



## Third Party Inspector Application (Third Party Inspections Program)

1. **Type of application** (select one ):  Initial Term (2 years)  Renewal Term (4 years)
2. **Type of inspector** (select one ):  Principal Inspector  Employee

Third Party Inspector Minimum Credentials (Refer to the Third Party Inspections Program Administrative Policy for additional details)	
Principal Inspector	Employee
<ul style="list-style-type: none"> <li>Georgia Professional Engineer or Architect registration</li> <li>ICC Residential or Commercial Building Inspector certification</li> <li>Level IB Advanced Fundamentals certification</li> <li>Minimum of 18 months of experience relevant to each inspection category requested.</li> </ul>	<ul style="list-style-type: none"> <li>ICC certifications relevant to the scope of inspections to be performed</li> <li>Level IB Advanced Fundamentals certification</li> <li>Minimum of three (3) years of experience relevant to each inspection category requested. (A bachelor's degree in architecture or engineering is considered equivalent to 18 months of experience.)</li> </ul>

### 3. Provide applicant information:

Applicant's Full Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Location: \_\_\_\_\_

Street Address (including suite/unit #)

City

State

Zip Code

Email: \_\_\_\_\_ Phone: (O): \_\_\_\_\_ (C): \_\_\_\_\_

Full Name of Principal Inspector responsible for supervising applicant: \_\_\_\_\_

Enter "applicant" if applicant is principal inspector

Email: \_\_\_\_\_ Phone: (O): \_\_\_\_\_ (C): \_\_\_\_\_

### 4. Indicate the inspection categories requested for authorization (select all that apply ):

- |  |  |
|--|--|
| <input type="checkbox"/> <b>F:</b> Foundation inspections only for residential and commercial construction         | <input type="checkbox"/> <b>CS:</b> Building requirements for commercial and multifamily residential construction                |
| <input type="checkbox"/> <b>RS:</b> Building requirements for 1 & 2 family residential construction                | <input type="checkbox"/> <b>CE:</b> Electrical requirements for commercial and multifamily residential construction              |
| <input type="checkbox"/> <b>RE:</b> Electrical requirements for 1 & 2 family residential construction              | <input type="checkbox"/> <b>CM:</b> Mechanical and fuel gas requirements for commercial and multifamily residential construction |
| <input type="checkbox"/> <b>RM:</b> Mechanical and fuel gas requirements for 1 & 2 family residential construction | <input type="checkbox"/> <b>CP:</b> Plumbing and fuel gas requirements for commercial and multifamily residential construction   |
| <input type="checkbox"/> <b>RP:</b> Plumbing and fuel gas requirements for 1 & 2 family residential construction   | <input type="checkbox"/> <b>EN:</b> Energy requirements for all types of construction  |

5. **Provide applicant credentials** (attach resume):

Provide summary of educational history (*or include on resume*)

Provide summary of work experience relevant to each inspection category requested in #4 (*or include on resume*):

Provide list of current professional licenses and certifications including but not limited to those pertinent to professional engineer or architect, state contractor, ICC, and GSWCC:

**6. Applicant certification**

I hereby certify that all information contained in this third party inspector application is true and accurate and authorize Gwinnett County Department of Planning and Development staff to inquire regarding my credentials including knowledge, experience, licenses and certifications as deemed necessary. I further certify that I will promptly notify Gwinnett County Department of Planning and Development regarding any change to the information presented in this application.

I hereby acknowledge that I have reviewed the Administrative Policy and Rules of Operation for the Gwinnett County Third Party Inspections Program and understand that compliance with the requirements established therein is mandatory for participation in the Program as a third party inspector. I also understand that Gwinnett County Department of Planning and Development has the right to decline my application, and to suspend or revoke authorization to participate in the Program either as a principal inspector or third party inspector employee in accordance with the Third Party Inspections Program Administrative Policy and Rules of Operation.

Applicant's Name (print): \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_  
Print Full Name

Date: \_\_\_\_\_

NOTARY SEAL:

\_\_\_\_\_  
Notary Public Signature

# **Checklist for Third Party Inspector Application**

Email a copy of the completed (and notarized) third party inspector application with the following documents in PDF format to [PND-TPI-Reports@gwinnettcounty.com](mailto:PND-TPI-Reports@gwinnettcounty.com):

## **For Principal and Employee Inspectors**

- Copy of resume which includes a summary of educational history and work experience relevant to each inspection category requested in section #4 unless included in section #5.
- Proof of current ICC certification(s) or state of Georgia registration(s) as electrical/conditioned air/plumbing contractor pertinent to each inspection category requested in section #4. (Provide copy of certificate or details including expiration date from the ICC website, or copy of licensee details including expiration date from the Georgia Secretary of State website, as applicable.)
- Proof of current Level IB Advanced Fundamentals certification issued by Georgia Soil and Water Conservation Commission (GSWCC). (Provide copy of current certificate or certificate details including expiration date from the GSWCC website.)

## **Additional Documents for Principal Inspectors Only**

- Proof of current state of Georgia registration as a professional engineer (P.E.) or architect (R.A.) as applicable. (Provide copy of licensee details including expiration date from the Georgia Secretary of State website.)
- Current certificate of professional liability (errors and omission) insurance. (Refer to Third Party Inspections Program Administrative Policy for minimum requirements.)

**Verify the application is complete including supporting documents prior to submitting. An incomplete application may delay processing of the application.**

For assistance, contact Janet Yuchimiuk at 678.518.6002 or [janet.yuchimiuk@gwinnettcounty.com](mailto:janet.yuchimiuk@gwinnettcounty.com).