



City of Jasper

200 Burnt Mountain Road
Jasper, GA 30143
Phone: 706-692-9100
Fax: 706-692-9109

Planning & Development Department

Director
Mary Elizabeth Burgess, AICP

Administration Assistant
Emily Grant

Building Inspector
Brandon Creson

Community Inspector
Ryan Ledbetter

Planner
Ellie Brundige

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 or certificates, and certificate of required insurance to the City of Jasper Planning and Development Department.

Requirements for Registered Professional Engineers and Architects to be approved as Third-Party Inspectors or Plans Reviewers for the City of Jasper 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 Jasper Building Official.
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 or plans reviewer.
11. Zoning Compliance Inspection

Insurance Requirements:

All Third-Party Inspectors and Plans Reviewers shall secure and maintain the following minimum insurance coverages and provisions in accordance with state law (O.C.G.A. 8-2-26) and as listed below. 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.

The City of Jasper, 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 of Jasper Planning and Development Department at the address listed above and shall be submitted annually by the insured.

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

Third-party Inspector & Plans Review Prequalification Application

Registered Professional Engineer or Architect Name or Field Technician:

LAST NAME FIRST NAME MIDDLE NAME

Telephone #: _____

E-mail: _____

Firm Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Company Telephone #: _____

Company Business License Number: _____

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

Education (Relative to Construction/Inspection/Plans Review)

Experience (Relative to Construction/Inspection/Plans Review)

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

Field Technician Information:

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

Applicants must provide, in addition to this completed and signed application, applicable employee qualification statements or certificates 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 Jasper Planning and Development Department to make any inquiries that they deem necessary as to my qualifications, experience, and knowledge. I further certify that should any of the above information change, I will immediately notify the City of Jasper Building Official.

Signature

Date

For Office Use Only

In accordance with the requirements of City of Jasper, the above listed individual has satisfied the requirements of the City of Jasper Third Party Inspector Ordinance as a Third-party Inspector and/or Plans Reviewer:

Signature, Building Official

Date



City of Jasper

200 Burnt Mountain Road
Jasper, GA 30143
Phone: 706-692-9100
Fax: 706-692-9109

Planning & Development Department

Director
Mary Elizabeth Burgess, AICP
Administration Assistant
Emily Grant

Building Inspector
Brandon Creson

Community Inspector
Ryan Ledbetter

Planner
Ellie Brundige

Please provide the following information to request approval for Field Technicians to perform inspections under the direct supervision of an approved third party inspector. Technicians may perform inspections under the supervision of an approved third party inspector provided that the technician has satisfied any specific requirements as may be designated by the building official. Technicians performing inspections under the supervision of an approved third party inspector shall possess ICC certifications relevant to the type of inspections performed.

Approved Third Party Inspector:

Registered Professional Engineer or Architect:			
Company Name:			
Phone:		Email:	
Street Address:			
City:		State:	
		Zip:	

Field Technician Information:

Complete the information below. In the "selection" boxes, mark all categories that are requested for approval. Attach additional sheets with all applicable licenses, certifications, experience, and education.

Name:											
Category:	1	2	3	4	5	6	7	8	9	10*	11
Selection:											
Category 1: Residential Building Inspector – B1					Category 5: Commercial Building Inspector – B2						
Category 2: Residential Electrical Inspector – E1					Category 6: Commercial Electrical Inspector – E2						
Category 3: Residential Mechanical Inspector – M1					Category 7: Commercial Mechanical Inspector – M2						
Category 4: Residential Plumbing Inspector – P1					Category 8: Commercial Plumbing Inspector – P2						
Category 9: Design work for which there is no engineer of record											
Category 10: Certification(s) for specialty inspection or plans reviewer											
Category 11: Zoning Inspector											

***Category 10: list areas of special inspection below**

I hereby certify that all information contained above is true and accurate, and I hereby authorize the City of Jasper Planning and Development Department to make any inquiries that they deem necessary as to the qualifications, experience, and knowledge of the requested Field Technician. I further certify that should any of the above information change, I will immediately notify the City of Jasper Planning and Development Department in writing. I have reviewed and understand all of the City of Jasper's Third Party Inspector Ordinance and procedures. Furthermore I understand that if I violate the policies of the City of Jasper Ordinances I can be removed in accordance with the city's policies.

Applicant Signature

Print Applicant Name

Date

Signature, Building Official

Print Name

Date



City of Jasper

200 Burnt Mountain Road
Jasper, GA 30143
Phone: 706-692-9100
Fax: 706-692-9109

Planning & Development Department

Director

Mary Elizabeth Burgess, AICP

Administration Assistant

Emily Grant

Building Inspector

Brandon Creson

Community Inspector

Ryan Ledbetter

Planner

Ellie Brundige

NOTICE TO USE THIRD PARTY INSPECTOR

This is to inform the City of Jasper Building and Planning Department of the intent to use Third Party Inspectors for building code compliance inspections for the listed project. The City of Jasper reserves the right to conduct the final inspection for a Certificate of Occupancy.

Building Address: _____
Lot number: _____ Subdivision: _____

Building Permit Holder Contact Information

Contact Person Name: _____

Company Name: _____

Phone Number: _____

Email Address: _____

Third Party Inspector

List the Third-Party Inspector(s) that will be used on this project. Inspectors Must be on the City's list of approved Third Party Inspectors.

Company: _____

Company: _____

I understand that the City of Jasper Building Official or designee will not perform the required inspections to determine compliance with the applicable codes, except to the extent specified in State Code. Instead, required inspections will be performed by inspectors on the City's list of approved Third Party Inspectors. Inspections performed by companies or individuals not on the approved list will be DENIED. I understand the Building Official retains authority to enforce the applicable codes within his or her charge. The inspection services provided by the Third-Party Inspectors are limited to building code compliance and do not include review for fire code, environmental, other codes, or other required inspections.

Inspection reports shall be submitted to the City of Jasper Building Official no later than one (1) business day of the date of the inspection. Reports received after one (1) business day will be DENIED. The City of Jasper has the right to inspect work performed by the Third-Party Inspector and will accept or deny inspections within 48 business hours, beginning the next business day following the receipt of the inspection report. Work covered prior to the 48-hour period the City of Jasper Building Official may deny the inspection letter or require work to be uncovered at builders' cost.

Property Owner or Authorized Agent Signature

Date

Notary Public Signature and Stamp

Date



City of Jasper

200 Burnt Mountain Road
Jasper, GA 30143
Phone: 706-692-9100
Fax: 706-692-9109

Planning & Development Department

Director
Mary Elizabeth Burgess, AICP

Administration Assistant
Emily Grant

Building Inspector
Brandon Creson

Community Inspector
Ryan Ledbetter

Planner
Ellie Brundige

NOTICE TO USE THIRD PARTY PLAN REVIEWER

This is to inform the City of Jasper Building and Planning Department of the intent to use Third Party Plan Reviewer for building code compliance for the listed project. The City of Jasper reserves the right to conduct a review of any plans approved by a Third-Party Plan Reviewer before a permit is issued.

Building Address: _____
Lot number: _____ Subdivision: _____

Building Permit Holder Contact Information

Contact Person Name: _____
Company Name: _____
Phone Number: _____
Email Address: _____

Third Party Plan Reviewer

List the Third-Party Plan Reviewer(s) that will be used on this project. Plan Reviewers Must be on the City's list of approved Third Party Plan Reviewers.

Company: _____

Company: _____

I understand that the City of Jasper Building Official or designee will not perform the required plan review to determine compliance with the applicable codes, except to the extent specified in State Code. Instead, the plan review will be performed by a reviewer on the City's list of approved Third Party Reviewers. Plan reviews performed by companies or individuals not on the approved list will be DENIED. I understand the Building Official retains authority to enforce the applicable codes within his or her charge. The review services provided by the Third-Party Inspectors are limited to building code compliance and do not include review for fire code, environmental, water and sewer, other codes, or other required reviews.

Plan Review Affidavits need to be submitted to the Building Official as soon as the review has been completed and the plans approved by the Third-Party Reviewer. The City of Jasper Building Official can review any plans approved by a Third-Party Reviewer and require changes as needed before a permit is issued.

Property Owner or Authorized Agent Signature

Date

Notary Public Signature and Stamp

Date