

Department of Planning and Development

446 West Crogan Street • Lawrenceville, GA 30046-2440
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www.gwinnettcounty.com



Third Party Engineer Inspector Application Package
Gwinnett County
Department of Planning & Development
One Justice Square
446 West Crogan Street
Lawrenceville, GA 30046
678.518.6000

General Information

- A. All construction inspections in unincorporated Gwinnett County are to be made under the requirements of the Gwinnett County Construction Code which contains the titles and editions of all building codes that Gwinnett County enforces, the applicable sections of the Gwinnett Zoning Resolution (the Gwinnett County Construction Code and Gwinnett County Zoning Resolutions may be purchased from Gwinnett County Department of Planning & Development) and following the Standard Operating Procedures of Gwinnett County Department of Planning & Development. All approved **“Third Party Engineer Inspectors”** will be **required** to have copies of the above mentioned documents.
- B. Engineers may do work in their “scope of expertise” with ICC certification(s) that match his or her expertise.
- C. Gwinnett County will authorize and accept Third Party Engineer Inspectors for the following only. Prior approval is required for each of the eight (8) categories listed below:
1. **I & 2 Family Residential**: footings, foundations, garage and carport slabs, basements floor slabs, curb cuts, ramps and sidewalks in accordance with the Development Regulations (Section 6.13);
 2. **Commercial**: footings, column pads, concrete slabs, floors, tilt up panels and foundation walk;
 3. **Foundation/Retaining** wall inspections and footings
 4. **Design work** as required during field inspection of I & 2 Family construction which has not been stamped by a Georgia licensed architect or engineer.
- D. That the following inspections by prior approved third engineer inspections **will be accepted only when the automated inspection request system gives approval**. This will occur when Gwinnett County is two or more days behind in making inspections. (At the present time, Third Party Inspectors have not been approved for items 5, 6, 7 or 8.)
5. **I & 2 Family Residential**: rough electrical,
 6. **I & 2 Family Residential**: rough plumbing,
 7. **I & 2 Family Residential**: rough mechanical,
 8. **I & 2 Family Residential**: rough framing.
- E. Final Inspections for Issuance of Certificates of Occupancy are not authorized accepted by Gwinnett County under this Third Party Engineer Inspectors program.
- F. Third Party Engineer Inspectors are not authorized to perform any inspections for billboards, signs, cell towers, footing/foundation only permits for commercial projects, “After-the-fact” inspections, inspections previously “Failed by another Third Party Inspector firm or County Inspector”, elevated floor slabs, or the requested inspection when erosion control inspection fails.

The following highlights some of the requirements:

1. Inspection reports must be received by the Building Permits Section of Planning & Development within two (2) business days. Original reports must be signed, dated, stamped and wet sealed. Reports may be mailed, couriered or delivered in person. Fax copies are NOT acceptable.
2. Third Party Inspectors/Engineers are only authorized to perform inspections in prior approved categories as listed below.
3. Third Party Inspectors/Engineers are required to verify “HOLDS”, set back requirements and red tag items prior to performing requested inspections.
4. Third Party Inspectors/Engineers are required to perform erosion control inspections prior to performing requested inspection.
5. Third Party Inspectors/Engineers are required to sign and date the “Yard Card” before leaving the inspection site indicating type of inspection and passed/failed inspection results.
6. Third Party Inspectors/Engineers are not authorized to perform any inspections for:
 - Swimming Pools (in/on/above ground)
 - “After-the-fact” inspections, without P&D written approval
 - The requested inspection when Erosion control inspection fails
 - Cell Towers
 - Billboards
 - Elevated floor slabs
 - “Footing/foundations only” Permits for commercial and residential projects
 - Inspections previously “failed” by another Third Party Inspectors Firm or Gwinnett County inspector
 - All signs- free standing & sub-division entrance signs

Procedures for Approval as a Third Party Inspector Engineer Inspector

- A. Complete a “Third Party Engineer Inspector” application form and submit with a current resume containing education and work history to the Gwinnett County Department of Planning & Development, Building Construction Section, One Justice Square, 446 West Crogan Street, Lawrenceville, Georgia 30046, to the attention of the Building Construction Manager for consideration by the Board of Construction Adjustments & Appeals.
- B. Appear before the Board of Construction Adjustments & Appeals on the designated date for approval or denial.
- C. The First Term of approval for a Third Party Engineer Inspector will be for Two (2) years. At that time, you will be required to appear before the Board for renewal of your certification. A new application form with the requested backup documentation will need to be provided. When approved, subsequent renewal terms will be for a four (4) year period if all qualifications are met.
- D. Requirements for Principal Engineers to be approved as Third Party Engineer Inspectors for Gwinnett County are as follows:
(The designated Alternate shall meet the same requirements as the Principal Engineer.)
 1. The Principal Engineer 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 has authority to discuss and resolve any problems which may occur during the inspection process for Gwinnett County.
 2. The Principal Engineer shall be approved to work in his or her area of expertise.
 3. The Principal Engineer shall be a Georgia State Registered Engineer in his or her area of expertise.
 4. The Principal Engineer shall be certified by the International Code Council as either ICC Residential Inspector or ICC Building Inspector.
 5. The Principal Engineer shall obtain and maintain IB Advanced Erosion certification required by the State of Georgia for all Certified Inspectors (see website <http://gaswcc.georgia.gov>)

- E. Requirements for Employees of Engineers to be approved as Third Party Engineer Inspectors for Gwinnett County are as follows:
1. Employee shall work under the control of the approved Principal Engineer or the Designated Alternate when applicable for their company.
 2. Employees shall be certified by the International Code Council as either ICC Residential Inspector or ICC Building Inspector.
 3. Employees shall obtain and maintain IB Advanced Erosion certification required by the State of Georgia for all Certified Inspectors (see website <http://gaswcc.georgia.gov>)
 4. Employees shall have at least three (3) years experience in his or her expertise (an engineering degree will be the equivalent of 18 months experience).
- F. When the **Principal Engineer** is removed from the approved list for any reason, employees working under that **Principal Engineer** will also be removed until such time as another Principal Engineer is approved for the company. The Designated Alternate Principal Engineer can temporarily fill this position until the next Board of Construction Adjustments & Appeals meeting.
- G. When the approved employee of a Principal Engineer terminates employment for any reason, the Principal Engineer shall notify Gwinnett County Department of Planning & Development, Building Construction Section **within 10 working days of the employee's termination** so that the employee may be removed from the approved list of Third Party Engineers.
- H. When the approved employee of a Principal Engineer changes employment to another approved Principal Engineer, a new application shall be submitted to the Department of Planning & Development for consideration by the Board of Construction Adjustments & Appeals.
- I. Seal and signature of the Principal Engineer must appear on the inspection report form under the signature of the ICC Certified Inspector who performed the inspection with field notes attached.
- J. Third Party Engineer Inspectors shall be approved for inspecting engineered footings of commercial projects and residential footing inspectors where no engineering design is required.
- K. Only the approved Principal Engineer will submit inspection documents or respond to Gwinnett County when procedural or inspection problems occur.
- L. **Insurance Requirements:**
1. Comprehensive General Liability Insurance:
 - (a) \$500,000 limit of liability per occurrence for bodily injury and property damage.
 2. Professional Liability Insurance:
 - (b) \$500,000 limit per occurrence (insurer must be authorized to do business in the State of Georgia).
 3. Workers Comp (with 3 or more employees)
 4. The cancellation provision shall provide for 30 days notice of cancellation.
 5. Certificate Holder shall read:

Gwinnett County Board of Commissioners
Attn: Building Construction Manager, Planning & Development
One Justice Square
446 West Crogan Street
Suite 150
Lawrenceville, GA 30046
 6. Gwinnett County Board of Commissioners (and any applicable authority) shall be shown as an additional insured on General Liability policy.
 7. Insurance Company shall have an A.M. Best rating of A-6 or higher.
 8. Insurance Company shall be licensed to do business by the Georgia Department of Insurance.
 9. Certificates of insurance, and any subsequent renewals, shall reference specific contract or project.
 10. Insured shall submit certificate renewals annually 30 days prior to expiration date.

- M. Failure to maintain required insurance will result in removal from Gwinnett County Approved List of Third Party Engineer Inspectors. Planning & Development shall send only one warning letter to Principal Engineer approximately 30 days before expiration. Original underwriter copies must be submitted prior to expiration; faxes or email will not be accepted. All inspection reports will be returned and not entered into Accela when any type of insurance has expired.

Requirements for Conducting a Third Party Engineer Inspection

- A. Builders may request footing and foundation inspections at their own discretion; residential inspections for rough electrical, rough plumbing, rough mechanical and framing may only be requested by the builder to be by Gwinnett County Building Inspectors. At the present time, Third Party Inspectors have not been approved for any rough or final inspections.
- B. The builder/developer will contact you directly to request an inspection within unincorporated Gwinnett County.
- C. Before conducting the footing/foundation inspection, you must contact the Building Permits Section of the Department of Planning & Development to determine the following:

You shall not make an inspection on a project when one or more of the following conditions exist:

1. Building permit has not been issued or posted at jobsite.
2. Erosion control measures are not in place.
3. Has a "Hold" on it from any governmental agency.
4. Has been issued a "Hold all inspections" by a Gwinnett County inspector, and
5. Has not passed all other prior required inspections.

If you have three (3) or fewer requests per day, call 678.518.6020 with the building permit number(s) and a permit technician will provide you with the required information. For more than three (3) requests, fax your requests to 678.518.6240, attention: Building Permits; requests submitted by 9:00 AM will be completed and returned by 3:00 PM the same day.

- D. Once you have determined there are no "Holds" on the project you must visit the site to perform the inspection. You shall verify the following at the job site before conducting the requested inspection:
1. The building permit card is posted;
 2. Erosion Control measures are in place per the Soil Erosion and Sediment Control Ordinance.
 3. Set back and stream buffer requirements are in compliance with the County Ordinances and State Law requirements.

If any item is not in compliance, a field report shall be provided to the builder and Gwinnett County Building Construction Section stating reasons for failure. The builder must now request a reinspection, from a County Inspector only.

- E. After the inspection has been completed, you shall:
1. On the day of inspection, immediately sign and date the building permit card in the appropriate block to indicate approval or denial. After-the-fact inspections will not be accepted. See Item "F" below.
 2. If you find discrepancies, you are to convey your findings to the builder and Gwinnett County Building Construction Section in writing using the inspection form provided.
 3. Complete the attached "Inspection Report" form and submit to Gwinnett County within **two (2) business days** from the time the inspection is performed indicating whether the inspection **passed** or **failed**. To avoid unnecessary delays for the builder, it is crucial these reports be received promptly. There reports shall only be hand delivered to the Building Permits Section of the Department of Planning & Development. Faxed copies will not be accepted.

F. When a builder pours a footing or slab **prior** to inspection, the Third Party Engineer Inspector or employee of such **shall not** inspect or approve the footing or slab. Instead a field inspection report shall be provided to Gwinnett County Department of Planning & Development stating such fact. Gwinnett County Building Construction will assign a County Inspector to investigate the footing or slab; the Gwinnett County Inspector may issue a court citation to the builder and require him to appear before the Construction Board of Adjustments and Appeals for their ruling.

G. Penalties for Violation of Requirements:

The following are the penalty procedures for violations of the requirements as set forth in these Third Party Engineer/Inspector requirements for engineers and their employees.

1. First violation – a “letter of warning” will be sent to the third party engineer or employee documenting the specific violation and copied to the Board of Construction Adjustments and Appeals members and the county file for the third party engineers.
2. If the problem still exists, a “letter of intent to reprimand” will be issued requesting the third party engineer/employee appear before the Board of Construction Adjustments and Appeals with a recommendation from the Development Staff to issue a reprimand.
3. When problems continue further, a “letter of intent to suspend” will be issued requesting the third party engineer/employee appear before the Board of Construction Adjustments and Appeals with a recommendation from Development Staff to suspend the engineer/employee for no less than six (6) months.
4. If problems continue, a “letter of intent to dismiss” will be issued requesting the engineer/employee to appear before the Board of Construction Adjustments and Appeals with the recommendation from Development Staff to dismiss the engineer/employee from performing third party inspections on behalf of Gwinnett County.

H. Letters of reprimand, suspension, and dismissal will be copied to the Georgia State Board of Licenses.

The following is a partial list of violations of requirements for conducting a Third Party Engineer Inspection:

- Original Inspection Report(s) Not submitted on time within two (2) working days time limit
- Original Inspection Report(s) Not dated/signed correctly, incorrect address, incorrect lot and block, incorrect permit numbers
- Original Engineer’s seal not on inspection report(s)
- Building Permit Card(s) not signed or dated on day inspection was performed
- Erosion Control measures not installed or maintained but inspection made
- Unauthorized Employee performing inspection
- Performing unauthorized types of inspection(s)
- Inspection(s) passed with Hold(s) on project
- Inspection(s) passed without permit card on job site
- Inspection(s) passed when setback requirement are not in compliance with County Ordinance Requirements and State Law Requirements

- I. If you encounter procedural or technical problems during the course of any inspection, please contact the appropriate inspection personnel as follows:

Ray Leach	Commercial Structural I & 2 Family Dwellings	678.518.6036
Johnny Lyons	Electrical/Mechanical/Plumbing	678.518.6186

If you encounter management problems or questions, please contact:

Joel Rodriguez	Building Inspections Manager	678.518.6035
Ray Leach	Inspections Coordinator	678.518.6036
Martha Nash	Administrative Support Associate III	678.518.6007

**Gwinnett County
THIRD PARTY INSPECTOR APPLICATION CHECKLIST**

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY PHONE: _____

PRINCIPAL ENGINEER: _____

ADDRESS: _____

WORK PHONE: _____ HOME PHONE: _____

E-MAIL ADDRESS: _____

EMPLOYEE OF PRINCIPAL ENGINEER: _____

ADDRESS: _____

WORK PHONE: _____ HOME PHONE: _____

E-MAIL ADDRESS: _____

The following items **must be submitted** to Gwinnett County Department of Planning and Development, One Justice Square, 446 West Crogan Street, Lawrenceville, Georgia 30046, Attention: Building Construction Manager, **three (3) weeks prior to appearing** before the Board of Construction Adjustments and Appeals for approval.

APPLICATION FOR APPROVAL

REAPPROVAL APPLICATION

(Completely filled out with signature and date)

CATEGORIES

One

Two

Three

Four **(State License Holders Only)**

AFFIDAVIT

(Completely filled out with signature and date)

PROOF OF INSURANCE

\$500,000 Minimum Professional Liability

30-Day Notification Cancellation

\$500,000 Minimum General Liability *(This statement below must be on your insurance certificate)*

**GWINNETT COUNTY BOARD OF COMMISSIONERS MUST BE NAMED AS
ADDITIONAL INSURED IN RESPECTS TO GENERAL LIABILITY**

\$500,000 Minimum Workers Comp (when applicable - 3 or more employees)

Under Certificate Holder put:

**Gwinnett County Board of Commissioners
Attn: Building Construction Manager
One Justice Square, 446 West Crogan Street
Lawrenceville, GA 30046**

COPY OF GEORGIA STATE P.E. REGISTRATION WITH NUMBER AND EXPIRATION DATE **This pertains to the applicant, not the applicant's Principal Engineer. Do not fill this section out unless you personally have a State license.*

_____ / _____

COPY OF RESUME/EDUCATIONAL ACHIEVEMENTS

COPY OF WORK EXPERIENCE

COPY OF IB EROSION CONTROL CERTIFICATION COURSE AS REQUIRED BY THE STATE OF GEORGIA

COPY OF CERTIFICATIONS

ICC Residential Building Inspector Certification Number and Expiration Date _____ / _____

ICC Commercial Building Inspector Certification Number and Expiration Date _____ / _____

Gwinnett County

Third Party Engineer Inspector Application for Approval

- Principal Engineer Inspector
- Employee of Principal Eng. Inspector
- Designated Alternate Principal Inspector

(Please complete and submit with resume)

NAME: _____
Last First Middle

E-MAIL ADDRESS: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ CELL PHONE #: _____

Which Categories? One Two Three Four (Please check the ones which apply to you)

EDUCATION (RELATIVE TO CONSTRUCTION/INSPECTION): _____

LIST ANY CERTIFICATIONS/CREDENTIALS INCLUDING STATE, ICC AND OTHER REGISTRATION AND/OR
CERTIFICATION NUMBERS THAT YOU PRESENTLY HOLD: _____

PREVIOUS INSPECTION EXPERIENCE: _____

I hereby certify that all information contained above is true and accurate and authorize the Gwinnett County Board of Construction Adjustments and Appeals 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 Gwinnett County Department of Planning and Department.

Signature _____ Date _____

FOR OFFICE USE ONLY

In accordance with the requirements of Section 103.8.3 of the Gwinnett County Construction Code, the above listed individual has satisfied the requirements of the Gwinnett County Board of Construction Adjustments and Appeals and is listed as a Third Party Engineer Inspector authorized to make the following inspections: Please circle applicable approval number(s).

#1	#3	#5	#7
#2	#4	#6	#8

This appointment expires on: _____
(DAY / MONTH / YEAR)

SIGNATURE: _____ DATE: _____
Secretary, Board of Construction Adjustments and Appeals

THIRD PARTY PRINCIPAL ENGINEER INSPECTOR
 EMPLOYEE OF THIRD PARTY ENGINEER INSPECTOR
AFFIDAVIT (Required for initial approval and changes.)
This affidavit must be submitted; please type or use black ink.

Principal Engineer: _____
Georgia P. E. License Number: _____
Company Name: _____
Company Address: _____
City: _____ State: _____ Zip Code: _____
Company Phone: _____ Mobile Phone: _____ FAX: _____
Email Address for Employee: _____
Name of Employee: _____
Phone: _____ Mobile Phone: _____

THIRD PARTY ENGINEER OR EMPLOYEE OF THIRD PARTY ENGINEER

My signature hereon signifies that I am the person responsible for compliance with the attached requirements for Third Party Engineer Inspections. I acknowledge that the Gwinnett County Board of Construction Adjustments and Appeals has the right to disapprove my application or to revoke approval to perform third party engineer inspections as either an employee or principal third party engineer in Gwinnett County or any city under contract with Gwinnett County. I have read and fully understand the following:

- A. All my inspections shall be made under the requirements of the CONSTRUCTION CODE (which contains the titles and editions of all building codes), the applicable sections of the ZONING RESOLUTION, the SOIL EROSION SEDIMENT CONTROL ORDINANCE, the DEVELOPMENT REGULATIONS and in accordance with following the Standard Operating Procedures of the Department of Planning and Development. As an approved "Third Party Engineer Inspector", I shall possess copies of all above mentioned documents (the Construction Code, Soil Erosion and Sediment Control Ordinance and Zoning Resolution may be purchased from Gwinnett County Department of Planning and Development)
- B. I shall only do work in my "scope of expertise" with the ICC certification that matches my expertise and have provided proof of certification.
- C. THAT GWINNETT COUNTY WILL AUTHORIZE AND ACCEPT THIRD PARTY ENGINEER INSPECTIONS FOR THE FOLLOWING ONLY AND THAT PRIOR APPROVAL IS REQUIRED FOR EACH OF THE EIGHT (8) CATEGORIES LISTED BELOW:
 - 1) **I & 2 Family Residential:** footings, foundations, garage and carport slabs, basement floor slabs, curb cuts, ramps and sidewalks in accordance with the Development Regulations (Section 6.13);
 - 2) **Commercial:** footings, column pads, concrete slabs, floors, tilt up panels and foundation walls;
 - 3) **Foundation/Retaining** wall inspections and footings
 - 4) **Design work** as required during field inspection of I & 2 Family construction which has not been stamped by a Georgia licensed architect or engineer.
- D. THAT THE FOLLOWING INSPECTIONS BY PRIOR APPROVED THIRD PARTY ENGINEER INSPECTORS WILL BE ACCEPTED ONLY WHEN THE AUTOMATED INSPECTION REQUEST SYSTEM GIVES APPROVAL. THIS WILL OCCUR WHEN GWINNETT COUNTY IS TWO OR MORE DAYS BEHIND IN MAKING INSPECTIONS. AT THE PRESENT TIME, THIRD PARTY INSPECTORS HAVE NOT BEEN APPROVED TO PERFORM THE FOLLOWING CATEGORIES (5,6,7,8):
 - 1) **I & 2 Family Residential:** rough electrical,
 - 2) **I & 2 Family Residential:** rough plumbing,
 - 3) **I & 2 Family Residential:** rough mechanical,
 - 4) **I & 2 Family Residential:** rough framing.
- E. FINAL INSPECTIONS FOR ISSUANCE OF CERTIFICATES OF OCCUPANCY ARE NEITHER AUTHORIZED NOR ACCEPTED BY GWINNETT COUNTY UNDER THIS THIRD PARTY ENGINEER INSPECTORS APPROVAL.

Signature: _____ Date Signed: _____

Printed Name: _____ Title: _____

Notary Public Signature & Date of Expiration

NOTARY SEAL: