortar and grout mix design and other specified structural masonry building element designs and erection specifications for meeting County-approved documents.

Structural Inspector of Record (SIR)

Performs specified inspections of masonry and in accordance with IBC, ACI, ASCE, and TMS criteria.

Performs specified inspections of bracing and its removal.

Provides specified testing of materials.

MASONRY - INSPECTION LEVEL 1

Inspection Task (Level 1)	Continuous [1]	Periodic [2]
1. As masonry construction begins, the following shall be verified to ensure compliance:		
a. Proportions of site prepared mortar.		X
b. Construction of mortar joints.		X
c. Location of reinforcement and connectors.		X
2. The inspection program shall verify:		
a. Size and location of structural elements.		X
b. Type, size and location of anchors, including other details of anchorage of masonry to structural members, frames or other construction.		X
c. Specified size, grade, and type of reinforcement.		X
d. Welding of reinforcing bars.		
e. Protection of masonry during cold weather (temperature below 40°F) or hot weather (temperature above 90°F).	X	X
3. Prior to grouting, the following shall be verified to ensure compliance:		
a. Grout space is clean.		X
b. Placement of reinforcement and connectors.		X
c. Proportions of site-prepared grout.		X
d. Construction of mortar joints.		X
4. Grout placement shall be verified to ensure compliance with code and construction document provisions.	X	
5. Preparation of any required grout specimens, mortar specimens, and/or prisms shall be observed.	X	
6. Compliance with required inspection provisions of the construction documents and the approved submittals shall be verified.		X

[1] Continuous means inspections accomplished during the placement of the work.
[2] Periodic means an inspection accomplished prior to the placement of mortar.
Reference Criteria: ACI, ASCE, TMS, and IBC

MASONRY - INSPECTION LEVEL 2

Engineered masonry in essential facilities - The minimum special inspection program for masonry designed by Section 2106, 2107, 2108 (IBC), or by chapters other than Chapters 5, 6, or 7 of ACI 530/ASCE5/TMS 402, in essential facilities (see Tables 1604.5 and 1617.6 of IBC) shall comply with the following table:

Inspection Task (Level 2)	Continuous [1]	Periodic [2]
1. From the beginning of masonry construction, the following shall be verified to ensure compliance:		
a. Proportions of site-mixed mortar and grout.		X
b. Placement of masonry units and construction of mortar joints.		X
c. Placement of reinforcement and connectors.		X
d. Grout space prior to grouting.	X	
e. Placement of grout.	X	
2. The inspection program shall verify:		
a. Size and location of structural elements.		X
b. Type, size, and location of anchors, including other details of anchorage of masonry to structural members, frames, or other construction.	X	
c. Specified size, grade, and type of reinforcement.		X
d. Welding of reinforcing bars.	X	
e. Protection of masonry during cold weather (temperature below 40°F) or hot weather (temperature above 90°F).		X
3. Preparation of any required grout specimens, mortar specimens, and/or prisms shall be observed.	X	
4. Preparation of any required grout specimens, mortar specimens and/or prisms shall be observed.		X

[1]Continuous means inspections accomplished during the placement of the work.
[2]Periodic means an inspection accomplished prior to the placement of mortar.
Reference Criteria: ACI, ASCE, TMS, and IBC

e. Structural Steel

The purpose of this section is to describe the TPIP responsibilities associated with the fabrication and erection of structural steel elements.

Structural Engineer of Record (SER)

Verifies and approves structural members and connections designed by the steel fabricator.

Structural Inspector of Record (SIR)

Provides specified inspections of structural members and assemblies performed at the fabricator's shop. Special inspections are not needed if the fabricator does not perform any welding, thermal cutting or heating operation as part of the fabrication.

Verifies that the fabricator complies with AISC Quality Certification Program or equivalent.

Provides specified inspections of structural elements, connections, welding materials, and high- strength bolts as indicated on the following table. High strength bolts and nuts shall be clearly marked with an identifiable manufacturer's mark on both the bolt head and nut. Shipments of high-strength bolts, nuts and washers, whether from manufacturer, distributor, or reseller, shall include manufacturer's current test reports for chemical composition (ASTM A751) and mechanical properties, including proof load testing (ASTM F606).

Verifies that fabricated components meet the SER’s approved designs. Notifies the SER and County if inspection and testing indicate that construction does not meet the requirements of the County-approved documents.

SPECIAL INSPECTIONS FOR STEEL MATERIALS

Verification and Inspection	Continuous[1]	Periodic[2]
1. Material verification of high-strength bolts, nuts, and washers: a. Identification markings to conform to ASTM. standards specified in the approved construction documents. b. Manufacturer's certificate of compliance required.		X
2. Inspection of high-strength bolting: a. Bearing-type connections. b. Slip-critical connections.	 X	X
3. Material verification of structural steel: a. Identification markings to conform to ASTM standards specified in the approved construction documents. b. Manufacturers' certified mill test reports required.	X X	
4. Material verification of weld filler materials: a. Identification markings to conform to AWS specification in the approved construction documents. b. Manufacturer's certificate of compliance required.	X X	
5. Inspection of welding: a. Structural steel: 1. Complete and partial penetration groove welds 2. Multi-pass fillet welds 3. Single-pass fillet welds>5/16" (7.9mm) 4. Single-pass fillet welds<5/16" (7.9mm) 5. Floor and deck welds b. Reinforcing steel: 1. Verification of weldability of reinforcing steel other than ASTM A706. 2. Reinforcing steel-resisting flexural and axial forces in intermediate and special moment frames, and boundary elements of special reinforced concrete shear walls, and shear reinforcement. 3. Shear reinforcement. 4. Other reinforcing steel.	 X X X X X	 X X X X
6. Inspection of steel frame joint details for compliance with approved construction documents: a. Details such as bracing and stiffening. b. Member locations. c. Application of joint details at each connection.		X

[1]Continuous means inspections accomplished during the placement of the work.
[2]Periodic means an inspection accomplished prior to the placement of steel.
Reference Standards: ACI, AISC, AWS, ASTM, and IBC

f. Wood

The purpose of this section is to describe the TPIP responsibilities when construction includes wood building elements.

Structural Inspector of Record (SIR)

Performs specified inspections of wood elements for meeting the requirements of the County-approved documents.

Inspects specified prefabricated structural elements during erection.

Verifies the quality of structural connections for meeting County-approved construction document and manufacturer's specifications.

Upon completion of wood construction, including connections, the SIR submits a completion report to the SER and the Building Code Official.

g. Fire Protection

The purpose of this section is to describe the TPIP responsibilities associated with fire protection features and systems.

Fire Protection Inspector of Record (FPIR)

Performs specified inspections and meets qualifications, as specified on page 52.

Provides specified inspection of spray-on fireproofing.

Assures compliance with the County-approved documents, Prince George's County Code, Subtitle IV of the County Ordinance, and the Maryland State Fire Code.

Submits reports of Fire Protection inspections to the Architect of Record, Owner, and DPIE's Fire Code Official.

Submits a certification to the Architect of Record, Owner, and County representative stating that the structure is ready for close-in based on the inspections performed and construction observed.

Routinely monitors construction project for fire safety hazards during construction.

Assures compliance with type of construction, fire ratings of components (doors, walls, floors, roofs, etc.), height and area, egress, and special occupancy provisions of plans.

Fire Protection Systems Inspector of Record (FPSIR)

Meets the qualification requirements as specified on page 52.

Performs specified inspections and testing of fire protection systems such as fire pumps, fire hydrants, fire standpipes, smoke control systems, emergency power systems, alarm systems, sprinkler systems, and smoke evacuation systems. Submits test results and inspection reports to the Fire Code Official for approval.

MINIMUM QUALIFICATIONS
FOR FIRE INSPECTIONS & CERTIFICATION

Inspection Tasks	Licensed Professional Engineer	NICET Level III	Other Specialized Qualifications under Professional Supervision (See Notes #1, 2, and 3)
General Fire Protection Inspections	X		X, 3
Construction type	X		X, 3
Egress	X		X, 3
Interior Finish	X		X, 3
Emergency Lighting	X		X, 3
Fireproofing	X		X, 3
Firestopping	X		X, 3
Firewalls	X		X, 3
Patrons	X		X, 3
Rated Floors/Ceilings	X		X, 3
Miscellaneous, Other			
Fire Protection Systems & Performance Testing			
Fire Pumps	X	X	X, 5
Automatic Supp. Systems	X	X	X, 3
Standpipe Systems	X	X	X, 2
Fire Alarm Systems	X	X	
Smoke Control Systems	X		X, 2
Underground Piping	X	X	X, 5
Detection Systems	X	X	

X = Inspections and certifications are permitted by individuals having these qualifications.
X, N = I &C Permitted if individual has N years related verifiable experience in inspection and installation.
Licensed Professional Engineer = Maryland Licensed Professional Engineer, having Fire Protection knowledge and experience.

Note 1: Final approval and acceptance of all qualifications shall be subject to the Fire Code Official approval.

Note 2: Individual resumes of experience and education may be submitted to the Fire Code Official for possible consideration in lieu of the above minimum qualifications. Verifiable experience and specialized training in fire protection inspection, design, and installation practices is required.

Note 3: The State of Maryland requires that all Fire Sprinkler Contractors be licensed by the State Fire Marshal.

h. Electrical

The purpose of this section is to describe the TPIP requirements and responsibilities associated with electrical systems.

Electrical Inspector of Record (EIR) Requirements

Has a State of Maryland Master Electrician License.

Obtains State of Maryland certification from the Office of the State Fire Marshal, in accordance with Maryland Public Safety Code Ann. 12-602 (2017) or subsequent revisions.

At least three years of experience performing electrical inspections in a jurisdiction using the National Electrical Code and any of the ICC codes.

The EIR is required to present an established inspection procedure or program reviewed and approved by the Electrical Code Official.

The EIR shall have inspection stickers and correction orders in a standard format approved by the Electrical Code Official.

Will be retained on a list of approved third-party electrical inspectors.

Electrical Inspector of Record (EIR) Responsibilities

Specify and perform inspections necessary during the installation of electrical systems to ensure that the systems are installed in accordance with the County-approved electrical documents and electrical permits issued by Prince George's County as listed in Subtitle 9 "Electricity" of the County Code.

Ensures that all installed electrical devices and electrical construction comply with the current Energy Code adopted by the County.

Submit electrical inspection reports on the approved form (Attachment # 4, pages 61-62) to the Inspections Division's Electrical Code Official and the Owner within five (5) business days. Each report shall include the building permit number, building address and the electrical permit number. Correction orders and deficiencies shall be included with each report. All reports shall bear the signature of the EIR providing the report. Final reports are required to be submitted in the format outlined in Attachment #5, page 63.

Verify that individuals installing and erecting or repairing electrical work, including low voltage and communication systems, are following the license requirements of Subtitle 2, Division 14B, Prince George's County Code and the Annotated Code of Maryland, Business Occupations and Professions Article, Title 6, Code of Maryland Regulations.

Verify that copies of the building permit and all electrical permits are posted on the project site in accordance with Section 9-112, Subtitle 9, "Electricity", Prince George's County Code.

Refer all code-related issues and interpretations to the Chief Electrical Inspector in accordance with Section 9-111, Subtitle 9, "Electricity", Prince George County Code.

Verify that the service is installed in accordance with the approved plans and is Code compliant for the electric utility to make a connection. The EIR shall submit a report to the Electrical Code Official for Inspections, which will initiate a request for a Quality Control Inspection performed by a County commercial electrical inspector. Once the County has approved the installation, the County Inspector will generate a "cut in certificate" to the electrical utility recorded on the County electrical permit.

Verify that all portable and temporary sources of electrical energy are permitted and are being operated in a safe and Code compliant manner.

Verifies that an electrical permit has been obtained for all electrical work on the premise.

Provides an electrical system certification to the AR, Owner, and the County Electrical Code Official for Inspection prior to close in that the electrical systems have been inspected and are ready for the structure or part of the structure to be closed-in.

Provides an electrical system certification to the AR, Owner, and the County Electrical Code Official for Inspection that specified electrical inspections have been performed and the structure is ready for the Power Company to make the service hot.

i. Mechanical

The purpose of this section is to describe the TPIP responsibilities associated with mechanical systems.

Mechanical Inspector of Record (MIR)

Performs inspections necessary during the installation of mechanical and energy systems to assure that the systems are installed in accordance with the County-approved mechanical and energy conservation construction documents and Prince George's County Mechanical and Energy Codes.

Submits inspection reports, as well as certification indicating that the mechanical and energy conservation systems are ready for the closing-in of the structure, to DPIE.

Performs a final inspection of the system to assure that all components operate individually and as a system to meet the intent of the County Codes.

j. General Building

The purpose of this section is to describe the TPIP responsibilities associated with the inspection of general building features.

Commercial Building Inspector of Record (CBIR)

Reviews and approves general building/non-structural features for conformance with County-approved construction documents and applicable codes.

Performs inspections necessary during the installation of general building features to assure they are installed in accordance with the County-approved construction documents and applicable codes at building close-ins and final inspection.

Upon completion of a job, submits to the County's Inspections Division (ID) inspection reports, as well as certifications, indicating that the general building features of a project are properly installed, including but not limited to windows, framing, sheathing, fire-resistant assemblies, stairs, hand/guard rails, insulation, ADA accessibility features, hardware, signage, and ceiling grids.

B. QUALIFICATIONS

This section describes the requirements and qualifications for field inspectors and laboratory testing facilities involved in TPIP projects.

1. Field Inspection and Testing Requirements

Except for Design Professionals licensed in the State of Maryland, field personnel shall be certified by examination through ACI, AWS, ASNT, ICC, ITC, NFPA, NICET, WACEL, or other organizations whose programs are recognized by the County and approved in writing by the Building Code Official. Inspection and testing personnel shall perform only those services in which they have demonstrated competency through such a recognized certification or registration program and shall be under the direct supervision of a Maryland Licensed Design Professional. Field inspectors shall report to their respective Inspector of Record.

All inspections and tests conducted by an engineering laboratory must be conducted under the direct guidance and responsibility of a professional engineer/architect licensed in the State of Maryland and approved by DPIE.

The Third-Party Inspectors of Record shall submit qualification documentation, for approval by the County, of agents (field inspection personnel) assigned to the project prior to the Pre-Construction Meeting. Agents (field inspection personnel) are required to demonstrate proof of competence in the areas they will be inspecting. Firms may qualify their agents on a yearly basis. It shall be the responsibility of any firm to notify the County, DPIE, immediately upon any personnel changes. Otherwise, any inspections by unapproved agents will be rejected.

Unusual Functions: In the event there is no certification program applicable to a specific trade or function, the TPIA shall submit a signed statement acceptable to DPIE attesting to the competency of personnel and identifying the basis upon which such a statement is made.

2. Field Inspector Qualifications

Field inspectors shall have the qualifications listed below for selected inspector categories. These categories relate to the respective disciplines of principal inspectors of record, whose responsibilities are described in a prior section of Attachment #2. In

addition, each field inspector shall attain enough continuing education units to satisfy the training requirements of their respective certification.

a. Soils Field Inspector (Soils & Foundations)

NICET II, III, IV, CT or ICC Certification as an (EC) Soils Special Inspector or current WACEL certification as a minimum Level I Soils or Foundations Technician.

Appropriate experience for the complexity of the specified inspections working under the direct supervision of a licensed Professional Engineer (PE) and approved by the County.

b. Pier and Pile Foundations Field Inspector (Soils & Foundations)

Current ICC certification as a Reinforced Concrete Special Inspector or NICET III or IV or current WACEL Foundation certification.

Appropriate experience for the complexity of the specified inspections working under the direct supervision of a PE and approved by the County.

c. Pre-Stressed Concrete Field Inspector (Concrete)

Current ICC certification as a Pre-Stressed Concrete Special Inspector or current WACEL certification as a Structural Concrete Inspector.

Appropriate experience for the complexity of the specified inspections working under the direct supervision of a PE and approved by the County.

d. Reinforced Concrete Field Inspector (Concrete)

Current ICC or WACEL certification as a Reinforced Concrete Special Inspector.

Appropriate experience for the complexity of the specified inspections working under the direct supervision of a PE and approved by the County.

e. Post-Installed Structural Anchors in Concrete Field Inspector (Concrete/Structural Steel)

Current ICC certification as a Commercial Building Inspector, or WACEL Reinforced Concrete Special Inspector and WACEL Structural Masonry Special Inspector or Structural Steel certification.

Appropriate experience for the complexity of the specified inspections working under the direct supervision of a PE and approved by the County.

f. Structural Masonry Construction Field Inspector (Masonry)

Current ICC certification as a Structural Masonry Special Inspector or current WACEL certification as a Structural Concrete/Masonry Technician.

Appropriate experience for the complexity of the specified inspections working under the direct supervision of a PE and approved by the County.

g. Non-Destructive Testing Field Inspector (Structural Steel/Concrete/Masonry)

Current American Society for Nondestructive Testing (ASNT) Level II as determined by Level III Examiner and a minimum one year of direct testing experience.

Personnel qualified in accordance with nationally-recognized NDT personnel qualifications practice or standard, such as ANSI/ASNT-CP-189 or SNT-TC-1.

h. Bolting Field Inspector (Structural Steel)

Current ICC certification as a Structural Steel and Bolting Special Inspector, or AWS endorsement, or current WACEL certification as a Level I Structural Steel Inspector.

Appropriate experience for the complexity of the specified inspections working under the direct supervision of a PE and approved by the County.

i. Welding Field Inspector (Structural Steel)

Current ICC certification as a Structural Welding Special Inspector, or AWS endorsement, or current WACEL certification as a Level I or Level II Structural Steel Inspector.

Appropriate experience for the complexity of the specified inspections working under the direct supervision of a PE and approved by the County.

j. Wood Construction Field Inspector (Wood)

Current ICC Certification as a Commercial Building Inspector or equivalent approved by the Building Code Official (for wood structures up to four stories).

Appropriate experience for the complexity of the specified inspections working under the direct supervision of a PE and approved by the County.

k. Fire Protection Field Inspector (Fire Protection)

Current certification as a Fire Protection Engineer, CFPS, or NICET level III inspector. An ICC and NFPA certified Fire Inspector II shall be under the direct supervision of the FPE, to inspect fire general (i.e. fire stopping, draft stopping, egress widths, fire doors, flame spread ratings, etc.); or equivalent approved by the Building Code Official.

To inspect fire protection systems, the inspector will need to be on the DPIE approved fire consultant list, as a fire protection engineer, CFPS, or NICET level III inspector. An ICC and NFPA certified Fire Inspector II shall be under the direct supervision of the FPE.

At least three years of experience in code compliance inspection of Fire Protection systems in a jurisdiction using the ICC and NFPA codes.

l. Sprayed-Applied Fireproofing Field Inspector (Fire Protection)

Current ICC certification as a Spray-applied Fireproofing Special Inspector, a current WACEL certification as a Level I Sprayed-on Fireproofing Technician, or a Professional Engineer in Fire Protection.

Appropriate experience for the complexity of the specified inspections working under the direct supervision of a PE in fire protection and approved by the County.

m. Smoke Control Field Inspector (Fire Protection)

To inspect smoke control systems, the inspector will need to be on the DPIE approved fire consultant list, as a fire protection engineer, CFPS, or NICET level III inspector. An ICC and NFPA certified Fire Inspector I or Fire Inspector II shall be under the direct supervision of the FPE.

At least two years of experience in code compliance inspection of Fire Protection systems in a jurisdiction using the ICC and NFPA codes.

n. Electrical Field Inspector (Electrical)

Maryland Department of Labor, Licensing and Regulation's Statewide Master Electrician License.

Authorization from the Maryland State Fire Marshal's Office to conduct electrical inspections in Maryland.

At least three years of experience performing electrical inspections in a jurisdiction using the National Electrical Code and any of the ICC codes.

o. Mechanical Field Inspector (Mechanical)

Current ICC Certification as a Mechanical Inspector; or equivalent approved by the Building Code Official.

At least three years of experience in code compliance inspection of mechanical systems in a jurisdiction using any of the ICC codes.

Maryland Department of Labor, Licensing and Regulation's Statewide Mechanical Inspector Certificate.

p. Commercial Energy Field Inspector (Electrical/Mechanical/Building)

Current ICC Certification as a Commercial Energy Inspector/Plans Examiner with ASHRAE 90.1, or equivalent approved by the Building Code Official.

At least two years of experience in energy systems and energy efficiency in a jurisdiction using the IECC.

q. Commercial Building Field Inspector (Building)

Current ICC Certification as a Building Inspector (B2 or C5) and Accessibility Inspector/Plans Examiner; or equivalent approved by the Building Code Official.

At least three years of experience in code compliance building inspection in a jurisdiction using any of the ICC codes.

3. Laboratory Qualifications

Laboratory facilities must be accredited for the testing conducted by an agency such as AALA, NVLAP, WACEL, or other organizations whose programs are recognized by the County and approved in writing by the Building Code Official. All laboratory facilities must meet the requirements of ASTM E329, ASTM D3740, and ASTM C1077 in addition to the requirements outlined in this Program. The TPIR shall accredit on-site laboratory facilities as an extension of an accredited laboratory. The TPIR shall submit resume and certification documentation, for approval by the County, of inspection and testing personnel and laboratories prior to the Pre-Construction Meeting.

ATTACHMENT #3

SCHEDULE OF THIRD-PARTY INSPECTORS

Inspection and testing personnel shall perform specified inspections and materials testing as required by the County-approved construction documents, International Building Code (IBC), and the County Local Amendments. Samples for required verification and inspection may be obtained from the IBC. The reports must be signed as noted below.

Commercial Building Inspector of Record: _____

Geotechnical Inspector of Record: _____

Structural Inspector of Record: _____

Mechanical Inspector of Record: _____

Electrical Inspector of Record: _____

Fire Protection Inspector of Record: _____

Project Manager Inspector of Record: _____
(for large complex projects)

Inspection and Testing Agency of Record: _____

Other Testing Laboratories: _____

Note: The Commercial Building Inspector, Geotechnical Inspector, Structural Inspector, Mechanical Inspector, Electrical Inspector, Fire Protection Inspector, Project Manager Inspector, and any Inspection Testing Agency of Record or other Testing Laboratories are subject to the approval of the County Code Official or his/her designee.

ATTACHMENT #4

INSPECTION REPORT

Inspection Report Number: _____ Date: _____

Case Number:_____

Other Case Number(s):_____

Project Address: _____

Street Address

_____

City, State, Zip Code

Project Name:_____Company:_____

Inspector:_____Signature:_____

Discipline: Architecture Structural Geotechnical Mechanical Electrical Fire General Fire System
(Circle all that apply)

Inspection/Test:

Type	Location	Result
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Results:

PASSED – the work I inspected meets the Prince George's County Code and the County-approved construction documents.

REJECTED – the work I inspected does not meet the Prince George's County Code or the County-approved construction documents.

NONCOMPLIANCE ITEMS – Narrative (Required for failed inspection):

INSPECTION REPORT GUIDELINES

1. Each time the Third-Party Inspector completes an inspection or test, an Inspection Report shall be filed daily with the onsite contractor and a copy of the report shall be filed within five (5) business days with the DPIE Quality Assurance Inspector.
2. Inspection or testing reports shall be signed and sealed by a licensed Maryland Professional Engineer as required by the STPI.
3. Inspection reports shall be legible. Only typed or printed reports are acceptable unless an alternative is deemed satisfactory. Reports that are not legible will be rejected and the Third-Party Inspector of Record notified that a replacement is required.
4. Type of inspection, as much as practical, should be limited to the following key words: subgrade, concrete placement, backfill, forming, framing, insulation, close-in, system, accessibility, and final.
5. The Contractor shall maintain a log of Inspection Reports and ensure that it is available to the County, Owner, and third-party agents, on site at all times. This log shall be given to the Owner and County upon completion of the project unless mutually agreed otherwise (see Attachment #7, page 68).
6. Room numbers, wing, floor, or column line shall reference inspection location when partial inspections are completed.
7. Inspections conducted on the same day, for the same job, by the same inspector may be recorded on one report.
8. Deficiencies must be noted in the narrative section when an inspection fails. The narrative section may also be used for positive comments and to record inspection information, i.e., observed electrical grounding, reviewed reports of others, conducted hydrostatic tests, etc. Additional sheets may be attached.
9. The Structural Inspector of Record must view the foundation certification prior to issuing an inspection report to allow the erection of the superstructure.
10. The Structural Inspector of Record must issue a “passing” inspection report prior to the general contractor permitting trade (electrical, mechanical, etc.) work to proceed in that portion of the structure.
11. The Architect of Record must view the “passing” inspection reports for the other disciplines and the superstructure certification prior to issuing the Inspection Report to allow construction work to be concealed. The architectural inspection report authorizing close in must be on site prior to concealing any building construction.
12. The Architect of Record must obtain the final inspection reports (see Attachment #5 on page 63) for the other disciplines prior to conducting the final inspection. A Final Inspections Report shall be completed prior to requests to the County to issue stocking, temporary, or final occupancy certificates.

ATTACHMENT #5

FINAL INSPECTIONS REPORT

Case Number:_____ Date:_____

Other Case Number(s):_____

Project Address: _____
Street Address

_____
City, State, Zip Code

Project Name:_____

THIRD-PARTY INSPECTOR OF RECORD:_____

The following discrepancies identified in the last Inspection Report dated: _____ have been corrected:

_____

_____

_____

_____

_____

_____

(Attach continuation sheet(s) if required to complete the description of corrections)

Inspection reports numbered_____to_____, and testing reports numbered_____to_____, submitted prior to this final report form a basis for, and are to be considered an integral part of this final report.

To the best of my information, knowledge and belief, the inspections specified for this project, have been completed. In my professional opinion, the inspections have been found to be in compliance with County-approved construction documents and the Prince George's County Building Code.

Respectfully submitted,

Affix P.E. Seal Below

_____
Signature Date

_____
Third-Party Inspector of Record - Printed Name

ATTACHMENT #6

THIRD-PARTY INSPECTION PROGRAM CERTIFICATION FORM

Date _____

To: ☐ Building Code Official
☐ Fire Code Official
☐ Electrical Code Official

From: _____

Project Address: _____

Case Number: _____

This transmittal is to advise and certify that the following actions are in accordance with the provisions contained within the Prince George's County Department of Permitting, Inspections and Enforcement (DPIE) Third-Party Inspection Program (TPIP) and associated Statement of Third-Party Inspections for the above-referenced project, as follows (check all applicable boxes):

By the Architect of Record (AR)

☐ Architectural Certification that the construction project is built in accordance with County-approved construction documents and applicable codes.

☐ All shop drawings were reviewed and found compliant with the design intent and approved by the County or Third-Party Plan Review when applicable.

☐ Building and/or Site Accessibility Certification that the construction project meets the Maryland Accessibility Code.

By the Geotechnical Inspector of Record (GIR)

The following were found to be adequate and in compliance with the County-approved construction documents:

☐ Compaction of soils

☐ Soil bearing capacity

☐ Foundation construction

☐ County-approved field modifications

By the Structural Inspector of Record (Superstructure Inspection and Testing Services) (SIR)

☐ Construction of the superstructure has been completed in accordance with the County-approved documents and requirements of the Prince George's County Building Code.

☐ Completion of the superstructure.

By the Fire Protection Inspector of Record (FPIR), or other party responsible for Fire Protection System(s) Inspection and Testing and General Fire Protection Inspection(s)

☐ Construction project is completed according to the fire safety aspects of the construction plan(s) and document(s), the fire safety aspects of the Prince George's County Building Code (Subtitle 4), Fire Safety Law (Subtitle 11) of the County Ordinance, and the State Fire Code (including, but not limited to, the inspectional tasks shown in Attachment #2, pages 51 and 52 for Fire Protection/Systems).

☐ Structural members receiving fire protection have been completed in accordance with their listing and that successful testing of those members has been completed in accordance with the listing and the Prince George's County Code.

☐ Construction project is ready to be closed-in.

☐ Certification as to the fire protection system(s) readiness for the closing of the structure before the closing begins, specifically including the items listed below:

☐ automatic fire suppression system(s)	Case #	_____
☐ fire pump(s)		_____
☐ fire alarm system(s)		_____
☐ smoke control system(s)		_____
☐ detection system(s)		_____
☐ underground piping		_____
☐ standpipe system(s)		_____
☐ kitchen hood fire suppression system		_____
☐ other**:** _____		_____

Fire Protection Test reporting required for valid certification (FPIR)

☐ Completion and successful performance testing of the fire protection system(s) in accordance with approved plan(s) and document(s) and requirements of the Prince George's County Building Code (Subtitle 4), Fire Safety Law (Subtitle 11) of the County Ordinance and the State Fire Code, specifically including the items listed below:

- ☐ automatic fire suppression system(s) Case # _____
- ☐ fire pump(s) _____
- ☐ fire alarm system(s) _____
- ☐ smoke control system(s) _____
- ☐ detection system(s) _____
- ☐ underground piping _____
- ☐ standpipe system(s) _____
- ☐ kitchen hood fire suppression system _____
- ☐ other**:** _____ _____

By the Electrical System(s) Inspector of Record (EIR)

☐ Construction project is built according to the construction document(s) and electrical permit(s) issued by Prince George's County and the Electrical Code, as listed in Subtitle 9 of the County Ordinance.

☐ Certification as to the electrical systems readiness for the closing of the structure before the closing begins.

☐ Completion of the electrical system(s) in accordance with the approved plan(s) and document(s) and requirements of the Prince George's County Building Code, that the electrical system(s) is ready for the power company to make the service "hot," and all work has been performed under an electrical permit.

☐ Electrical system(s) installation(s) has valid permit(s).

By the Mechanical System(s) Inspector of Record (MIR)

☐ Installation of the mechanical system(s) in accordance with the approved plan(s) and documents and the Prince George's County Building Code.

☐ Certification as to the mechanical system(s) readiness for closing of the structure before closing begins.

☐ Completion of the mechanical system(s) and all testing done in accordance with the approved plan(s) and document(s) and requirements of the Prince George's County Building Code.

By the Commercial Building Inspector of Record (CBIR)

☐ Building Certification that non-structural features of the construction project are built in accordance with County-approved construction documents and requirements of the Prince George's County Building Code.

To the best of my information, knowledge and belief, the inspections specified for this project, have been completed. In my professional opinion, the inspections have been found to follow County-approved plans and the Prince George's County Building Code.

Certified By: _____

Printed Name: _____ *affix signature & seal*

MD Reg. No. _____

Company Name: _____

Name of agents/technicians acting on behalf of above:

_____

_____

_____

_____

_____

_____

_____

_____

ATTACHMENT #7

INSPECTIONS LOG

The inspections log is intended to readily show the stage and status of inspections. The contractor is required to keep this log and make it available during normal business hours to Third-Party Inspectors and County Quality Assurance Inspectors. The log shall be maintained in a bound, hard-covered book. The first page of the log shall identify the project and the Third- Party agents, including company name, address, and phone number. The remainder of the log shall be for recording inspections. Each inspection shall be on a separate line and clearly indicate what was inspected, who inspected, and if the inspection passed or failed. All entries shall be made legibly and in ink.

Example:

Date	Inspector	Facility	Type of Inspection	Result

Logs that contain the minimum information may be arranged differently. Logs may also be used by the contractor to keep other information, including inspection scheduling, partial results, or construction phasing information. The information kept should be related to the Third-Party Inspection Program.

The log and the County-approved documents shall be turned over to the Owner upon issuance of the final Use and Occupancy permit. It is recommended that these items be stored in a waterproof canister or container, within three feet of the floor, in the main electric room, fire pump room or other room of fire-rated construction where they will not be disturbed.