

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS**

THIRD PARTY INSPECTION PROGRAM

2012



DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

PROCEDURE MANUAL
Rev September 2012

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DEFINITIONS

Approved for Use Inspection: The Approved for Use Inspection shall apply to and replace all of the following construction codes “Final Inspections” terminology:

- **International Building Code (IBC)** – An Approved for Use inspection shall be made after all work required by the building permit is completed and prior to occupancy.
- **International Residential Code (IRC)** – An Approved for Use inspection shall be made after the permitted work is complete and prior to occupancy.
- **International Mechanical Code (IMC)** – An Approved for Use inspection shall be made upon completion of the mechanical system.
- **International Fire Code (IFC)** – An Approved for Use inspection shall be made after the permitted work is complete and prior to occupancy.
- **International Plumbing Code (IPC)** – An Approved for Use inspection shall be made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.
- **International Fuel Gas Code (IFGC)** – An approved for Use inspection shall be made upon completion of the installation.
- **International Energy Conservation Code (IECC)** - The building shall have an Approved for Use inspection and not be occupied until approved.
- **International Existing Building Code (IEBC)** - The Approved for Use inspection shall be made after all work required by the building permit is completed.

Building Code: The current International Building Code (IBC) as amended by the current 12A DCMR (the “Construction Code Supplement”).

Certification: The approval issued by DCRA to a Third Party Inspection Agency, following submission of an application which demonstrates compliance with the criteria and requirements set forth in District of Columbia statutes and regulations. Certification is a prerequisite to conducting Third Party Inspections in the District of Columbia.

Certification of Inspection Compliance: A report submitted by the Third Party Inspection Agency to the Code Official, within five (5) working days after a final inspection (normally, this is the final Building Code inspection) to assure that all work and all related code required inspections and testing on a project is complete and approved for use.

Chief Building Official (CBO): The Chief Building Official is the individual that is hired or has been appointed to the DCHR job description of that title and has the designated authorities of the District of Columbia Code Official.

Code Official: The Code Official is the Director of the Department (12 DCMR §103.1) or his or her designee.

Construction Codes: Collectively, the Building Code, Residential Code, Electrical Code, Fuel Gas Code, Mechanical Code, Plumbing Code, Property Maintenance Code, Fire Safety Code, Energy Conservation Code and Existing Building Code, as defined in Sections 101.2 through 101.4.8 of Title 12A of the District of Columbia Municipal Regulations (DCMR).

Contractor: A person who contracts on predetermined terms to provide labor and materials and to be responsible for the performance of a construction job in accordance with established specifications or plans. Also is licensed with the Department of Consumer and Regulatory Affairs as a General Contractor (as of October 1, 2009)

Department or DCRA: The District of Columbia Department of Consumer and Regulatory Affairs.

Final Inspection: The inspection that is the last inspection that verifies and certifies that all construction work is completed and inspected and approved and the building is ready to occupy. This Final Inspection authorizes the issuance of a Certificate of Occupancy once the Zoning and all other District of Columbia Agencies have approved the use of the premises.

Homestart Act: The Homestart Regulatory Improvement Amendment Act of 2002, codified as D.C. Official Code, 2001 Ed. §6-1405.04 (a).

ICC Certification: Voluntary certifications issued by the International Code Council (ICC), a nonprofit organization established in 1994 that is dedicated to developing a single set of comprehensive and coordinated national model construction codes. ICC Certification is based on the results of one or more examinations administered by the ICC to establish proficiency in professional categories.

Inspection Certificate Report: A report completed by the Inspection Agency and submitted to the Code Official, which certifies each completed phase and type of inspection that is part of the scope of Third Party Inspections for the Project.

Inspection Deficiency Report: A list of non-complying items prepared by the Third Party Inspection Agency following a Third Party Inspection, which is submitted to the Code Official and the Permittee on a weekly basis.

Inspection Record Placard: A card posted or otherwise made available by the Permittee to allow the Professional-in-Charge to make entries regarding Third Party Inspections of the Project until final approval is granted by the Code Official.

Manufacturers Installation Requirements: Manufacturers installation requirements or manufactures installation specifications are for the purposes of this manual synonymous. (Many manufacturers provide "specifications" that include installation requirements.)

Manufacturers Specifications: Refer to Manufacturers Installation Requirements.

Model Program: The Model Program for Special Inspection: Based on IBC Chapter 17 published by the International Code Council in 2005 in order to provide a guideline to assist building officials in the administration and enforcement of special inspection code provisions.

Owner: The owner of the property on which the construction work is being performed pursuant to a construction permit.

Permit tee: The person or entity who applied for and to whom construction permit(s) for the Project are issued.

Procedure Manual: The document setting forth policies and procedures for the Third Party Inspection Program entitled "Third Party Inspection Program-Procedure Manual", as referenced in 12A DCMR §109.4.

Professional-in-Charge: An individual who meets the professional qualifications set forth in 12A DCMR §109.4 and the Procedure Manual to oversee and supervise field inspections in specific disciplines, who is affiliated with a Third Party Inspection Agency, and whose qualifications have been reviewed by DCRA in connection with its approval of the Inspection Agency.

Project: The totality of construction activity covered by specific construction permit(s) and which requires field inspections or special inspections pursuant to the Construction Codes.

Residential Code: The "Residential Code," consists of the current International Residential Code as amended by the current 12B DCMR (the "Residential Code Supplement").

Special Inspections: Field inspections of certain types of construction, in accordance with Sections 106.3 and 109.3.9 of 12A DCMR, and Chapter 17 of the International Building Code, requiring specialized expertise, including: reinforced concrete; reinforced masonry; reinforced gypsum; welding; precast concrete; structural steel; engineered fill.

Third Party Inspection Agency or Inspection Agency: (a) a business entity registered or qualified to do business in the District of Columbia, or (b) a sole proprietor or individual, in either case which is approved by the Code Official to perform Third Party Inspections and who meets the ongoing requirements to maintain that approval. An Inspection Agency employs or contracts with one or more qualified "Professionals-in-Charge" and "Third Party Building Officials" in each field discipline for which the Inspection Agency is approved to conduct Third Party Inspections.

Third Party Inspection Program or Program: The policies and procedures adopted by DCRA to establish: (1) the minimum criteria to become an approved Third Party Inspection Agency; (2) the minimum criteria to maintain DCRA approval as a Third Party Inspection Agency; and (3) the process for scheduling and conduction of Third Party Inspections, and the submitting of Third Party Inspection Reports.

Third Party Inspection Reports: Written reports submitted by the Third Party Inspection Agency to the Code Official, including the Inspection Punch List, the Inspection Certificate Report and the Certification of Inspection Compliance.

Third Party Inspections: Field inspections of new construction, additions, alterations and repairs in the District of Columbia, pursuant to a building permit, which are performed by non-governmental persons or entities as authorized pursuant to the Homestart Regulatory Improvement Amendment Act of 2002, codified as D.C. Official Code, 2001 Ed. §6-1405.04 (a),

and Title 12A of the District of Columbia Municipal Regulations (DCMR), §109.4., in order to certify that such work complies with the District of Columbia Construction Codes.

Third Party Plans Reviewer: This term shall have the meaning provided in Section 105.3.1.1 of 12A DCMR.

SECTION I

INTRODUCTION AND OVERVIEW

The Government of the District of Columbia, through its Department of Consumer and Regulatory Affairs is responsible for the inspection and approval of all construction projects in the District of Columbia. Pursuant to provisions of the Homestart Regulatory Improvement Amendment Act of 2002, codified as D.C. Official Code, 2001 Ed. §6-1405.04 (a), and Title 12A of the District of Columbia Municipal Regulations (DCMR), §109.4, under certain conditions, nongovernmental persons or entities, are authorized to perform field inspections of work performed pursuant to a building permit and to certify that such work complies with the District of Columbia Construction Codes.

A Third Party Inspection Agency may be a corporate entity or partnership, registered or qualified to do business in the District of Columbia, or a sole proprietor or individual who qualifies to perform Third Party Inspections by obtaining DCRA approval and meeting the ongoing requirements to maintain that approval pursuant to District of Columbia statutes and regulations, and this Third-Party Inspection Program Procedure Manual. Among the pertinent requirements, an Inspection Agency must employ or contract with one or more qualified Professionals-in-Charge and Third Party Inspectors in each field discipline which the Inspection Agency proposes to inspect.

DCRA's Third Party Inspection Program, in this Procedure Manual, consists collectively of:

1. Entities or persons approved as Third Party Inspection Agencies by DCRA pursuant to the application and qualification procedures set forth in the Homestart Act, 12A DCMR and this Procedure Manual
2. Entities or persons approved as Special Inspectors pursuant to the procedures set forth in this Procedure Manual and the 2012 Special Inspections Program Manual
3. Qualification requirements, and administrative guidelines and procedures established and implemented by DCRA with respect to Third Party Inspection Agencies pursuant to the Homestart Act, 12A DCMR and this Procedure Manual.

Rules establishing the minimum requirements for Third Party Inspection Agencies, Professionals-in-Charge and Third Party Inspectors are set forth in Title 12A of the District of Columbia Municipal Regulations (DCMR), §109.4. In order to clarify the requirements and procedures for DCRA's Third Party Inspection Program, and to provide DCRA with the flexibility to update these requirements as necessary, DCRA hereby adopts this Third Party Inspection Program Procedure Manual, as authorized by Section 109.4 of 12A DCMR. Pursuant to Section 109.4 Applicants seeking to qualify as a Third Party Inspection Agency and authorized Inspection Agencies must comply with the qualification requirements and procedures set forth in the most current edition of the Third Party Inspection Program-Procedure Manual. *See* 12A DCMR §109.4.2.

This Procedure Manual:

1. Sets forth the minimum qualifications for Third Party Inspection Agencies;
2. Establishes an application process by which Third Party Inspection Agencies are certified.
3. Sets forth the scope of Third Party Inspections and clarifies the documentation and reports that must be completed by each participant in the process, including the owner of the property subject to a building permit, the Third Party Inspection Agency, the Professional-in-Charge, the Third Party Inspector and the Department.
4. Establishes a quality assurance process for verification and auditing of Third Party Inspections and related reports.
5. Communicates the process for removal or suspension of a Third Party Inspection Agency that does not comply with the Department's guidelines and procedures.

The Third Party Inspection Program is administered jointly by DCRA's Inspections and Compliance Administration (ICA) and the Occupational and Professional Licensing Administration (OPLA) under delegated authority from the Code Official. The Code Official is the Director of the Department (12 DCMR §103.1). Unless otherwise directed, communications regarding the Program shall be directed to the Code Official at the following address or such other address as the Code Official may advise:

**Chief Building Official
C/O Third Party Inspection Program Manager
Department of Consumer and Regulatory Affairs
1100 4th Street SW
Washington, DC 20024**

This Procedure Manual revises and replaces all previous editions in order to ensure improved organization and management, and better communication with respect to construction projects in the District of Columbia.

SECTION II

QUALIFICATIONS OF THIRD PARTY INSPECTION AGENCIES

Third Party Inspection Agencies are expected to employ or contract with Professionals-in-Charge and Third Party Inspectors who are experts in their given field(s), since Third Party Inspections cover a multitude of disciplines and often require specialized expertise. In order to ensure that Inspection Agencies are qualified to perform Third Party Inspections, they must provide the Code Official with documented evidence that they comply with the minimum qualification requirements set forth in the Construction Codes and this Procedure Manual and such evidence must be reviewed and approved by the Code Official.

The Inspection Agency shall have a Professional-in-Charge who is qualified in each discipline in which the Inspection Agency proposes to perform inspections, and shall employ a sufficient number of qualified Inspectors experienced in the inspection discipline in which he or she is conducting inspections.

Professionals-in-Charge who practice multiple scientific disciplines and are approved by the DCRA Office of Professional Licensing to practice in multiple disciplines may request an equivalency status with the Chief Building Official. Inspectors may also request an equivalency status for certification they hold that were not granted by ICC. Some of these organizations that may be considered as equivalent are the National Certification Program for Construction Code Inspectors (NCPCCI), American Construction Inspectors Association (ACIA), National Fire Protection Association (NFPA), etc. Equivalency will be determined by the Code Official and this decision is final. Licensing as a tradesperson is not deemed to be equivalent inspection experience.

Inspectors performing duties under this procedure, whether they are employees or subcontractors of the Inspection Agency, shall perform the inspections under the direct supervision of the registered Professional-in-Charge. Although a Professional-in-Charge and Inspector may provide services for multiple projects, they must be associated with an approved Inspection Agency and be indemnified by that Inspection Agency's General Liability and Errors and Omission insurance company. In order for an individual or sole proprietor to perform Third Party Inspections, he or she must qualify as an approved Inspection Agency; this means that the individual or sole proprietor will need to meet the qualifications of a Professional-in-Charge and an Inspector. In order to obtain DCRA approval, the Inspection Agency must identify Professionals-in-Charge and Inspectors, who meet the minimum qualifications for each field discipline as set forth in the following.

A. CONSTRUCTION

CONSTRUCTION PROFESSIONAL-IN-CHARGE REQUIRED QUALIFICATION CRITERIA

- Current registration in the *District of Columbia* as a Professional Engineer or current registration in the *District of Columbia* as an Architect.
- Documented minimum experience of three (3) years in the field of building design and/or construction, civil or structural engineering or construction project design and/or construction management, in a responsible capacity.

CONSTRUCTION INSPECTOR REQUIRED QUALIFICATION CRITERIA

- Current ICC Certification as a (B2) Building Inspector, (77) Commercial Energy Inspector and (21) Accessibility Inspector/Plans Examiner
- Minimum of three (3) years of documented experience in code compliance building inspection in a jurisdiction using any of the national model codes.

B. MECHANICAL

MECHANICAL PROFESSIONAL-IN-CHARGE REQUIRED QUALIFICATION CRITERIA

- Current license in the *District of Columbia* as a Professional Mechanical Engineer
- Documented minimum experience of three (3) years in the field of mechanical engineering or mechanical systems design and layout.

MECHANICAL INSPECTOR REQUIRED QUALIFICATION CRITERIA

- Current ICC Certification as a (M2) Mechanical Inspector and (77) Commercial Energy Inspector.
- Minimum of three (3) years of documented experience in code compliance inspection of mechanical systems in a jurisdiction using any of the national model codes.

C. ELECTRICAL

ELECTRICAL PROFESSIONAL-IN-CHARGE REQUIRED QUALIFICATION CRITERIA

- Current license in the *District of Columbia* as a Professional Electrical Engineer
- Documented minimum experience of three (3) years in the field of electrical engineering or systems in a position of responsible charge.

ELECTRICAL INSPECTOR REQUIRED QUALIFICATION CRITERIA

- Current ICC Certification as a (E2) Electrical Inspector and (77) Commercial Energy Inspector.
- Minimum of three (3) years of documented experience in code compliance inspection of electrical systems in a jurisdiction using any of the national model codes.

D. PLUMBING

PLUMBING PROFESSIONAL-IN-CHARGE REQUIRED QUALIFICATION CRITERIA

- Current license in the *District of Columbia* as a Professional Mechanical Engineer/ASPE CIPE
- Documented minimum experience of three (3) years in the field of plumbing engineering in a position of responsible charge.

PLUMBING INSPECTOR REQUIRED QUALIFICATION CRITERIA

- Current ICC Certification as a (P2) Plumbing Inspector and (77) Commercial Energy Inspector.
- Minimum of three (3) years of documented experience in code compliance inspection of plumbing systems in a jurisdiction using any of the national model codes.

E. ELEVATOR AND CONVEYING SYSTEMS

ELEVATOR PROFESSIONAL-IN-CHARGE REQUIRED QUALIFICATION CRITERIA

- Documented minimum supervisory experience of five (5) years in the fields of design, inspection or construction management involving the installation, maintenance, or rehabilitation of elevator and/or conveying systems.
- Documented current certification for Supervisors with an organization accredited by American Society of Mechanical Engineers (ASME-QEI-1)

ELEVATOR INSPECTOR REQUIRED QUALIFICATION CRITERIA

- Documented minimum of three (3) years experience in installation, repair or maintenance of elevator and/or conveying systems for an elevator contractor or under the direction of a nationally certified Elevator Safety Inspector.
- Documented current certification with an organization accredited by the American Society of Mechanical Engineers (ASME) as a certified Elevator Safety Inspector

F. FIRE PROTECTION

FIRE PROTECTION PROFESSIONAL-IN-CHARGE REQUIRED QUALIFICATION CRITERIA

- Current license in the District of Columbia as a Fire Protection Engineer.
- Documented minimum supervisory experience of three (3) years in the fields of design, inspection or construction management involving the installation, maintenance, or rehabilitation of Fire suppression systems.

FIRE PROTECTOIN INSPECTOR REQUIRED QUALIFICATION CRITERIA

- Current ICC certification as a (66) Fire Inspector I and (67) Fire Inspector II or equivalent determined by the Code Official.
- Minimum of three (3) years of documented experience in code compliance inspection of Fire Protection systems in jurisdiction using any of the national model codes or equivalent as determined by the Code Official.

G. GREEN/ENERGY

GREEN/ENERGY PROFESSIONAL-IN-CHARGE REQUIRED QUALIFICATION CRITERIA

- Current license in the District of Columbia as an Engineer or current registration in the *District of Columbia* as an Architect..
- LEEP AP and documented minimum experience of three (3) years in the field of green and energy systems design and layout.

GREEN/ENERGY INSPECTOR REQUIRED QUALIFICATION CRITERIA

- Current ICC certification as a (B2) Commercial Building Inspector, (77) Commercial Energy Inspector and (G2) IgCC Commercial Inspector
- Minimum of three (3) years of documented experience in code compliance inspection of Green/ Energy in a jurisdiction using any of the national model codes or equivalent as determined by the Code Official.

H. RESIDENTIAL ONLY

RESIDENTIAL ONLY PROFESSIONAL IN CHARGE

- Current registration in the *District of Columbia* as a Professional Engineer or current registration in the *District of Columbia* as an Architect.
- Documented minimum experience of three (3) years in the field of building design and/or construction, civil or structural engineering or construction project design and/or construction management, in a responsible capacity.

RESIDENTIAL ONLY INSPECTOR (ONE AND TWO FAMILY DWELLINGS)

- Current ICC Certification as a (R5) Residential Combination Inspector and (79) Residential Energy Inspector/Plans Examiner.
- Minimum of three (3) years of documented experience in code compliance building inspection in a jurisdiction using any of the national model codes.

I. SPECIAL INSPECTIONS

District of Columbia regulations (12A DCMR §109.3.9) authorize the Code Official to require the owner to employ special inspectors with adequate qualifications to inspect certain types of construction (“Special Inspectors”), specifically:

- Reinforced Concrete
- Reinforced Masonry
- Reinforced Gypsum
- Welding
- Precast Concrete
- Structural Steel
- Engineered Fill
- Other Construction
- Smoke Control Systems

The Code Official shall determine the qualifications of Special Inspectors, in accordance with Section 109.3.9 of 12A DCMR, and Chapter 17 of the International Building Code. The Special Inspections Program Model Program (2012) is herein implemented by reference for administration and implementation of all IBC - Section 1704.1 required testing and special inspections. The Special Inspections Program Manual is adopted as a mandatory guideline necessary to implement the intention expressed herein.

SPECIAL INSPECTOR QUALIFICATION STANDARDS

The minimum qualifications listed below are from the IAS Document AC291 – Accreditation Criteria for IBC Special Inspection Agencies and are given as examples of qualifications. Ultimately, the Code Official has the responsibility for approval of special inspectors and special inspection agencies.

Experience

1. In order for experience to count toward qualifications, it must be based on verifiable work directly related to the category or type of inspection involved.
2. An engineering degree (BS) plus appropriate in-house training may be substituted for not more than one year of experience. An engineering technology degree (AA) plus appropriate in house training may be substituted for not more than six months of experience. (Degree experience may not be substituted for more than half of the experience requirements in any category.)
3. Three to Five or more years’ experience as a qualified special inspector in one or more categories of work may fulfill up to half of the experience requirements in any category, at the discretion of the (agency’s) responsible professional engineer.

Certification

Except for individuals who are registered design professionals, inspection and testing agency field inspection personnel shall be certified by examination through WACEL, the American

Concrete Institute, the Post Tensioning Institute, the American Welding Society, the American Society for Nondestructive Testing, the National Institute for Certification in Engineering Technologies, the International Code Council or other organizations whose programs are recognized by the District. Inspection and testing agency personnel shall be reviewed and approved by the Special Inspections Section on a case-by-case basis. The inspection and testing agency personnel shall conduct only those special inspection and materials testing services in which they have demonstrated competency through an approved certification or registration program. Different levels or types of special inspections require different levels or types of expertise by the inspector, and competency certifications shall match the tasks. Tests or inspections conducted by unqualified or unapproved inspection and testing agency personnel shall be automatically rejected, and further construction work shall not proceed until reinspections are conducted and approved.

Special Inspector in Training

1. The intent of this provision is to provide practical opportunities for an inspector to gain the needed experience to qualify as a special inspector.
2. An inspector who does not meet the qualifications for third party inspector may be allowed to perform "special inspection" at the discretion of the agency's responsible professional engineer and with approval of the Code Official, provided one or more of the following conditions are met:
 - (a) Individual is working under direct and continuous supervision of a special inspector fully qualified for the type of work involved.
 - (b) Individual is working under indirect or periodic supervision of a special inspector, and the scope of work is minor and/or routine and within the capabilities of the individual.
 - (c) Individual is specifically approved by the Code Official.

MINIMUM QUALIFICATIONS FOR SPECIAL INSPECTORS

PRESTRESSED

- Current certification in ICC prestressed concrete inspection.

REINFORCED

- Current certification in Reinforced Concrete Special Inspection by ICC (see note below)
- P.E. and a minimum one year of direct experience in reinforce concrete construction.
- Permittee must be qualified under Section 6.2 within 12 months of accreditation.
- Bachelor's degree in Civil or Structural Engineering from an accredited institution and minimum two years of experience. Applicant must be a qualified under Section 6.2 within 12 months of accreditation.
- ACI Concrete Construction Inspector and a minimum one year of experience.
NOTE: Passing the ICC exam on reinforced concrete special inspection or having the Reinforced concrete associate certification will not be considered without meeting the education/work experience requirements by ACI and ICC.

NONDESTRUCTIVE TESTING (NDT)

- Current American Society for Nondestructive Testing (ASNT) Level II as determined by Level III Examiner and a minimum one year of direct testing experience.
- Personnel qualified in accordance with nationally-recognized NDT personnel qualifications practice or standard, such as ANSI/ASNT-CP-189 or SNT-TC-1A.

PIER AND PILE FOUNDATIONS

- Current ICC certification in Reinforced Concrete Special Inspections
- P.E. and a minimum one year of experience.
- NICET III or IV (geotechnical/construction or construction material testing/soils) and a minimum five years of experience.
- NICET CT Certified Engineering Technologist and a minimum five years of experience.

POSTINSTALLED STRUCTURAL ANCHORS IN CONCRETE

- Current ICC certification as a Residential or Commercial Building Inspector as applicable, and a minimum two years of experience in the activity being inspected.
- P.E. and a minimum one year of experience in the activity being inspected.
- Bachelor's degree in Civil or Structural Engineering from an accredited institution and a minimum two years of experience in the activity being inspected.

SOILS

- NICET II, III, IV or CT (geotechnical/construction or construction material testing/soils) and a minimum two years of experience.
- Technician with a minimum three years of documented experience directly related to soils testing and inspection under a licensed P.E.
- Bachelor's degree in Civil or Structural Engineering/Geologist from an accredited institution and a minimum two years of experience.
- P.E. in geotechnical engineering or equivalent P.E.

SPRAYED FIRE-RESISTANT MATERIALS

- Current ICC certification as a Spray-applied Fireproofing Special Inspector
- P.E. and a minimum one year of experience in fireproofing applications.
- Bachelor's degree in Civil or Structural Engineering from an accredited institution and a minimum two years of experience in fireproofing applications.

BOLTING

- Current ICC certification in structural steel and bolting and a minimum one year of experience.

WELDING

- Current ICC certification in structural steel and welding and a minimum one year of experience.

STRUCTURAL MASONRY CONSTRUCTION

- Current ICC certification in masonry and a minimum one year of experience.
- P.E. and a minimum one year of relevant experience.
- Bachelor's degree in Civil or Structural Engineering from an accredited institution and a minimum two years of experience.

STRUCTURAL WOOD CONSTRUCTION

- Current ICC Certification as a commercial or residential building inspector, as applicable, and one of the following:
 1. A minimum two years of direct experience in engineered wood products, or
 2. A minimum five years of direct experience as a journeyman carpenter.

SPECIAL CASES

- Current ICC certification as a Special Inspector and a minimum two years of experience in the activity being inspected.
- P.E. and a minimum one year of experience in the activity being inspected.
Exception: Individuals, who have proven expertise in a specialty field, either through education or field experiences of not less than five years, may be considered as meeting criteria to conduct one or more classes of specialty inspections.
- Bachelor's degree in Civil or Structural Engineering from an accredited institution and a minimum two years of experience in the activity being inspected.

J. OTHER QUALIFICATIONS

1. INDEPENDENCE/CONFLICTS OF INTEREST

Each third-party inspection regulated entity, i.e., Inspection Agency, Professional-in-Charge, Supervisory Inspector and Inspector, shall at all times remain in compliance with the independence and conflict of interest provisions set forth in the Homestart Regulatory Improvement Amendment Act of 2002, codified as D.C. Official Code, 2001 Ed. §6-1403.01 et seq. Each Inspection Agency, Professional-in-Charge, Supervisory Inspector and Inspector are individually and severally responsible for maintaining compliance with the independence and conflict of interest provisions set forth in this Manual.

For the purposes of the DCRA Third Party Inspection Program, *entities associated with a Project* include but are not limited to the following:

- The Owner or the Developer of the Project, or any other person or entity with any ownership or controlling interest in the Project.
- The Project Architect(s), Engineer(s) or other design professionals of record, or their firms.
- The Project code consultant, zoning consultant or other specialty consultants or advisors associated with the design of the Project, or their firms.
- The Project permit Applicant.
- The General Contractor of the Project or any of its Subcontractors.
- Any person or entity performing functions of Project Management, Construction Management,

Value Engineering or Quality Control of the Project.

- Any person or entity associated with the financing of the Project.
- Any person or entity performing functions of legal counsel for the Project.
- Any person or entity performing functions of permit expedition or acting as Owner's agent, or any other party or entity associated with advocating for the Owner's interest in the Project.

The following project-specific circumstances and activities of a third-party inspection regulated entity are specifically considered, without limitation, to constitute a conflict of interest that disqualifies the regulated entity from performing any inspection related activities of the Project under the DCRA Third Party Inspection Program:

- The third-party Inspection Agency is owned or controlled by any entity associated with the Project.
- The third-party Professional-in-Charge, Supervisory Inspector or Inspector has an ownership or controlling interest in any entity associated with the Project.
- The third-party Inspection Agency has provided advisory or consulting services to any entity associated with the Project in connection with the development, design or construction of the Project.
- The third-party Professional-in-Charge, Supervisory Inspector or Inspector has provided advisory or consulting services to any entity associated with the Project in connection with the development, design or construction of the Project.
- The third-party Inspection Agency has performed third-party Plans Review services for the Project under the DCRA Third Party Plan Review Program.
- The third-party Professional-in-Charge, Supervisory Inspector or Inspector has performed third-party Plans Review services for the Project under the DCRA Third Party Plan Review Program.
- The third-party Professional-in-Charge, Supervisory Inspector or Inspector has an ownership, employment or contractual link to any third-party Inspection or Plan Review Agency that may be deemed in conflict of interest to perform third-party inspections on the Project, based on any of the foregoing criteria.
- Any other circumstances or activities not listed above that the Manager of the DCRA Third Party Inspection Program may reasonably deem, from time to time, to constitute a conflict of interest based on consideration of specific circumstances.

2. QUALITY ASSURANCE PLAN

The Inspection Agency shall create and maintain a quality assurance plan, describing the method or plan that the Inspection Agency uses to the maintain quality of all inspection services. This plan shall be submitted with the Inspection Agency original application for approval and may be audited by DCRA periodically, as determined by the Code Official.

3. INSURANCE COVERAGE

The Inspection Agency shall obtain and maintain Minimum Errors and Omissions Coverage for each occurrence in the amount of \$1,000,000, with the District of Columbia listed as additional insured. This requirement is not to be interpreted to mean that EO I is required for each project. Professionals-in-Charge and Inspectors who are principals of the Inspection Agency or who are employed by, or under contract with the Inspection Agency, shall be covered by the Inspection Agency's insurance. The insurance shall be cancelable only after thirty (30) days notice to the

Department of Consumer and Regulatory Affairs, by certified mail with return receipt, addressed to the following address or such other address as the Code Official may advise:

**Chief Building Official
C/O Third Party Inspection Program Manager
Department of Consumer and Regulatory Affairs
1100 4th Street SW
Washington, DC 20024**

SECTION III

APPROVAL PROCESS FOR INSPECTION AGENCIES

1. APPLICATION PROCESS

In order to be approved to participate in the Third Party Inspection Program, each Inspection Agency must submit an application to DCRA so its qualifications can be reviewed and evaluated. The application must include the Professional-in-Charge and a list of the Inspectors affiliated with the Inspection Agency who will perform or supervise Third Party Inspections. By undertaking code compliance inspection duties, the Inspection Agency acknowledges that it is in compliance with all of conditions of the Program and attests that the personnel involved under the Program are qualified in accordance with the applicable statutes and regulations and this Manual.

The application must include the following:

- A detailed statement of the Inspection Agency's qualifications pursuant to 12A DCMR, this Procedure Manual and the Homestart Regulatory Act, including the qualifications of Professionals-in-Charge and Inspectors.
- A quality assurance plan, which includes details about the internal processes for ensuring that the Inspection Agency will perform assigned inspections, report nonconforming items to the attention of the contractor, provide timely reports for each inspection visit and submit a final signed report.
- A notarized, sworn affidavit, signed by the Inspection Agency, attesting that the Third Party Inspection Agency, Professional(s)-in-Charge, Supervisory Inspector(s) (if different from the Professional(s)-in-Charge), and its inspectors, shall, in the course of performing duties related to the District's Third Party Inspection Program and except as related specifically to the Inspection Agency named in the application, abide by the same standards of ethical conduct as are required of District government employees—in particular that they shall abide by those standards found in 6-B D.C.M.R. §§1800.1, 1803.1-1803.3, 1805.1-1805.2, 1806, and 1808; and additionally attesting that they will remain independent of conflicts of interest in accordance with the Homestart Regulatory Improvement Act of 2002, codified as D.C. Official Code, 2001 Ed. §6-1403.01 et seq. (2006 Supp). Filing a false affidavit or failure to maintain full compliance with a filed affidavit may constitute grounds for removal from the Third Party Inspection Program as well as possibly other enforcement action(s) deemed appropriate by DCRA.
- Proof of Insurance Coverage
- Testing and Inspection Agencies accredited by the International Accreditation Service (IAS) only need to provide evidence of a current IAS accreditation

To the extent that licensure, registration and/or certification of Professionals-in-Charge and Inspectors is required from one of the Boards administered by the Occupational and Professional Licensing Administration (OPLA) or the International Code Council, proof of this licensure,

registration and/or certification will be a condition precedent to approval of an Inspection Agency.

Applicants are required to notify DCRA if any material information in a pending application changes, or if there is any change in material information on which DCRA approval is based, such as, if Inspectors or Professionals-in-Charge are added to or removed from an Inspection Agency, so that the qualifications of these persons can be reviewed. Failure to update material information, including, but not limited to personnel changes, will be grounds for disciplinary actions and possible removal from the Program. Likewise, if Inspectors or Professionals-in-Charge are removed from a Third Party Inspection Agency, the Inspection Agency shall promptly notify the Director, DCRA c/o Third Party Inspection Program Manager, so that the Inspection Agency's authorization can be modified to remove the identified Inspector.

All Inspection Agencies who received approval from DCRA prior to the date of this Manual and who are in good standing as of the date of this Manual ("Previously Approved Inspection Agency") will be required to submit a new application to DCRA that complies with the terms and conditions set forth in this Manual, 12A DCMR and the Homestart Regulatory Act, except as otherwise provided herein, and to receive approval from DCRA to participate in the Program. If a Previously Approved Inspection Agency is in compliance with all terms and conditions of this Manual, with the exception of licensure, registration or certification requirements (other than licensing requirements required by 12A DCMR §109.4.2 for a Professional-in-Charge), as documented in its applications, it will receive conditional approval (for those Professionals-in-Charge and Inspectors who were identified in the prior qualification application) subject to submission of documentation no later than one year from the date of adoption of this Manual, demonstrating compliance with all licensing, registration and/or certification requirements. If such documentation is not submitted within the one-year period, the conditional approval shall be automatically suspended until such time as the Inspection Agency demonstrates compliance with the relevant qualification requirements.

Notwithstanding the foregoing, any individual Inspectors who may have received approval prior to the date of this Manual and who are in good standing as of the date of this Manual, will not be permitted to certify inspections during the one-year phase-in period provided herein unless the inspections are conducted under the supervision of a Professional-in-Charge.

SECTION IV

DESCRIPTION OF THIRD PARTY INSPECTION SERVICES

A. INSPECTION AGENCY SCOPE OF SERVICES

The Inspection Agency shall provide the services listed in this Section IV for each assigned Project pursuant to the conditions of this Procedure Manual.

- 1. Intent to Use.** The Inspection agency shall advise the Department of Consumer and Regulatory Affairs (DCRA) of the Permit Applicant's intention to utilize Third Party Inspection services in connection with the construction project. Once a one and two family dwelling project is assigned as being Third Party Inspection, the entire project must be Third Party Inspected (every discipline, every inspection). DCRA will NOT perform inspection if you choose to use Third Party Inspection on any part of your construction project. On Projects governed by the Construction Codes, mixing of Inspection Agencies will be permitted for specific disciplines, when approved in writing by the Code Official. Submission of a Notification, signed by all parties, including the Code Official, will satisfy this approval requirement. Where multiple Inspection Agencies are approved by the Code Official, a primary approved Inspection Agency shall be designated. This primary Inspection Agency will have total responsibility for the coordination of all Inspection Agencies designated for the Project.

Only certified Third Party Inspection Notice of Intent to Use Third party Inspections are submitted on line. <https://cpms.dcr.dc.gov/TPIA/ThirdPartyOnlineApplication.aspx>

The following items are required for application

- TPIA Certification Number issued by DCRA.
- TPIA E-mail associated with the account.
- PIN Number issued by DCRA.
- Construction Permit Number

Intent to use forms (found in Appendix of this manual) are to be filled out, signed and retained by inspection agency for all projects.

- 2. Review of Project.** The Inspection Agency shall review the approved building permit, plans and specifications to become familiar with the Project and to identify the scope of work to be inspected.
- 3. Observe Assigned Work.** The Inspection Agency shall inspect, for compliance with the Construction Codes, associated relevant standards, manufactures installation requirements and the structures, other construction, systems and features constructed or installed in the project and listed in "Full Scope of Inspections," as applicable for the specific project. The Inspection Agency shall complete all inspections required by applicable codes and regulations, including, but not limited to, those set forth in 12A DCMR §109.3. Inspections shall be based on all applicable codes and standards, and approved documents containing information relevant to the disciplines covered by this Procedure Manual, as assigned by the Code Official, including but not limited to the following:
 - Architectural Construction Plans

- Electrical Engineering Construction Plans
- Fire Protection Engineering Construction Plans
- Mechanical Engineering Construction Plans
- Plumbing Engineering Construction Plans
- Structural Engineering Construction Plans
- Surveyor's Wall Location Survey
- Concrete, Steel Inspection Reports
- Concrete Test Reports
- Structural Shop Drawings
- Manufacturer's installation instructions

NOTE: In performing the inspection tasks, the Inspection Agency shall check the installations for compliance with the relevant applicable codes, standards and approved plans for consistency with inspection guidelines provided by the Code Official. The Code Official may determine what documents to include in the listing for items relevant to the scope of services, other special purpose documents that may be pertinent to systems or construction that is infrequently encountered.

B. INSPECTION REPORTS

1. Report Non-complying Items.

The Inspection Agency shall produce a list of non-complying items (the Inspection Report) for each Inspection. The Inspection Report will list the required corrections that are a pre-requisite to the approval of a phase of construction. For each item designated non compliant, the Inspection Report shall cite the relevant code section(s), the nature of the deficiency and the location of the deficiency. The Inspection Agency shall forward copies of the Inspection Report to the Owner and to the Owner's designated recipient(s) on a weekly basis. These Inspection Reports (failures only) shall be submitted each Monday to the following address (or such other address as the Code Official may advise): E-mail in a compressed file is preferred. The Inspection Report shall be in the format by the Inspection Agency. At a minimum, the Inspection Report shall specify:

- Inspection Agency's name and address.
- Name and contact information for the Professional-in-Charge and the approved Inspectors.
- Project address.
- Permit number
- Type of inspection performed.
- List of items found to be non-compliant by the inspection and code reference.
- Phase of the Project if partial inspection.
- The time that was allowed for correction.

Following issuance of an Inspection Report, the Inspection Agency shall communicate with the Owner, the Owner's contractor(s) and designer(s) of record or their designated representatives, as necessary, to clarify the requested corrections to accomplish code compliance. If a modification or interpretation of the code is required to resolve a cited correction the Inspection Agency will communicate this to the Code Official, either verbally or if requested by the Code Officer in writing. If a verbal clarification occurs the Inspection Agency shall record who within DCRA provided the clarification, and the date and time on which the clarification occurred.

Under no circumstances is the Inspection Agency to obtain a modification or interpretation of the District's regulations from an approved Third Party Plan Reviewer. The modification and or interpretation must always be determined by the Code Official.

2. Required Reports.

Weekly Reports shall be sent to the weekly mailbox, Dcra-tpi-weekly@dc.gov the first of each week stating all jobs under contract and the status of each job. This report can be in any format. With the weekly reports, a copy of all failed inspection reports is also requested. Failed items shall contain a code reference for the violations cited on the inspection report. Weekly reports shall be submitted no later than the second business day of each week.

Rough inspection reports shall be sent to the TPI A mailbox tpireports.dcraa@dc.gov and shall be organized on the approved format and submitted within three (3) working days of the inspection. All information shall be complete along with the signature of the inspector and the stamp and signature of the professional in charge. Only one trade per report. Reports shall be grouped by address and only one address per attachment. No copies of the permit, inspector field report or on line submittal for intent to use are required. These reports shall be organized on the approved format and submitted within three (3) working days of the inspection.

TPF inspection reports shall be sent to the TPI A mailbox tpfireports.dcra@dc.gov and shall be organized on the approved format. All information shall be complete along with the signature of the inspector and the stamp of the professional in charge. TPF reports shall be identified by address. No copies of the permit, inspector field report or on line submittal for intent to use are required. While every effort is made to enter TPF reports the same day depending upon receipt, the Inspection Agency should provide DCRA with notice of at least two (2) business days for DCRA verification and entry into Accela.

Final inspection reports shall be sent to the TPI A mailbox Tpiareports.dcra@dc.gov and shall be organized on the approved format and submitted within two (2) working days of the inspection... All information shall be complete along with the signature of the inspector and the stamp of the professional in charge. Only one trade per report. Reports shall be grouped by address and only one address per attachment. No copies of the permit, inspector field report or on line submittal for intent to use are required. The Inspection Agency must provide DCRA with notice of at least two (2) business days for DCRA verification and entry into Accela.

CO reports shall be sent to the TPI A mailbox Tpiareports.dcra@dc.gov and shall be organized on the approved format. All information shall be complete along with the signature of the inspector and the stamp of the professional in charge. Reports shall be grouped by address and only one address per attachment. No copies of the permit or on line submittal for intent to use are required. The Inspection Agency must provide DCRA with notice of at least two (2) business days for DCRA verification and entry into Accela.

Elevator reports shall be sent to Dcra-tpi-elevator@dc.gov

Special inspections reports shall be sent to specialinspection.dcra@dc.gov

3. SPECIAL REQUESTED REPORTS

Reports may be requested by DCRA for investigation of illegal construction or other issues that arise on a daily basis. Once a report or reports are requested the agency shall provide the requested reports to DCRA within 24 hours or next business day. Return of the requested reports will be to the requestor.

C. EXCLUSIONS FROM THE PROGRAM

The following activities or parts of the Project are outside the scope of the District's Third Party Inspection Program and the Inspection Agency shall not have authority to authorize or approve any of the following.

1. Granting of modifications or alternate methods of material and design from any provision of the D.C. Construction Codes, orally or in writing.
2. Approval of installations in vaults and other projections in public space, without written documentation of such approval by the Department of Transportation.
3. Site work where jurisdictional authority is outside of the scope of DCRA.
4. Work subject to inspection and approval by the Historic Preservation Division of the Office of Planning.
5. Zoning Compliance
6. Other work as determined by the Code Official.

D. DUTIES AND RESPONSIBILITIES OF THE PROJECT OWNER

1. Election by Owner

The Project Owner or agent must elect at the outset of a Project whether Third Party Inspections will be used for the Project. If such an election is made, Third Party Inspection Agencies must be used for the entire Project and DCRA will not provide inspections for the Project. This election will be communicated to DCRA through a written notification in the form attached hereto in Appendix A-Section 1 ("Notification of Intent to Use Third Party Inspection Agency") or such other form as the Code Official may provide (the "Notification"). Based on the Notification, the Code Official will approve or disapprove the requested Third Party Inspections and the specified Inspection Agency.

Mixing of Inspection Agencies will not be allowed on any Project that is subject to the *Residential Code*, and one Inspection Agency will be required through completion of the Project. On Projects governed by the Construction Codes, mixing of Inspection Agencies will be permitted for specific disciplines, when approved in writing by the Code Official. Submission of a Notification, signed by all parties, including the Code Official, will satisfy this approval requirement.

Where multiple Inspection Agencies are approved by the Code Official, a primary approved Inspection Agency shall be designated. This primary Inspection Agency will have total responsibility for the coordination of all Inspection Agencies designated for the Project.

2. Scheduling of Inspections and Request for Inspections

Owners or agents are responsible for scheduling of all Third Party Inspections. Permission for each inspection by DCRA is not required. Individual request for inspections is the duty and responsibility of the Owner or the Inspection Agency.

3. Payments to Third Party Inspection Agencies and Inspectors.

The Owner is responsible for funding Third Party Inspections and DCRA is not responsible for payment of the Inspection Agency. All fees and costs related to the performance of Third Party Inspections shall be borne by the Owner and paid directly by the Owner to the Inspection Agency. The Owner shall not be entitled to a refund of any portion of the permit fee paid to DCRA, where the Owner elects to use Third Party Inspections. The compensation (fees and costs) paid to the Inspection Agency for its inspection services with respect to a Project shall not be contingent upon or affected in any way by the conclusions reached by the Inspection Agency or the contents of any of the Deliverables described in this Procedure Manual.

E. DUTIES OF CODE OFFICIAL

1. Approve Third Party Inspection Agencies and Inspectors.

The Code Official shall approve all Third Party Inspection Agencies. The Code Official may require a preconstruction conference to review particular Projects with all applicable members of the construction team, including all Third Party Inspection Agencies.

2. Assignment and Recall of Projects.

Projects are generally assigned to the Inspection Agency at the request and at the option of the Owner. However, DCRA reserves the right, in particular cases, to require an Owner to retain an Inspection Agency, where for example a special inspection is needed. The Code Official reserves the right to recall any Project assigned to an Inspection Agency if it deems that there is lack of performance or significant material violation of the provisions of this Procedure Manual, or the Construction Codes, by the Inspection Agency.

3. Review Inspection Reports.

The Code Official shall implement the necessary mechanisms to process Third Party Inspection reports expeditiously and shall make all the delegations of authority and assignment of duties as the Code Official deems necessary for the success of the Program. To assure the success of the Program, the Code Official will determine the extent of the review on a periodic basis as determined by available staff and work load. The Inspection Certification Report is prima facie evidence of the inspection and or the re-inspection, and, as such, work can proceed without approval of DCRA. In the case of the Certificate of Inspection Compliance, the Code Official must approve this Certificate prior to the issuance of a Certificate of Occupancy.

The Department shall cause the following actions to take place within the specified time frames, after receiving an inspection APPROVAL or DISAPPROVAL by the Inspection Agency:

Step #	DCRA,s Action	Approval	Disapproval	Timeframe
1.	Administrative review of the Report for completeness and accuracy	X	X	Within 2 business days of receipt

2.	Update DCRA,s records to reflect approval	X		Within 2 business days of receipt of completed report
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4. Evaluation of Third Party Inspection Agencies and Inspectors.

The Code Official will monitor Third Party Inspection activities in the field and office on a periodic basis in order to evaluate performance of Third Party Inspection Agencies in order to determine whether approval should be revoked or suspended.

F. GENERAL CONDITIONS

1. Chain of Custody of Project Documents

The Inspection Agency shall agree to exercise due diligence in the safekeeping of any Project documents received from the Department and to promptly return them to the Code Official when requested to do so. The drawings, specifications, electronic files in all types of media, or other materials received by the Inspection Agency in connection with the performance of any work under the Program may be protected by copyright law and shall remain the property of the Department or other rightful owner. Copies retained by the Inspection Agency shall be utilized solely for the purpose of completing the Inspection Agency’s work under the Program and not for any other purpose, in this or in any other project, and shall be returned to the Department upon completion of the Project. The Inspection Agency agrees to treat such materials as restricted information.

2. Access to the Inspection Agency

The Inspection Agency shall be accessible to the Code Official or its representative, to the Owner and/or to the Owner’s representative, during normal business hours, to provide updates and clarification of the results of its inspections, for the Project assigned by the Department and accepted by the Inspection Agency. The Inspection Agency shall provide complete inspection comments to the Owner and/or to the Owner’s representative, within the deadlines agreed upon for each project. Where scheduling conflicts occur, the Inspection Agency shall cooperate with the Code Official and the Owner to resolve such conflicts so as to minimize adverse consequences to the Owner.

3. Inspection Agency Conflicts of Interest It shall be the responsibility of the registered Professional-in-Charge, for the duration of the Project, to disclose any potential conflicts of interest that may arise at any time between the Inspection Agency and the Project or parties connected to the Project.

The Inspection Agency shall not enter into the Third Party Inspection of a Project where it determines that there may be a conflict with the independence criteria. The Inspection Agency shall bring to the attention of the Code Official, for resolution, cases of doubtful interpretation. The Code Official may refer such cases to the Office of the Attorney General, or the Ethics Advisor of the Department, for advice. Disputes on matters of independence shall be resolved by the Code Official and the decision of the Code Official shall be final.

4. Due Diligence

The Inspection Agency shall exercise due diligence in the discharge of the duties assigned to the

Inspection Agency by law and regulation and shall refrain from any arbitrary or capricious action that would unduly penalize or benefit the Owner whose project is under inspection. The Inspection Agency shall abide by the highest ethical standards in the discharge of duties as an Inspection Agency. The Inspection Agency acknowledges that any abuse of the authority conferred to the Inspection Agency by the Department may be punishable by law.

5. Correction of Defective Inspection Work

The performance of services required herein shall not relieve the Inspection Agency from the obligation to require the correction of any defective inspection work, whether previously or subsequently discovered, and any monetary claims that may arise from incomplete, inaccurate or defective inspection services shall be remedied by the Inspection Agency on demand and without cost to DCRA

6. Retention of Records

Inspection records shall be kept in accordance with the Records Retention Schedule. Administrative Manual which has a 3 year required retention schedule.

7. Stop Work Orders

Once a Stop Work Order is placed on a site all construction activity is ordered to cease, this includes inspections. If a stop work order is placed it may be determined at the hearing that Third Party Inspections are not allowed and DCRA will be performing all inspections. The Code Official reserves the right to recall any Project assigned to an Inspection Agency. The Inspection Agency will be notified if the owner no longer has the permission to use Third Party Inspections.

8. Mandatory Training

Mandatory training may be required for inspectors and professionals – in- charge. Failure to attend mandatory trainings will result in suspension from the program until the training is obtained. Advance notice of the training will be provided. Alternate training may be substituted for mandatory training when approved by the building official.

9. Scope of Inspections

All inspections shall be performed in accordance with Section 109A Inspections, of the District of Columbia Construction Codes Supplement of 2008 DCMR 12A Building Code Supplement.

10. Construction Codes

The D.C. Construction Codes (2008), shall consist of the Building Code, Residential Code, Electrical Code, Fuel Gas Code, Mechanical Code, Plumbing Code, Property Maintenance Code, Fire Safety Code, Energy Conservation Code and Existing Building Code, and shall include, as to any specific application, any waivers thereto authorized and duly granted by the code official. The District of Columbia Construction Codes Supplement of 2008 (the “Construction Codes Supplement”) shall consist of the additions, insertions, deletions and changes to the 2006 edition of the International Codes published by the International Code Council (ICC) and to the National Electrical Code (2005) published by the National Fire Protection Association (NFPA) (collectively the “International Codes”) which are adopted pursuant to the provisions of the Construction Codes Approval and Amendments Act of 1986, effective March 21, 1987 (D.C. Law 6-216; D.C. Official Code § 6-1401 et seq.).

11. Construction Codes Scope and Intent

Chapter 1A of 12A DCMR shall serve as the administrative and enforcement provisions for the Building Code, Residential Code, Electrical Code, Fuel Gas Code, Mechanical Code, Plumbing Code, Energy Conservation Code and Existing Building Code. Administrative and enforcement provisions for the Property Maintenance Code and the Fire Prevention Code are set forth in 12G DCMR, Chapter 1G and 12H DCMR, Chapter 1H, respectively.

SECTION V

THIRD PARTY INSPECTION PROGRAM VERIFICATION/QUALITY ASSURANCE

It is the intent of these quality control methods to maintain the mission of the Department of Consumer and Regulatory Affairs to support safe, sound accessible construction practices. And to give workable guidelines to perform the necessary support to perform Third Party Inspection services.

In order to ensure that inspections are being performed as required and in a satisfactory manner, it is necessary for the agency to perform audits and to review the reports that are submitted. Each Inspection Agency and its personnel who are Professionals-in-Charge and Inspectors are subject to performance evaluation of services provided at or away from a project site. Evaluation of an approved Inspection Agency and its personnel will be performed at random, both in the field and office by DCRA staff on a routine or periodic basis or as designated by the Code Official.

The Code Official may periodically conduct detailed unannounced audits of documents submitted by an Inspection Agency and shall also maintain a tracking system to monitor the submissions of reports and other deliverables required by the Program.

Section VI

THIRD PARTY INSPECTION PROGRAM DISCIPLINARY ACTIONS

The TPIA Disciplinary Action Criteria and administrative procedures are intended to strengthen the reputation of the Third Party Inspections Program. The TPIA disciplinary action criteria program establishes procedures and rules for: issuing warnings to agencies and inspectors; putting agencies and inspectors on probation; suspending, revoking, or denying qualification or certification to agencies and inspectors who are cited for reported and verified critical faults in safety, workmanship and ethical practice

The Building Official is authorized to discipline or remove a Inspection Agency and/or inspector from the Third Party Program This program defines the process for disciplining inspectors and /or agencies for infractions incurred under the TPIA Disciplinary Action Criteria. This procedure is used by the Building Official when an infraction is suspected. It is also used by agencies and inspectors to respond to and appeal disciplinary actions assessed by the Building Official

Infractions are actions associated with agency and inspector activities, which violate the requirements of this document. Infractions are classified from Class 1 to Class 3.

DCRA TPIA DISCIPLINARY ACTION CRITERIA

Class 1 - The most serious items of non-compliance that include administrative procedures, protocols and items that may impact immediate life safety of the public. A Class 1 fault can result from, but not limited to, the following events:

- 1.1. A substantiated report of ethical practice violations by any inspector or agency on a project such as acceptance or offering of a bribe or making a threat.
- 1.2. Altering or falsifying any reports or documents on a project, as documented by the facility owner or the contractor or other person with credible knowledge of such an event.
- 1.3. Misrepresentation of information required for qualification or certification, as documented by DCRA's Third party Inspection Manual
- 1.4. Failure to properly document and cite code violations that pertain to fire and life safety and/or welfare. These may include but are not limited to fire resistance-rated construction, firestopping, means of egress, sprinkler systems, fire alarm systems, structural or accessibility.
- 1.5. Performing inspections while on suspension
- 1.6. Performing inspections without DCRA Third party approval as an agency or inspector.
- 1.7 Failure to inspect work in accordance with DCRA Approved construction documents.

Class 2 – A serious item of non-compliance with administrative procedures and inspection protocols and items that may be termed as more egregious in nature but do not impact the immediate life safety of the public. A Class 2 fault can result from, but not limited to, the following events:

- 2.1. Failure to fully document inspection results as required by the Third Party Inspections manual or failing to adhere to stated inspection criteria or any District of Columbia governing specification or industry standards.

- 2.2. Failing to declare a conflict of interest.
- 2.3. Failure to ensure proper required documents are present on job site
- 2.4. Conducting inspections on sites with posted stop work orders.
- 2.5. Providing inspection services prior to issuance of a permit
- 2.6. Failure to report present or potential dangerous conditions
- 2.7. Providing inspections prior to intent to use approval by DRCA
- 2.8. Inspecting and approving work performed beyond the scope of a permit or approved plans.

Class 3 – The least severe and encompasses failure to comply with basic administrative procedures and inspection protocols and does not impact the life safety of the public. A Class 3 fault can result from, but not limited to, the following events:

- 3.1. Failure to submit inspection report within required time
- 3.2. Failure to leave documentation of inspection on site
- 3.3. Failure to verify proper address on permit and construction documents
- 3.4. Failure to provide code reference on failure items
- 3.5. Failure to submit weekly inspection reports
- 3.6. Failure to submit proper final inspection reports
- 3.7. Failure to use and follow proper inspection procedures
- 3.8. Failure to provide inspection reports requested by DCRA.
- 3.9. Failure to maintain required insurance.
- 3.10. Failure to attend required training or meetings.

Definitions of Disciplinary Actions

A disciplinary action is a response taken as a result of confirmation of infractions by the inspector. The five types of disciplinary action are:

Letter – The inspector and/or agency is notified that an infraction has been reported and verified and that additional infractions will trigger further disciplinary action. The letter remains in effect for 6 months, unless warning, probation or revocation supersedes. Two letters within a 6 month period is elevated to the warning level.

Warning - The inspector and/or agency is notified that an infraction has been reported and verified and that additional infractions will trigger further disciplinary action. A warning remains in effect for one year, unless probation, suspension, or revocation of certification supersedes. Two warnings within a one year period are elevated to the probation level. A continuing education class, approved by the Building Official at the inspector's or agency's expense, may be required.

Probation - The inspector and/or agency is notified that multiple serious infractions have been reported and have been verified. The probation lasts six months unless suspension or revocation of certification supersedes. During probation the inspector or agency must verify all inspection reports weekly with the Third Party Program Manager. Continuing education, approved by the Building official at the inspector's or agency's expense, is required.

Suspension - The inspector and /or agency is notified that, based on verification of a reported severe infraction, their qualification will be suspended for up to one year. Upon expiration of the suspension period, the inspector or agency must reapply for qualification and go through the

required process to regain qualification. Continuing education, approved by the Building Official at the inspector's or agency's expense, is required.

Revocation - The inspector and/or is notified that, based on DCRA's verification of multiple reported severe infractions, their qualification or certification will be revoked.

Triggers for Disciplinary Actions

Infractions in safety, workmanship, or ethical practice will trigger disciplinary action. Class 1 infractions will, in general, trigger the harshest disciplinary actions, whereas Class 2 infractions will trigger "milder" disciplinary actions. However, the impact of reported infractions is cumulative, i.e., if multiple Class 2 infractions are reported, this will also trigger harsh disciplinary action. And if more than one Class 2 or 3 disciplinary action is issued in a given time period (e.g., a year), this will trigger harsher disciplinary actions. Multiple Class 3 actions against an inspector or inspectors in the same agency will result in a Class 3 action against the agency. Multiple Class 2 actions against an inspector or inspectors in the same agency will result in a Class 2 action against the agency. Class 1 actions against an inspector will result in a Class 2 action against the agency.

Type Infraction Disciplinary Action

Class 3 - Letter

Multiple Class 3 - Warning

Class 2 - Warning

Multiple Class 2 - Probation

Class 1 - Suspension

Multiple Class 1 - Revocation

Process for Discipline

This section delineates the steps for the discipline process, beginning with first receipt of information by DCRA. . Not every step is required for every inspector undergoing the discipline process. The sequence of steps is as follows:

A. The Building Official receives the initial information or allegation from official documents, phone calls, written information, field audits, or other means of communication. The Building Official reserves the right to conduct an audit of the inspector's and/or agency's records or review additional information at the job site if it chooses to investigate allegations. Failure on the part of the inspector and/or agency being investigated to cooperate fully with the Building Official during an audit or investigation will result in an automatic suspension from the TPIA program. Allegations without adequate information will be disregarded.

B. The Building Official conducts a preliminary inquiry. The Building Official will attempt to confirm the accuracy of the information. If the allegation cannot be substantiated, it will be disregarded.

C. The Building Official notifies the inspector and/or agency of suspected infraction and the violation of the DAC. If the Building Official substantiates the allegation, the inspector and/or agency will be notified in writing that an infraction has occurred and that the Building Official has issued a disciplinary action.

D. Once the inspector and/or agency has been notified, the inspector and/or agency may appeal the decision or action of the Building Official within 5 working days of official notification of an impending disciplinary action, submit evidence (e.g., affidavits) to the Building Official showing that reported infraction, in fact, did not occur. Failure to appeal within the 5 working day period will result in automatic issuance of the proposed disciplinary action.

E. The Building Official will evaluate the appeal within 5 days of its receipt. The Building Official affirms the information and that the infraction exists. The Building Official issues a formal notification of disciplinary action.

F. Inspector and/or agency requests conference. The inspector and/or agency have the right to request a conference with the Building Official within 5 working days of formal notification. At this conference, the inspector and/or agency may present additional evidence supporting their appeal.

G. The Building Official responds to conference. The disciplinary action will become effective upon formal notification to the inspector and/or agency of the resolution.

H. The code official's decision may be appealed to the Office of Administrative Hearings within 10 days of service pursuant to Section 105.6.4.1, but the filing of an appeal will not stay the effectiveness of the removal.

SECTION VII

MINIMUM SCOPE OF INSPECTIONS

Construction or work for which a permit is required, including new construction, additions, alterations and repairs, shall be subject to inspection and such construction or work shall remain accessible and exposed for inspection purposes until approved. Inspections presuming to give authority to violate or cancel the provisions of the *Construction Codes* or of other laws or regulations shall not be valid.

After issuance of a building permit the approved third-party inspection agency shall conduct inspections from time to time during and upon completion of the work, for which a permit has been issued. A record of all such examinations and inspections and of all noted violations of the *Construction Codes* shall be maintained.

Upon completion of the building or structure and site work, and before issuance of any certificate of occupancy, a final inspection shall be made to verify that all required inspections have been performed and approved.

CONSTRUCTION INSPECTION

The provisions of the *Building Code* shall apply to the construction, alteration, addition, repair, removal, demolition, use, location, movement, enlargement, occupancy and maintenance of all buildings and structures, appurtenances attached to buildings or structures, signs, advertising devices and premises in the District of Columbia and apply to existing or proposed buildings and

structures; except as such matters are otherwise provided for in other ordinances or statutes, or in the rules and regulations authorized for promulgation under the provisions of the *Building Code*. The purpose of the *Building Code* is to establish the minimum standards to safeguard the public health, safety, and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, accessibility and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations.

The provisions of the *Residential Code* shall apply to the construction, movement, enlargement, replacement, equipment, use and occupancy, location, removal and demolition of detached one- and two-family dwellings and townhouses not more than three stories above-grade in height with a separate means of egress and their accessory structures.

The purpose of the *Residential Code* is to establish the minimum standards to safeguard the public health, safety, and general welfare through affordability, structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations.

MECHANICAL INSPECTIONS

The provisions of the *Mechanical Code* shall regulate the design, installation, maintenance, alteration, and inspection of mechanical systems that are permanently installed and utilized to provide control of environmental conditions and related processes within buildings. The *Mechanical Code* shall also regulate those mechanical systems, systems components, equipment and appliances specifically addressed herein.

The purpose of the *Mechanical Code* is to provide minimum standards to safeguard life or limb, health, property, public welfare by regulating and controlling the design, construction, and installation, quality of materials, location, operation and maintenance or use of mechanical systems.

ELECTRICAL INSPECTIONS

The provisions of the *Electrical Code* shall apply to the design, installation, maintenance, alteration, conversion, changing, repairing, removal, and inspection of electrical conductors, equipment, and systems in buildings or structures and on private or public space within the District of Columbia.

Exceptions:

1. Installations of communications equipment under the exclusive control of communications utilities located outdoors or in building spaces used exclusively for such installations are not subject to the *Electrical Code*.
2. Electrical installations, including associated lighting, under the exclusive control of electrical utilities for the purpose of communications, metering, generation, control, transformation, transmission, or distribution of electricity, when such installations are located in buildings used exclusively by utilities for such purposes, or outdoors on property owned or leased by the utility, or on or along public highways, streets, roads, and other public right-of-ways, or outdoors on private property by established rights such as easements, such installations are not subject to the *Electrical Code*.

The purpose of the *Electrical Code* is to establish the minimum requirements to safeguard persons and property from hazards arising from the use of electricity, and is not intended as a design specification or as an instruction manual for untrained persons.

PLUMBING INSPECTIONS

The provisions of the *Plumbing Code* shall apply to the erection, installation, alteration, repairs, relocation, and replacement, addition to, use or maintenance of plumbing systems within this jurisdiction. The *Plumbing Code* shall also regulate non flammable medical gas, inhalation anesthetic, vacuum piping, non-medical oxygen systems and sanitary and condensate vacuum collection systems.

The purpose of the *Plumbing Code* is to provide minimum standards to safeguard life or limb, health, accessibility, property and public welfare by regulating and controlling the design, construction, installation, quality of materials, location, operation and maintenance or use of plumbing equipment and systems.

FUEL GAS INSPECTIONS

The provisions of the *Fuel Gas Code* shall apply to the installation of fuel gas piping systems, fuel gas utilization equipment, gaseous hydrogen systems, and related accessories, as follows:

1. Gaseous hydrogen systems shall be regulated by Chapter 7 of the IFC.
2. The regulations cover piping systems for natural gas with an operating pressure of 125 pounds per square inch gauge (psig) (862 kPa gauge) or less, and for LP-gas with an operating pressure of 20 psig (140 kPa gauge) or less.. Coverage shall extend from the point of delivery to the outlet of the equipment shutoff valves. Piping system requirements shall include design, materials, components, fabrication, assembly, installation, testing, inspection, operation, and maintenance.
3. Requirements for gas utilization equipment and related accessories shall include installation, combustion and ventilation air, and venting and connection to piping systems.

The purpose of the *Fuel Gas Code* is to provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction and installation, quality of materials, location, operation and maintenance or use of fuel gas systems.

FIRE PROTECTION INSPECTIONS

The provisions of the *Fire Prevention Code* shall establish regulations affecting or relating to structures, processes, premises and safeguards regarding: the hazard of fire and explosions arising from the storage, handling or use of structures, materials or devices; conditions hazardous to life, property or public welfare in the occupancy of structures or premises; or fire hazards in the structure or on the premises from occupancy or operation

The purpose of the *Fire Prevention Code* is to establish the minimum requirements consistent with nationally recognized good practices for providing a reasonable level of life safety and property protection from the hazards of fire, explosion, or dangerous conditions in new and existing buildings, structures and premises and to provide safety to fire fighters and emergency responders during emergency operations.

ENERGY CONSERVATION INSPECTIONS

The provisions of the *Energy Conservation Code* shall apply to the design of energy-efficient buildings and structures, or portions thereof, which provide facilities or shelter for public assembly, educational, business, mercantile, institutional, storage and residential occupancies, as well as those portions of factory and industrial occupancies designed primarily for human occupancy. The *Energy Conservation Code* thereby addresses the design of energy-efficient building envelopes and the selection and installation of energy-efficient mechanical, service-water heating, electrical distribution and illumination systems and equipment, for the effective use of energy in these buildings and structures.

Exception: Energy conservation systems and components in existing buildings undergoing repair, alteration, or addition, and change of occupancy, shall comply with the *Existing Building Code*.

The purpose of the *Energy Conservation Code* is to regulate the design and construction of buildings for the effective use of energy. The *Energy Conservation Code* is intended to provide flexibility to permit the use of innovative approaches and techniques to achieve effective use of energy. The *Energy Conservation Code* is not intended to abridge safety, health or environmental requirements contained in other applicable codes or ordinances.

EXISTING BUILDING INSPECTIONS

The provisions of the *Existing Building Code* shall apply to the repair, alteration, change of occupancy, addition, and relocation of any building or structure that was erected and occupied or issued a certificate of occupancy at least one year before a construction permit application was made to DCRA. The *Existing Building Code* shall also establish requirements for existing elevators and escalators.

The purpose of the *Existing Building Code* is to provide flexibility to permit the use of alternative approaches to achieve compliance with minimum requirements to safeguard the public health, safety and welfare insofar as they are affected by the repair, alteration, change or occupancy, addition and relocation of existing buildings.

OTHER INSPECTIONS

In addition to the inspections specified above, the third party inspection agency shall perform other inspections of any construction work. These inspections shall ascertain compliance with the provisions of the *Construction Codes, Accessibility Codes, Referenced Standards, Manufactures Specifications* and other laws or regulations that are enforced by the Department.

ELEVATOR INSPECTIONS

New Construction, Modernization, Routine and Periodic Inspections

Acceptance inspections shall always verify consistency between the approved plans, approved permits and the installation. Inspections, either by the authorized Third Party Inspection Agent or Agency, or by DCRA, shall be performed based on the most recent editions of the following codes and standards, taking into account any subsequent amendments.

Title 12 District of Columbia Municipal Regulations, Construction Codes (January 2004, as subsequently amended)

International Building Code and all referenced standards (2006)

International Property Maintenance Code and all referenced standards (2006)

International Existing Building Code and all referenced standards (2006)

ASME/ANSI: QEI - 2004

ASME/ANSI: A17.1 Elevator and Escalator Safety Code 2004, as amended by 2007 Revision

ASME/ANSI: A17.2 Inspection Guide of Elevator Escalator and Moving Walks 2004

ASME/ANSI: A17.3 Existing Elevator and Escalator 2002 as amended by 2005 Revision

ASME/ANSI: - A18.1 Platform Lifts - 2003

ASME/ANSI: - A90.1 Belt Manlifts, 1992 as amended by 1997 Revision

ASME/ANSI: - B20.1 Conveyors and Related Equipment - 2000

ASME/ANSI: - International Fire Code - 2006

ASME/ANSI: - International Plumbing - 2006

Electrical: NFPA 70-96, National Electrical Code, NEC-2005, as amended by 12G DCMR (January 2004, as subsequently amended).

Accessibility: ANSI A117.1 - 2003

Inspectors shall use checklists as provided by each of the above-referenced codes and standards as applicable.

SECTION VIII

REQUIRED INSPECTIONS

Construction inspections are divided into 4 main areas:

1. **Footings and foundations:** Inspections performed after excavations have been made and before pilings are driven or footings are poured, for inspection of soil and foundation conditions.
 - **Footing Trenches.** Inspection of the bottom of footing trenches, after all reinforcement steel is set and before any concrete is placed.
 - **Location of Walls.** Inspection performed before walls reach the height of one foot, to verify agreement with survey data. A certificate from the Office of the Surveyor, showing location of the walls with reference to lot and building lines, shall be submitted to the code official before erection of such wall is authorized to proceed.
 - **Concrete slab or under-floor inspection.** Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. Materials for the foundation shall be on the job, except where concrete is ready-mixed in accordance with ASTM C94, the concrete need not be on the job.
 - **Before Backfilling.** Inspection performed before backfilling, for inspection of footings, sheeting and shoring, waterproofing, and location of walls and columns with respect to footings.

Underpinning inspections are not to be performed by the Third Party Agency or inspector. Underpinning inspections shall be performed by the registered design professional or representative and shall supply as “as built certification”.

2. **Rough Inspections:** Rough inspections shall be performed after verification of all footing and foundation inspections.
 - **Electrical, Gas, Mechanical and Plumbing Rough.** Inspection of all electrical, mechanical and plumbing work to be concealed performed before installation of any concealing materials, for inspection of method of installation, clearances and protection around critical areas.
 - **Frame Inspection.** Inspection of structural framing and fastenings, performed before concealing materials, for inspection of anchorage to foundations, bracing, firestopping and/or termite protection. Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved. Rough framing inspection shall not be performed until all rough MEP inspections are passed.

- **Insulation.** Inspection of required insulating materials shall be performed after framing and MEP inspections are passed and before covering them with any other materials. Inspections shall be made to determine compliance with IECC and shall include, but not be limited to, inspections for: envelope insulation *R* and *U* value, fenestration *U* value, duct system *R* value, and HVAC and water heating equipment efficiency.
 - **Fire Suppression Systems Rough.** Inspection of fixed portions of fire suppression systems, whether to be concealed or not, performed before installation of any concealing materials, for inspection of method of installation, clearances, supports and protection around critical areas.
 - **Fire Alarm Systems Rough.** Inspection of fixed portions of fire protection systems, whether to be concealed or not, performed before installation of any concealing materials, for inspection of method of installation, clearances, supports and protection around critical areas.
 - **Smoke Control Systems.** Inspection of all portions of the smoke control systems, whether to be concealed or not, performed before installation of any concealing material, for inspection of method of installation, clearances supports and protection around critical areas.
3. **Final Inspections:** Upon completion of the building or structure and site work, and before issuance of any certificate of occupancy, a final inspection shall be made to verify that all required inspections have been performed and approved. All violations or infractions of the approved plans and permit shall be noted and the holder of the permit shall be notified of the discrepancies.
- **Electrical, Gas, Mechanical, Plumbing and Energy Final.** Inspection made after all work required by the permit and approved plans is complete. Electrical final shall be performed prior to fire alarm inspection.
 - **Fire Suppression Systems Final.** Inspection made after all work required by the permit and approved plans is complete.
 - **Fire Alarm Systems Final.** Inspection made after all work required by the permit and approved plans is complete.
 - **Smoke Control Systems.** Inspection made after all work required by the permit and approved plans is complete.
 - **Building Final:** Inspection made after all work required by the building permit and approved plans is complete. Building inspections shall be performed last after all other required final inspections are complete
4. **Other Inspections.** In addition to the inspections specified above, the third party inspection agency shall perform other inspections of any construction work. These inspections shall ascertain compliance with the provisions of the *Construction Codes, Accessibility Codes, Referenced Standards, Manufactures Specifications* and other laws or regulations that are enforced by the Department.

Appendix.

The following are required reports and documents. These reports are available on line, from DCRA or may be photocopied.

Page 41. Certificate of Occupancy Report

Page 42. TPF Report

Page 43. Inspection Completion Report used for rough and final; inspections

Page 44. Intent to use form for one and two family dwellings

Page 45. Intent to use for commercial projects

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
THIRD-PARTY INSPECTION CERTIFICATE OF OCCUPANCY
CERTIFICATION**

Date _____ Third Party Agency _____ DCRA Approval # _____

Project Address _____

Professional in Charge _____

Building Permit # _____ Inspector _____ Date _____

Plumbing Permit # _____ Inspector _____ Date _____

Mechanical Permit # _____ Inspector _____ Date _____

Electrical Permit # _____ Inspector _____ Date _____

Fire Alarm Permit # _____ Inspector _____ Date _____

Sprinkler Permit # _____ Inspector _____ Date _____

Hood Suppression Permit # _____ Inspector _____ Date _____

CERTIFICATION

I, _____, professional-in-charge of the third party inspection activities performed by _____ in the project identified above, hereby certify and attest under oath that the final condition of the construction and installation of the specified scope of said project were inspected under my direct supervision, for conformance with the construction documents approved by DCRA.

This certification includes the disciplines listed above. The inspected systems and/or construction features were checked for compliance with the construction documents approved by DCRA and, in my professional opinion, are deemed to be compliant and substantially completed.

In reliance thereof, the installation/construction of the specified scope at these premises is recommended to be **APPROVED** for the inspected disciplines and the corresponding final clearance for Certificate of Occupancy purposes is recommended.

Certified under my seal and signature on _____

Signature _____

Scope of Certification

Certificate of Occupancy

Disclaimer

The scope of this certification is restricted to the code and/or regulatory compliance inspection performed by the Inspection agency on behalf of DCRA and pursuant to provisions of the Homestart Regulatory Improvement Amendment Act of 2002, codified as DC Official Code, 2001 Ed §109.4.

The system and/or construction features were inspected only for consistency with the approved plans and for compliance with the minimum requirements of the codes and regulations enforced by DCRA. This certification is not to be construed as certification of any portion of the design or construction of the project and does not relieve the registered designer(s) of record and other parties of their responsibilities for the design or construction of the project.

Mail executed original certification to:
Administrator – Third Party Inspection Program
Department of Consumer and Regulatory Affairs
1100 4th St SW
Washington, DC 20024

Email:
Tpiareports.dcra@dc.gov (C of O)

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
THIRD-PARTY INSPECTION COMPLETION CERTIFICATION**

Date _____ Third Party Agency _____ DCRA Approval # _____

Professional In Charge _____ Inspector _____

Permit Number _____ Inspector Signature _____

Project Address _____

Inspection Discipline: Electrical TPF

Service Size/Description _____

CERTIFICATION

I, _____, professional-in-charge of the third party inspection activities performed by _____ in the project identified above, hereby certify and attest under oath that the final condition of the construction and installation of the specified scope of said project were inspected under my direct supervision, for conformance with the construction documents approved by DCRA. This certification includes the discipline checked above. The inspected systems and/or construction features were checked for compliance with the construction documents approved by DCRA and, in my professional opinion, are deemed to be compliant and substantially completed. In reliance thereof, the installation/construction of the specified scope at these premises is recommended to be **APPROVED** for the inspected discipline.

Certified under my seal and signature on _____

Signature _____

Scope of Certification

TPF

Disclaimer

The scope of this certification is restricted to the code and/or regulatory compliance inspection performed by the inspection agency on behalf of DCRA and pursuant to provisions of the Homestart Regulatory Improvement Amendment Act of 2002, codified as DC Official Code, 2001 Ed §109.4.

The system and/or construction features were inspected only for consistency with the approved plans and for compliance with the minimum requirements of the codes and regulations enforced by DCRA. This certification is not to be construed as certification of any portion of the design or construction of the project and does not relieve the registered designer(s) of record and other parties of their responsibilities for the design or construction of the project.

Mail executed original certification to:
Administrator – Third Party Inspection Program
Department of Consumer and Regulatory Affairs
1100 4th St SW
Washington, DC 20024

Email:

Tpfreports.dkra@dc.gov (TPF)

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
THIRD-PARTY INSPECTION COMPLETION CERTIFICATION**

Date _____ Third Party Agency _____ DCRA Approval # _____

Professional In Charge _____ Inspector _____

Permit Number _____ Inspector Signature _____

Project Address _____

Inspection Discipline: Electrical Plumbing Mechanical Building Fire Sprinkler

Inspection Type: Ground Work Footing Foundation Slab Rough Gas Insulation

Final Hydro Hood Suppression

Separate Form for Each Discipline

(Fire and Sprinkler requires electrical or plumbing permit, Hood Suppression Requires Mechanical Permit)
TPF on Separate Form)

CERTIFICATION

I, _____, professional-in-charge of the third party inspection activities performed by _____ in the project identified above, hereby certify and attest under oath that the final condition of the construction and installation of the specified scope of said project were inspected under my direct supervision, for conformance with the construction documents approved by DCRA.

This certification includes the discipline checked above. The inspected systems and/or construction features were checked for compliance with the construction documents approved by DCRA and, in my professional opinion, are deemed to be compliant and substantially completed.

In reliance thereof, the installation/construction of the specified scope at these premises is recommended to be **APPROVED** for the inspected discipline.

Certified under my seal and signature on _____

Signature _____

Scope of Certification

Disclaimer

The scope of this certification is restricted to the code and/or regulatory compliance inspection performed by the Inspection agency on behalf of DCRA and pursuant to provisions of the Homestart Regulatory Improvement Amendment Act of 2002, codified as DC Official Code, 2001 Ed §109.4.

The system and/or construction features were inspected only for consistency with the approved plans and for compliance with the minimum requirements of the codes and regulations enforced by DCRA. This certification is not to be construed as certification of any portion of the design or construction of the project and does not relieve the registered designer(s) of record and other parties of their responsibilities for the design or construction of the project.

Mail executed original certification to:
Administrator – Third Party Inspection Program
Department of Consumer and Regulatory Affairs
1100 4th St SW
Washington, DC 20024

Email:
Tpireports.dkra@dc.gov (Rough in)

Tpireports.dkra@dc.gov (Finals)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Consumer and Regulatory Affairs



OWNER
NOTIFICATION OF INTENT TO USE
THIRD PARTY INSPECTION AGENCY

The purpose of this Notification is to advise the District of Columbia Department of Consumer and Regulatory Affairs (DCRA) of the Owners intention to utilize third party inspection services. The Project Owner must elect at the outset of a Project whether Third Party Inspections will be used for the Project. If such an election is made, Third Party Inspection Agencies must be used for the entire Project and DCRA will not provide inspections for the Project. This election will be communicated to DCRA through this notification at time of permitting. Mixing of Inspection Agencies will not be allowed on any Project that is subject to the Residential Code, and one Inspection Agency will be required through completion of the Project. The Owner is responsible for funding Third Party Inspections and DCRA is not responsible for payment of the Inspection Agency. All fees and costs related to the performance of Third Party Inspections shall be borne by the Owner and paid directly by the Owner to the Inspection Agency. The Owner shall not be entitled to a refund of any portion of the permit fee paid to DCRA, where the Owner elects to use Third Party Inspections. The compensation (fees and costs) paid to the Inspection Agency for its inspection services with respect to a Project shall not be contingent upon or affected in any way by the conclusions reached by the Inspection Agency.

Owner Name: _____

Project Address: _____

Permit No.: _____

The following Third Party Inspection Agency or Agencies will be used for the Project.
Name of Third Party Inspection Agency:

By signing below, the Owner, Contractor and Third Party Inspection Agency acknowledge that they have reviewed and are familiar with the provisions of the Homestart Regulatory Improvement Amendment Act of 2002, codified as D.C. Official Code, 2001 Ed. §6-1405.04 (a), 12A DCMR §109.4 and the Third Party Inspection Program-Procedure Manual, and agree to comply with the third party inspection procedures, responsibilities and requirements set forth therein.

I have read and agree to comply with the terms and conditions of this agreement.

Owner Signature: _____ Phone Number: _____

Date: _____ Email Address: _____

NOTIFICATION OF INTENT TO USE THIRD PARTY INSPECTION AGENCY

LANGUAGE PREFERRED English Spanish Chinese Vietnamese Amharic Korean Other: _____

The purpose of this notification is to advise the Department of Consumer and Regulatory Affairs (DCRA) of the Permit Applicant's intention to utilize third party inspection services in connection with the following construction project. Use a separate form for each Third Party Agency being used on the project. Once a project is assigned as being Third Party inspected, the entire project must be Third Party inspected (every discipline, every inspection). DCRA will NOT perform inspections if you choose to use Third Party inspectors on any part of your construction project.

SUBMIT ONLY THIS FORM - NO ATTACHMENTS

Section A PROPERTY OWNER/AGENT INFORMATION

PRINT Owner/Agent Name: _____
 Telephone: _____ Email (required): _____ Fax: _____
 Project Name: _____
 Project Address: _____

Section B THIRD PARTY INSPECTION AGENCY INFORMATION (List only one Third Party Agency per Permit)

Third Party Agency: _____ Primary Agency? Yes No
(Do not check box)
 DCRA Certification Number _____
 Projected/Actual date of FIRST inspection _____ (DCRA may conduct audit inspections after project has begun)

Section C PERMITS (List all permits issued with permit number for project for above named Third Party Agency)

<input type="checkbox"/> Primary Building _____	<input type="checkbox"/> Electrical _____	<input type="checkbox"/> Plumbing _____
<input type="checkbox"/> Building _____	<input type="checkbox"/> Electrical _____	<input type="checkbox"/> Plumbing _____
<input type="checkbox"/> Mechanical _____	<input type="checkbox"/> Fire _____	<input type="checkbox"/> Fire _____
_____	_____	<input type="checkbox"/> Elevator Inspection/Testing (no permit required)

Additional Permits Additional Permits Additional Permits

Gray above for DCRA Use Only

Section D ACKNOWLEDGEMENTS

By submitting this form, I certify that the above statements on this application are true and complete to the best of my knowledge and belief. I agree to comply with all applicable laws and regulations of the District of Columbia. Signature/submission by a 3rd Party Agency indicates a contractual relationship between that agency and the building owner. The making of false statements on this application is punishable by criminal penalties (D.C. Code §§ 22-2514). Submission of the online form does not require signatures.

PROPERTY OWNER/AGENT (3rd Party Agency cannot sign/submit as Property Owner/Agent)

PRINT Name _____ Applicant Signature _____
 Title of Signatory _____ Date _____

THIRD PARTY INSPECTION AGENCY

PRINT Agent or PIC Name _____ Agent or PIC Signature _____
 Title of Signatory _____ Date _____

!We understand that, anyone who makes a false statement on this form can be criminally prosecuted; and, if convicted, fined up to \$1000, imprisoned up to 180 days, or both, under D.C. Official Code § 22-2405.

No other form is required to be submitted to DCRA until Certification of Inspection Compliance

FOR OFFICIAL USE ONLY

ACCEPTED FOR DCRA BY:
 PRINT Staff Name _____ Signature _____
 Title _____ Date _____

Example Format for Weekly Report

Third Party Company (company name)

1234 June Ave, (address)

Washington DC, 20557

(230) 555-5428 (telephone number)

Address	Date	Permit #	Discipline	Type of Inspection	Result	Comment/ Code Reference (if applicable)
1234 Blueberry Place,	6/21/12	B1111	Building	Final	Approved	
5545 Carmel Ave,	6/21/12	P22222	Plumbing	Final	Approved	
1254 Butterscotch Rd,	6/21/12	M33333	Mechanical	Rough in	Failed	DCMR 12 A 109.3.8 (2)
3621 Walnut Street,	6/21/12	E44444	Electrical	TPF	Approved	
4215 Krispy Kreme Lane,	6/21/12	B55555	Building	Footing	Failed	DCMR 12 A 109.3.1
5694 Reese Cup Drive,	6/21/12	AR666	Mechanical	Final	Failed	DCMR 12 A 105.5 (Expired Permit)



THIRD PARTY INSPECTIONS PROGRAM APPLICATION

NEW APPLICATION SUBMISSION PACKAGE

LANGUAGE PREFERRED English Spanish Chinese Vietnamese Amharic Korean Other: _____

The Department of Consumer and Regulatory Affairs operates the Third Party Inspections Program set forth under the Homestart Regulatory Improvement Amendment Act of 2002 (DC Official Code, 2001 Ed. §6-1405.02.) and Title 12A of the District of Columbia Municipal Regulations (DCMR), § 105.3.1.1. Participation in the Third Party Inspection Program requires certification for all program participants. Please complete this application package in its entirety to apply for Third Party Inspection certification.

Section A APPLICANT/BUSINESS INFORMATION

1a. AGENCY NAME _____

2a. STREET ADDRESS _____ SUITE or APARTMENT NUMBER _____

CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBER () _____ - _____ EMAIL _____ @ _____

FAX NUMBER () _____ - _____ WEBSITE _____

3a. POINT OF CONTACT _____ POSITION _____

4a. AUTHORIZED SIGNATURE _____ NAME _____

DATE _____

Section B INSPECTION AGENCY QUALIFICATIONS

Provide a brief statement of the agency's qualifications and background. Attach additional sheets if necessary.

DCRA OFFICIAL USE ONLY

RECEIVED BY _____	DATE _____
REVIEW DATE _____	
<input type="checkbox"/> APPROVED _____	NOTIFICATION DATE _____
CERTIFICATION NUMBER _____	
<input type="checkbox"/> DISAPPROVED _____	NOTIFICATION DATE _____
ADDITIONAL INFORMATION REQUIRED _____	NOTIFICATION DATE _____
<input type="checkbox"/> _____	

Section C THIRD PARTY INSPECTION PROCESS MANAGEMENT

Provide a quality assurance plan that reviews the process for ensuring that the agency will perform contracted inspections, report non-conforming items to the attention of the owner/designer, provide timely reports for each inspection or re-inspection and submit a final signed report to DCRA's Inspections Division. Attach additional sheets if necessary.

Section D CONFLICT OF INTEREST AFFIDAVIT

Provide a notarized, sworn affidavit, signed by the Inspection Agency, attesting that the Third Party Inspection Agency, Professional(s)-in-Charge, Supervisory Inspector(s) (if different from the Professional(s)-in Charge), and its inspectors shall, in the course of performing duties related to the District's Third Party Inspection Program and except as related specifically to the Inspection Agency named in the application, abide by the same standards of ethical conduct as are required of District government employees—in particular that they shall abide by those standards found in 6-B DCMR §1800.1, 1803.1-1803.3, 1805.1-1805.2, 1806, and 1808; and additionally attesting that they will remain independent of conflicts of interest in accordance with the Homestart Regulatory Improvement Act of 2002, codified as D.C. Official Code, 2001 Ed. §6-1403.01 et seq. (2006 Supp.) Please attach affidavit to this application package.

Section E PROOF OF INSURANCE

Provide a copy of the agency's insurance policy clearly identifying a Minimum General Liability and Errors and Omissions Coverage for each occurrence in the amount of One Million Dollars (\$1,000,000), with the District of Columbia listed as additional insured. Please attach copy of insurance policy to this application package.

Section F THIRD PARTY INSPECTION STAFF ROSTER

Please complete the following section and also attach a separate spreadsheet detailing each individuals qualifications and experience.

NAME _____ POSITION _____
CERTIFICATION(S) _____

POSITION PROFESSIONAL-IN-CHARGE SUPERVISORY INSPECTOR INSPECTOR

NAME _____ POSITION _____
CERTIFICATION(S) _____

POSITION PROFESSIONAL-IN-CHARGE SUPERVISORY INSPECTOR INSPECTOR

Section F THIRD PARTY INSPECTIONS STAFF ROSTER continued

NAME _____ POSITION _____
CERTIFICATION(S) _____

POSITION [] PROFESSIONAL-IN-CHARGE [] SUPERVISORY INSPECTOR [] INSPECTOR

NAME _____ POSITION _____
CERTIFICATION(S) _____

POSITION [] PROFESSIONAL-IN-CHARGE [] SUPERVISORY INSPECTOR [] INSPECTOR

NAME _____ POSITION _____
CERTIFICATION(S) _____

POSITION [] PROFESSIONAL-IN-CHARGE [] SUPERVISORY INSPECTOR [] INSPECTOR

NAME _____ POSITION _____
CERTIFICATION(S) _____

POSITION [] PROFESSIONAL-IN-CHARGE [] SUPERVISORY INSPECTOR [] INSPECTOR

NAME _____ POSITION _____
CERTIFICATION(S) _____

POSITION [] PROFESSIONAL-IN-CHARGE [] SUPERVISORY INSPECTOR [] INSPECTOR

NAME _____ POSITION _____
CERTIFICATION(S) _____

POSITION [] PROFESSIONAL-IN-CHARGE [] SUPERVISORY INSPECTOR [] INSPECTOR

DC INSPECTOR GENERAL HOTLINE: If you are aware of corruption, fraud, waste, abuse or mismanagement involving any DC government agency, official or program, Contact the Office of the Inspector General (OIG) at (202) 727-0267 or (800) 521-1639 (toll free). All reports are confidential and you may remain anonymous by law. Government employees are protected from reprisals or retaliation by their employers for reporting to the OIG. The information you provide may result in an investigation leading to administrative action, civil penalties or criminal prosecution in appropriate cases.

NOTICE OF NON-DISCRIMINATION: In accordance with DC Human Rights Act of 1977, as amended, DC Code Section 2.1401.01 et seq., ("the Act") the District of Columbia does not discriminate on the basis of race, color, national origin, sex, age, marital status, sexual orientation, family responsibilities, matriculation, political affiliation, disabilities, source of income, or place of residence or business. Discrimination in violation of this act will not be tolerated. Violators will be subject to disciplinary action.