

## **Third-party Inspector & Plans Review Prequalification Application**

### ***Application Instructions***

Complete the following application and submit it along with any applicable employee qualification statements, copies of registrations, and certificate of required insurance to the City of Doraville Director of Planning and Community Development via email to [naomi.siodmok@doravillega.us](mailto:naomi.siodmok@doravillega.us).

Requirements for Registered Professional Engineers and Architects to be approved as Third Party Inspectors or Plans Reviewers for the City of Doraville are as follows:

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

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

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

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

**Insurance Requirements:**

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

The insurance limits shall not be less than:

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

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

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

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

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

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

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

**Third-party Inspector & Plans Review Prequalification Application**

Registered Professional Engineer or Architect Name:

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LAST

FIRST

MIDDLE

Telephone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Telephone #: \_\_\_\_\_

Doraville Business License Number: \_\_\_\_\_

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

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Education (Relative to Construction/Inspection/Plans Review): \_\_\_\_\_

\_\_\_\_\_

Experience (Relative to Construction/Inspection/Plans Review): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Field Technician Information:**

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

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

I hereby certify that all information contained above is true and accurate, and I hereby authorize the City of Doraville to make any inquiries that they deem necessary as to my qualifications, experience and knowledge. I further certify that should any of the above information change, I will immediately notify the City of Doraville.

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**Signature**

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**Date**

**For Office Use Only**

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

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**Signature, Building Official**

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**Date**