

Gwinnett County Third Party Inspections Program Administrative Policy

I. General Information

- A. The purpose of this Third Party Inspections Program policy is to outline the administrative guidelines third party inspectors must follow to participate in the Third Party Inspections Program. (Refer to the Third Party Inspections Program Rules of Operation for additional information regarding the specific procedures for conducting inspections and submitting reports as a third party inspector.)
- B. All construction inspections in unincorporated Gwinnett County are to be made under the requirements of the Gwinnett County Construction Code and Gwinnett County Unified Development Ordinance.
- C. Gwinnett County authorizes the following types of third party inspectors:
 - 1. Principal Inspector
 - 2. Employee working under the direct supervision of a principal inspector
- D. Third party inspectors may only perform inspections for which they have been authorized by Gwinnett County, that is within their scope of competency, and for which they have the applicable required professional certification or licensure.
- E. Third party inspectors are authorized under OCGA § 8-2-26(g) to inspect building construction projects for compliance with the Gwinnett County Construction Code. If third party inspectors are utilized for any inspections other than those listed below, third party inspectors must be utilized for all Construction Code inspections on the project.
 - 1. Foundation inspections for one and two-family residential construction including but not limited to basement slabs, footings, foundation walls, garage slabs, monolithic slabs, piers, and retaining walls.
 - 2. Foundation inspections for commercial and multifamily residential construction excluding special inspections per Chapter 17 of the International Building Code.
- F. Refer to the Third Party Inspections Program Rules of Operation for specific types of inspections that third party inspectors are prohibited from performing.

II. Application Requirements for Third Party Inspectors

- A. Each third party inspector applicant must complete and submit a “Third Party Inspector Application Form” along with a current resume containing education and work history to the Gwinnett County Department of Planning and Development, Building Inspections Section, One Justice Square, 446 West Crogan Street, Lawrenceville, Georgia 30046, to the attention of the Third Party Inspections Program, or email to PND-TPI-Reports@gwinnettcounty.com.
- B. Submitted applications are reviewed by the Department of Planning and Development for approval or denial based on the criteria established by this policy.
- C. Third party inspectors are initially authorized for a term of two (2) years. Upon completing the initial term, third party inspectors may request renewal to continue active participation in the Third Party Inspections Program by submitting a new application with the required supplemental documentation for review by the Department of Planning and Development. Approval of the renewal application authorizes the third party inspector for a term of four (4) years with subsequent renewal terms of four (4) years each of which must be requested and authorized through the same application procedure.
- D. Principal Inspectors shall meet the following requirements:
 - 1. Maintain state of Georgia registration as a professional engineer or architect within his or her scope of competency.
 - 2. Maintain ICC Commercial or Residential Building Inspector Certification.
 - 3. Maintain Level IB Advanced Fundamentals certification issued by the Georgia Soil and Water Conservation Commission. (Refer to the Georgia Soil and Water Conservation Commission website at <http://gaswcc.georgia.gov>.)
 - 4. Possess at least eighteen (18) months of experience relevant to each inspection category requested for authorization. (Refer to Appendix A for a summary of the authorized inspection categories and the corresponding scope of third party inspections.)
- E. Requirements for alternate principal inspectors are the same as those for principal inspectors. An alternate principal inspector may serve temporarily as a substitute for a principal inspector in the event that the principal inspector is unable to fulfill his or her responsibilities.
- F. Employees of a third party inspection firm shall meet the following requirements:
 - 1. Perform third party inspections under the direct supervision of an authorized principal inspector within the same third party inspection firm.
 - 2. Maintain the certifications issued by the International Code Council relevant to the inspection categories requested for authorization. (Refer to Appendix A for a summary of the authorized inspection categories and corresponding scope of third party inspections, and the certification required for each inspection category.)

3. Maintain Level IB Advanced Fundamentals certification issued by the Georgia Soil and Water Conservation Commission. (Refer to the Georgia Soil and Water Conservation Commission website at <http://gaswcc.georgia.gov>.)
 4. Possess at least three (3) years of experience relevant to each inspection category requested for authorization. (A bachelor's degree in engineering is considered equivalent to 18 months of experience.)
- G. When an authorized third party inspector employee working under the direct supervision of a principal inspector changes employment to an authorized principal inspector for another third party inspection firm, the third party inspector employee must submit a new application to the Department of Planning and Development for review.
- H. Principal Inspectors shall maintain professional liability (errors and omissions) insurance as required by OCGA § 8-2-26(g)(11) as follows:
1. \$1,000,000 limit per claim and \$1,000,000 in aggregate coverage for any project with a construction cost of \$5,000,000 or less.
 2. \$2,000,000 limit per claim and \$2,000,000 in aggregate coverage for any project with a construction cost of more than \$5,000,000 million.
- I. It shall be the responsibility of each third party inspector to promptly provide Gwinnett County staff with proof of valid insurance, professional licenses, and certification as applicable prior to expiration.
- J. Any appeal of an administrative decision made by the Department of Planning and Development regarding third party inspector applications shall be made to the Board of Construction Adjustments and Appeals and will be heard during regularly scheduled meetings.

III. Third Party Inspections Program Violations and Penalties

- A. Third party inspectors are subject to penalties, including suspension and removal from the Third Party Inspections Program, imposed by the Department of Planning and Development for committing violations as specified in the Third Party Inspections Program Rules of Operation.
- B. Removal of a principal inspector from the Third Party Inspections Program results in removal of all third party inspector employees working under his or her direct supervision from the Program until the principal inspector is subsequently authorized by the Department of Planning and Development to participate in the Program except for those employees working under direct supervision of an alternate principal inspector for the same third party inspection firm.
- C. Termination of employment of an authorized third party inspector results in immediate removal of the inspector from the Third Party Inspections Program. The third party inspection firm that previously employed the third party inspector shall notify Gwinnett County Department of Planning and Development, Building Inspections Section, within ten (10) business days of the date of the third party inspector's termination.

- D. Any appeal of penalties assessed by the Department of Planning and Development shall be made to the Board of Construction Adjustments and Appeals and will be heard during regularly scheduled meetings.

Appendix A

Third Party Inspector Minimum Credentials (required experience not included)			
Scope of Inspection by Third Party Inspectors	Principal Inspectors	Employees Under Direct Supervision of Principal Inspectors	Authorized Inspection Category
Foundation inspections only for residential and commercial construction	Georgia Professional Engineer or Architect registration and ICC Residential or Commercial Building Inspector certification	ICC Commercial Building Inspector certification or ICC Residential Building Inspector certification	F
Building requirements for 1 & 2 family residential construction	Georgia Professional Engineer or Architect registration and ICC Residential or Commercial Building Inspector certification	ICC Residential Building Inspector certification or ICC Residential Combination Inspector certification or ICC Combination Inspector certification	RS
Building requirements for commercial and multifamily residential construction	Georgia Professional Engineer or Architect registration and ICC Residential or Commercial Building Inspector certification	ICC Commercial Building Inspector certification or ICC Commercial Combination Inspector certification or ICC Combination Inspector certification	CS
Electrical requirements for 1 & 2 family residential construction	Georgia Professional Engineer or Architect registration and ICC Residential or Commercial Building Inspector certification	ICC Residential Electrical Inspector certification or ICC Residential Combination Inspector certification or ICC Combination Inspector certification or Electrical contractor license from the pertinent GA licensing board	RE

Scope of Inspection by Third Party Inspectors (cont.)	Principal Inspectors (cont.)	Employees Under Direct Supervision of Principal Inspectors (cont.)	Authorized Inspection Category (cont.)
Electrical requirements for commercial and multifamily residential construction	Georgia Professional Engineer or Architect registration and ICC Residential or Commercial Building Inspector certification	ICC Commercial Electrical Inspector certification or ICC Commercial Combination Inspector certification or ICC Combination Inspector certification or Electrical contractor license (non-restricted) from the pertinent GA licensing board	CE
Mechanical and fuel gas requirements for 1 & 2 family residential construction	Georgia Professional Engineer or Architect registration and ICC Residential or Commercial Building Inspector certification	ICC Residential Mechanical Inspector certification or ICC Residential Combination Inspector certification or ICC Combination Inspector certification or Conditioned air contractor license from the pertinent GA licensing board	RM
Mechanical and fuel gas requirements for commercial and multifamily residential construction	Georgia Professional Engineer or Architect registration and ICC Residential or Commercial Building Inspector certification	ICC Commercial Mechanical Inspector certification or ICC Commercial Combination Inspector certification or ICC Combination Inspector certification or Conditioned air contractor license (non-restricted only) from the pertinent GA licensing board	CM
Plumbing and fuel gas requirements for 1 & 2 family residential construction	Georgia Professional Engineer or Architect registration and ICC Residential or Commercial Building Inspector certification	ICC Residential Plumbing Inspector certification or ICC Residential Combination Inspector certification or ICC Combination Inspector certification or Plumbing contractor license from the pertinent GA licensing board	RP

Scope of Inspection by Third Party Inspectors (cont.)	Principal Inspectors (cont.)	Employees Under Direct Supervision of Principal Inspectors (cont.)	Authorized Inspection Category (cont.)
Plumbing and fuel gas requirements for commercial and multifamily residential construction	Georgia Professional Engineer or Architect registration and ICC Residential or Commercial Building Inspector certification	ICC Commercial Plumbing Inspector certification or ICC Commercial Combination Inspector certification or ICC Combination Inspector certification or Plumbing contractor license (non-restricted only) from the pertinent GA licensing board	CP
Energy requirements for all types of construction	Georgia Professional Engineer or Architect registration and ICC Residential or Commercial Building Inspector certification	ICC Residential Energy Inspector/Plans Examiner Or ICC Commercial Energy Inspector	EN