



# THIRD-PARTY PROGRAM PROCEDURAL MANUAL

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DISTRICT OF COLUMBIA  
GOVERNMENT OF THE  
DC MURIEL BOWSER, MAYOR

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## **I. INTRODUCTION AND OVERVIEW**

The Government of the District of Columbia, through the Department of Buildings (DOB), is responsible for the plan review, 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 Title 6, section 1405.03 of the District of Columbia Code, and the District of Columbia Municipal Regulations Title (DCMR) 12-A, nongovernmental persons or entities, are authorized to perform inspections and plan reviews and to certify that such work complies with the District of Columbia (DC) Construction Codes, under certain conditions.

The Third-Party Program is administered by DOB, under delegated authority from the Code Official. This Manual revises and replaces all previous editions and sets forth the minimum qualifications, administrative guidelines, and procedures established and implemented by DOB for Third-Party Agencies to ensure that all inspections and reviews conducted by Third-Party Agencies are at the highest professional level, and to ensure a process for verification and auditing of the Third-Party Agencies. The Manual also establishes an application process for Third-Party Agency certification.

The rules establishing the minimum requirements for Third-Party Agencies, Professionals-In-Charge, Third-Party Inspectors, and Third-Party Reviewers are set forth in DCMR 12-A. In order to clarify the requirements and procedures for DOB's Third-Party Program and to provide DOB with the flexibility to update these requirements as necessary, DOB hereby adopts this Third-Party Program Procedure Manual, as authorized by DCMR 12-A. Pursuant to DCMR 12-A, applicants seeking to qualify as, and be certified as, Third-Party Agencies must comply with the qualification requirements and procedures set forth in the most current edition of the Third-Party Program Procedure Manual. See [DCMR 12-A](#).

A Third-Party Agency approved to conduct Third-Party plan review and/or inspections may be a corporate entity, a partnership, or a sole proprietor licensed to do business in the District of Columbia. An Agency must employ or subcontract with one (1) or more qualified Professionals-In-Charge, Third-Party Plan Reviewers, and/or Inspectors in each required discipline as approved by DOB, based on the scope of work of the project.

An approved Third-Party Agency, with the required qualifications as outlined in Table 3.1 and in good standing, may be authorized to conduct plan review and/or inspections of projects located in the District of Columbia for compliance with the DC Construction Codes, including its referenced standards (with the exception of projects outside the scope of the Third-Party Program).

Approval by DOB to participate in the Third-Party Program shall only constitute authorization to engage in the specific activities allowed by law or regulation, or by the terms of this Manual, and all other activities are outside the scope of DOB's Third-Party Program. Activities excluded from the Third-Party Program include, but are not limited to, the following:

1. Plan reviews or inspections of work that is outside the jurisdictional

authority of DOB, including but not limited to work requiring the review and/or approval of:

- a. District Department of Energy and Environment,
  - b. DC Health,
  - c. Historic Preservation Review Board,
  - d. U.S. Commission of Fine Arts,
  - e. DC Water,
  - f. Washington Metropolitan Area Transit Authority,
  - g. District Department of Transportation, and
  - h. Properties located within a flood plain as determined by FEMA (without written approval from DOB).
2. Authorization or approval of any modification of any provision of the DC Construction Codes.
3. Authorization or approval of alternative materials, design and methods of construction and equipment not specified in the DC Construction Codes.
4. Approval of installations in vaults and other projections into public space, without written approval by the District Department of Transportation.
5. Approval of site development work where jurisdictional authority is outside of the scope of DOB.
6. Approval of work subject to review and approval by the Historic Preservation Review Board of the Office of Planning.
7. Zoning compliance.
8. Plan review or inspection of work on a development site that is completely or partially within a flood hazard area as determined by the District Department of Energy and Environment.
9. Determination of the applicability of the Green Construction Code and Green Building Act Requirements.

## **II. APPROVAL OF THIRD-PARTY PLAN REVIEW AND INSPECTION AGENCIES**

### **A. Certification Process for New Agencies**

For new agencies applying to be part of the Third-Party Program, applications will only be considered from January 1<sup>st</sup> to March 1<sup>st</sup> of each calendar year. Applications will be reviewed by DOB and applicants will be notified of their status within 30 days of receipt of a complete application. See [Appendix B](#).

By undertaking a Third-Party Inspection and/or Plan Review, the Third-Party Agency acknowledges that it is in compliance with all the conditions of the applicable District laws and this Manual.

An applicant must provide and/or state the following in support of the application:

1. Submit Application Submission Cover Page and Checklist with documents from the checklist to [dob@dc.gov](mailto:dob@dc.gov) with "New Application + Agency name" in the subject line. Application package must be submitted as one pdf



document in the order outlined in the Application Submission Cover Page and Checklist. Each section must clearly have its own heading (i.e., Section A – Applicant/Business Information, Section B – Third-Party Agency Staff Roster, Section C – Quality Assurance and Performance Plan, etc.).

2. Complete Application Section A – Applicant/Business Information with the pertinent contact information for your agency.
3. Complete Application Section B – Third-Party Agency Staff Roster to demonstrate the Third-Party Agency's qualifications, pursuant to this Manual, table 3.1, and the HomeStart Act.
  - Include proof of licensure, registration, and/or qualifications of all Professional(s)- In-Charge, Inspectors, and/or Plan Reviewers affiliated with the Third-Party Agency, who will certify, supervise and/or perform Third-Party Inspections and/or Plan Review. Proof may be by the District of Columbia, the Occupational and Professional Licensing Administration (OPLA), an accredited university or college, the International Code Council (ICC), National Association of Elevator Safety Authorities (NAESA), or the Steel Tank Institute. Proof of licensure, degree, registration and/or certification will be a condition prior to approval as a Third-Party Agency. Each person performing inspections and/or plan review must be currently certified by the ICC in the discipline for which they are performing analysis or inspection.
  - At least one (1) Professional-in-Charge must be qualified in each discipline in which the inspection agency proposes to perform inspections and shall employ enough qualified Inspectors and/or Plan Reviewers experienced in the inspection or plan review discipline.
4. Complete Application Section C - Quality Assurance and Performance Plan that complies with Section II.D. of this Manual, that describes the method or plan that the Third-Party Agency uses to assess, maintain, and improve the quality and performance of all plan review and inspection services it provides.
5. Complete Application Section D – Notarized Sworn Affidavit, signed by an authorized representative of the Third-Party Agency, attesting that:
  - The Third-Party Agency, its Professional(s)-In-Charge and/or Inspectors/Plan Reviewers will remain independent of conflicts of interest in accordance with the HomeStart Act.
  - The Third-Party Agency certifies that it or its agents have been found not to have committed any ethics violations.
  - Reference Section II.E. of this Manual.
6. Complete Application Section E - Proof of Errors and Omissions Insurance coverage as required by the District of Columbia.
7. Complete Application Section F - Current General Business License.

When an application is approved by DOB, the Third-Party Agency will be issued an Approval Letter and identification number as evidence that the Third-Party Agency has been certified to participate in the Third-Party Program. The Third-Party Agency has an obligation to update DOB in writing if any material information previously submitted

to DOB in its application has changed.

**B. Recertification for Previously Approved Third-Party Agencies**

A person or entity who received prior approval from DOB as a Third-Party Agency who is in good standing as of the date of this Manual will be required to submit a re-certification application every two (2) years, demonstrating that the Third-Party Agency complies with the terms and conditions set forth in the current edition of the Manual, the DC Construction Codes, and the HomeStart Act.

Re-certification applications are to be submitted to DOB on the even number years (i.e., 2024, 2026 etc.). The re-certification of Third-Party Agencies will be submitted by using the Certification Process as outlined in Section A above, and the Application Recertification Schedule below, which is alphabetically structured. The first letter of the Agency name determines which month the Recertification Application must be received.

**TABLE 2.1 Application Recertification Schedule**

Agency Name	Application Due (Month)
A – C	January
D – G	February
H – M	March
N – Z	April

DOB, in its sole discretion, may provide conditional approval to the Third-Party Agency to conduct inspections and/or plan review for up to six (6) months. Conditional approvals are only valid for up to six (6) months and may not be extended. If the required documentation is submitted in a timely manner, then an approval letter will be issued. If such documentation outlined above is not submitted within the timeframe specified by the code official, the conditional approval shall be automatically revoked or suspended for the Agency, its Inspectors and/or Plan Reviewers. Conditional approvals will not be provided for the requirements of a Registered Professional-in-Charge.

**C. Duty to Update Applications and Approvals**

If there is a change in professional staff, an applicant for certification or an approved Third-Party Agency is required to notify the DOB Third-Party Manager in the following timeline:

1. Within five (5) business days of the removal, addition, or change of a Registered Professional-in-Charge.
2. Within five (5) business days of the removal, addition, or change of an Inspector or Plan Reviewer.

If a Registered Professional-in-Charge, Inspector, and/or Plan Reviewer is added to a Third-Party Agency, the qualifications of the added individual(s) must be provided to DOB for review and approval before he/she can begin any work under

the Third-Party Program. If DOB approves the individual(s), the Third-Party Agency's authorization can be modified to add the new Professional-in-Charge, Inspector, and/or Plan Reviewer.

Failure to update information, including, but not limited to personnel changes, shall be subject to disciplinary action depending on the severity of the action as outlined in Section VIII.

#### **D. Quality Assurance Plan**

The Third-Party Agency shall create, implement, and maintain a quality assurance plan that includes the method that the Third-Party Agency uses to maintain the quality of all plan review and inspection services it provides. The quality assurance plan must be submitted as part of the application for a new Agency as well as recertification of an existing Agency.

The quality assurance plan will be reviewed by DOB. A Quality Assurance (QA) Plan will not be approved by DOB unless it includes, at a minimum, the following elements or an equally effective QA plan or is certified by ICC IAS:

- Document the process to achieve and demonstrate compliance with all applicable codes, regulations and legal requirements for inspections.
- Establish, maintain, and report the service goals and performance goals of the agency. Service goals shall be expressed in a quantifiable manner and defined for each of the following areas:
  - Timeliness - what is the inspection report turnaround for submittal to customer and DOB?
  - Quality – what is the tolerance rate of staff or system errors?
  - Zero Life Safety Errors – how are you achieving zero life safety violations missed during an inspection?
  - Minor errors – what is the rate of minor (non-life safety) violations missed during an inspection?
  - Professionalism - how are you measuring the knowledge, attitude, responsiveness, and helpfulness of your staff?
- Document policies or measures which provide agency personnel freedom from external/internal pressures and influences that could possibly impair the enforcement of codes. Document procedures to disseminate these policies to agency personnel.
- Establishment, dissemination, and maintenance of written QA checklist(s) setting forth the various steps that employees or contractors of the Third-Party Agency are required to follow in performing plan reviews and/or inspections.
- Establishment of a QA review process by the Third-Party Agency in which a Professional(s)-In-Charge of the Agency's plan reviewers and/or inspectors:
  - (i) conducts QA reviews based on the QA checklists for each employee or contractor performing plan reviews or inspections,



at least three (3) per calendar quarter;

- (ii) reports the results of the reviews in a written form which includes information on the date of the review, the person reviewed, code violations missed, any life safety errors identified during the review, and any actions taken or recommended to improve the quality of the employee or contractor work. Copies of these quarterly QA review checklists are to be submitted to the DOB Third-Party Program Manager by the following dates each year: December 31, March 31, June 30, September 30. Failure to provide the required quarterly reports or the annual summary may result in disciplinary action.
- Provision of an annual summary report to the DOB Third-Party Program Manager by September 30th of each year, describing the number of reviews conducted for each employee or contractor and the results of any oversight of those reviews.
- Document the process for corrective action that includes a process to correct, manage consequences, and ensure it does not occur elsewhere:
  - a review of the effectiveness,
  - identify opportunities for improvement documented during management review,
  - update, if necessary, to the quality management system,
  - retain documented information on the nature of the nonconformity, actions taken, and results of corrective action.
- Document procedure for control of documents and records. Describe storage, preservation, retrieval, access, and distribution of records, including but not limited to QA reviews, Notice of Intent, inspection reports, communications, inspection pictures, and others by the Third-Party Agency for a minimum retention of a 3- year period.

#### **E. Conflicts of Interest**

Each Third-Party Agency, Professional-in-Charge, Inspector, and Plan Reviewer shall always remain in compliance with the independence and conflict of interest provisions set forth in the HomeStart Regulatory Improvement Amendment Act of 2002, codified as Title 6, section 1403.01 et seq. of the District of Columbia Code. Each Third-Party Agency, Professional-in-Charge, Inspector and Plan Reviewer is solely responsible for maintaining compliance with the conflict-of-interest provisions set forth in this Manual.

Third-Party Agencies shall remain free of conflicts of interests on projects in which it is conducting Third-Party Inspections or Plan Reviews. To ensure that actual or apparent conflicts of interests do not exist, the Owner of the Project (see [Appendix A](#)) must contract with the Third-Party Plan Review Agency and/or Third-Party Inspection Agency. The following circumstances and/or activities of a Third-Party Agency constitute a conflict of interest that disqualifies the Third-Party Agency from

performing any inspection/plan review on a specific project<sup>1</sup>.

1. The Third-Party Agency is owned or controlled by any entity associated with the Project.
2. The Project Architect(s), Engineer(s) or other design professional(s) of record, or their firms have an ownership interest in the Project or the Third- Party Agency.
3. The code or zoning consultant or other specialty consultants or advisors are associated with the design of the Project or their firms.
4. The General Contractor of the Project or any of its Subcontractors maintains a financial or economic interest in or serving (with or without compensation) as an officer or director in the Third-Party Agency.
5. Any person or entity performing functions of Project Management, Construction Management, Value Engineering or Quality Control of the Project maintains a financial or economic interest in or serving (with or without compensation) as an officer or director in the Third-Party Agency.
6. Any person or entity associated with the financing of the Project maintains a financial or economic interest in or serving (with or without compensation) as an officer or director in the Third-Party Agency.
7. Any person or entity associated with the Third-Party Agency who performs legal counsel to the owner of the Project.
8. Any person or entity associated with the Third-Party Agency, who performs functions of permit expediting or acting as Owner's agent, or any other party or entity associated with advocating for the Owner's interest in the Project.
9. The Third-Party Agency has provided advisory, consulting services, and/or design services related to the Project.
10. The Third-Party Professional-in-Charge is subject to all conflict requirements of the Third-Party Agency in which there is a business or family relationship.
11. The Third-Party Agency is conducting Plan Review and an Inspection for the same project.
12. Any other circumstances or activities not listed above that the DOB Third-Party Manager may reasonably prove to constitute an actual, potential, or apparent conflict of interest based on consideration of specific circumstances.

#### **F. Insurance Coverage**

The Third-Party Agency shall obtain and maintain a Minimum Errors and Omissions Coverage for each occurrence in the amount of \$1,000,000 with the District of Columbia named as additional insured. This requirement is not to be interpreted to mean that Errors and Omissions are required for each project. Professionals-In-Charge, Inspectors, and Reviewers who are principals of the Third-Party Agency or who are employed by, or under contract with the Third-Party Agency, shall be covered by the Third-Party Agency's insurance. The insurance shall be cancelable only after 30 days' notice to the Department of Buildings, by certified mail with return receipt, addressed to the following location or such other destination as the Third-Party Manager may advise:

<sup>1</sup> This list includes examples of conflicts of interest; however, it is not exhaustive. DOB reserves its right to investigate any allegations of an actual, potential or apparent conflict of interest of a Third-Party Agency DOB shall issue discipline for any actual, potential or apparent conflict interest.

Third-Party Program Manager  
Department of Buildings  
1100 4th Street, SW Fourth Floor  
Washington, DC 20024  
Email: [DOB@dc.gov](mailto:DOB@dc.gov)

Any cancellation of the required insurance shall result in removal of Third-Party Approvals effective on the date of the insurance cancellation. If the Third-Party Agency changes insurance providers, within 15 calendar days, the Third-Party Agency must submit updated insurance coverage to DOB. Failure to do so shall result in the Agency's removal from the Program.

#### **G. Score Card for Third Party Agencies**

After six (6) months of acceptance into the Third-Party Program, the Agency will receive a score of 1 - 5 stars that represents the performance of their work over the past 12 months on the following items:

1. Does the Agency submit inspection reports within three (3) business days?
2. Does the Agency inspectors check in/out with geolocation when at an inspection?
3. How often does the Agency pass oversight inspections?
4. Have any disciplinary actions been taken against the Agency? (this excludes warnings)

This score card will be shared online for public use, along with the Tertius customer ratings, to assist customers in selecting the Agency that best meets their needs.

### **III. QUALIFICATIONS OF THIRD-PARTY PLAN REVIEW AND INSPECTION AGENCIES**

To obtain DOB approval, the Third-Party Agency must identify the Licensed Professional- in-Charge(s), Plan Reviewer(s), and/or Certified Inspector(s), who meet the qualifications for each, and all disciplines, set forth below in Table 3.1 (to include Green, Energy, Fire) or Table 3.2 for Elevator Inspectors.

Once approved, the Professional(s)-In-Charge, Plan Reviewer(s), and Inspector(s) are authorized to conduct certain plan reviews and inspections as specified in Table 3.1.

Professionals-In-Charge, Plan Reviewers, and Inspectors are required to maintain and renew required licenses, certifications, and/or registrations in accordance with applicable protocols from the issuing authority. It is the responsibility of each Third-Party Agency to ensure that their staff is proficient, certified, and competent in the application of the DC Construction Codes for their respective disciplines.

**TABLE 3.1**

Mandatory Minimum Qualifications and Authorized Work		
<i>Commercial Building<sup>2</sup></i>		
Position	Minimum Qualifications	Authorized Work
Building Professional-in-Charge for Inspections	<ul style="list-style-type: none"> <li>• Current, valid District of Columbia license as a Professional Engineer or Architect, or current valid ICC Certification of Master Code Professional.</li> <li>• At least four (4) years of experience in the field of engineering or construction project design or construction management</li> <li>• Meet the qualifications of a certified building inspector and/or certified reviewer as defined in this Manual.</li> </ul>	Oversee the work of the Building Inspector
Building Professional-in-Charge for Plan Review	<ul style="list-style-type: none"> <li>• Current, valid District of Columbia license as a Professional Engineer or Architect, and</li> <li>• Current valid ICC Certification of Master Code Professional.</li> <li>• At least four (4) years of experience in the field of engineering or construction project design or construction management</li> <li>• Meet the qualifications of a certified building inspector and/or certified reviewer as defined in this Manual.</li> </ul>	Oversee the work of the Building Plan Reviewer.
Building Plan Review	<ul style="list-style-type: none"> <li>• Current, valid District of Columbia license as a Professional Engineer or Architect.</li> <li>• Current ICC Certification as a (B3) Building Plans Examiner, and (21) Accessibility Inspector/Plans Examiner.</li> <li>• At least three (3) years of experience in the building plan review in a jurisdiction using any of the ICC codes.</li> </ul>	Authorized to sign off on the "building review" and "structural review" for commercial and residential plans designed to IRC or IBC.
Building Inspector	<ul style="list-style-type: none"> <li>• Current ICC Certification as a (B2) Building Inspector, and (21) Accessibility Inspector/Plans Examiner.</li> <li>• At least three (3) years of experience in code compliance building inspection in a jurisdiction using any of the ICC codes.</li> </ul>	Authorized to approve the following inspections: Commercial and residential buildings

<sup>2</sup> "Building" refers to projects governed by the DC Building Code.

*Residential Building*<sup>3</sup>

Position	Minimum Qualifications	Authorized Work
Residential Only Professional-in-Charge for Inspections	<ul style="list-style-type: none"> <li>• Current, valid District of Columbia license as a Professional Engineer or Architect, or current, valid ICC Certification of Master Code Professional.</li> <li>• At least three (3) years of experience in the field of building design and/or construction, civil or structural engineering or construction project design and/or construction management, in a supervisory capacity.</li> <li>• Meet the certification requirement for an (R5) ICC Combination Residential Inspector/Plan Reviewers.</li> </ul>	Oversee the work of the Residential Inspector
Residential Only Professional-in-Charge for Plan Review	<ul style="list-style-type: none"> <li>• Current, valid District of Columbia license as a Professional Engineer or Architect.</li> <li>• Current, valid ICC Certification of Master Code Professional.</li> <li>• At least three (3) years of experience in the field of building design and/or construction, civil or structural engineering or construction project design and/or construction management, in a supervisory capacity.</li> <li>• Meet the certification requirement for an (R5) ICC Combination Residential Inspector/Plan Reviewers.</li> </ul>	Oversee the work of the Residential Plan Reviewer
Residential Only Plan Reviewer	<ul style="list-style-type: none"> <li>• Current, valid District of Columbia license as a Professional Engineer or Architect.</li> <li>• Current ICC Certification as an (R3) Residential Plan Reviewer.</li> <li>• At least three (3) years of experience in code compliance building inspection in a jurisdiction using any of the ICC codes.</li> </ul>	Authorized to sign off on "building review" and "structural review" of one (1) and two (2) family dwellings built under the IRC
Residential Only Inspector	<ul style="list-style-type: none"> <li>• Current ICC Certification as a (R5) Residential Combination Inspector.</li> <li>• At least three (3) years of experience in code compliance building inspection in a jurisdiction using any of the ICC codes.</li> </ul>	Authorized to approve the following inspections: one (1) and two (2) family dwellings built under the

<sup>3</sup> "Residential" refers to projects governed by the DC Residential Code.

## Mechanical and Fuel Gas

Position	Minimum Qualifications	Authorized Work
Mechanical Professional-in-Charge for Inspections	<ul style="list-style-type: none"> <li>• Current registration in the District of Columbia as a Professional Engineer, Architect, or current ICC Certification of Master Code Professional.</li> <li>• At least four (4) years of experience in the field of mechanical design, mechanical engineering, or mechanical project design, including their administrative provisions.</li> <li>• Meet the qualifications for a Mechanical inspector and/or reviewer as defined in this Manual.</li> </ul>	Oversee the work of the Mechanical Inspector
Mechanical Professional-in-Charge for Plan Review	<ul style="list-style-type: none"> <li>• Current, valid District of Columbia license as a Professional Engineer or Architect, and</li> <li>• Current, valid ICC Certification of Master Code Professional.</li> <li>• At least four (4) years of experience in the field of engineering or construction project design or construction management.</li> <li>• Meet the qualifications for a Mechanical inspector and/or reviewer as defined in this Manual.</li> </ul>	Oversee the work of the Mechanical Plan Reviewer
Mechanical Plan Reviewer	<ul style="list-style-type: none"> <li>• Current, valid District of Columbia license as a Professional Engineer or Architect.</li> <li>• Current ICC Certification as a (M3) Mechanical Plans Examiner.</li> <li>• At least three (3) years of experience in code compliance inspection of mechanical systems in a jurisdiction using any of the ICC codes.</li> </ul>	Authorized to sign off on commercial or residential Mechanical Plans
Mechanical Inspector	<ul style="list-style-type: none"> <li>• Current ICC Certification as a (M1 or M2) Mechanical Inspector.</li> <li>• At least three (3) years of experience in code compliance inspection of mechanical systems in a jurisdiction using any of the ICC codes.</li> </ul>	Authorized to approve the following inspections: Residential or Commercial Mechanical Inspector



## Electrical

Position	Minimum Qualifications	Authorized Work
Electrical Professional-in-Charge for Inspections	<ul style="list-style-type: none"> <li>• Current registration in the District of Columbia as a Professional Engineer, Architect or current ICC Certification of Master Code Professional.</li> <li>• At least four (4) years of experience in the field of electrical systems design and layout, including their administrative provisions.</li> <li>• Meet the qualifications for an electrical inspector and/or reviewer as defined in this Manual.</li> </ul>	Oversee the work of the Electrical Inspector
Electrical Professional- in-Charge for Plan Review	<ul style="list-style-type: none"> <li>• Current, valid District of Columbia license as a Professional Engineer or Architect, and</li> <li>• Current, valid ICC Certification of Master Code Professional.</li> <li>• At least four (4) years of experience in the field of engineering or construction project design or construction management.</li> <li>• Meet the qualifications for an electrical inspector and/or reviewer as defined in this Manual.</li> </ul>	Oversee the work of the Electrical Plan Reviewer
Electrical Plan Reviewer	<ul style="list-style-type: none"> <li>• Current, valid District of Columbia license as a Professional Engineer or Architect.</li> <li>• Current ICC Certification as a (E3) Electrical Plans Examiner.</li> <li>• At least six (6) years of experience in code compliance plan review of electrical systems in a jurisdiction using any of the National Electric Code or ICC codes.</li> </ul>	Authorized to sign off on Commercial or Residential electrical plans.
Electrical Inspector	<ul style="list-style-type: none"> <li>• Current ICC Certification as a (E1 or E2) Electrical Inspector.</li> <li>• At least three (3) years of experience in code compliance inspection of electrical systems in a jurisdiction using any of the ICC codes.</li> </ul>	Authorized to approve the following inspections: Commercial or Residential Electrical dependent on certification.

<i>Plumbing</i>		
<b>Position</b>	<b>Minimum Qualifications</b>	<b>Authorized Work</b>
Plumbing Professional-in-Charge for Inspections	<ul style="list-style-type: none"> <li>• Current registration in the District of Columbia as a Professional Engineer, Architect or current ICC Certification of Master Code Professional.</li> <li>• At least four (4) years of experience in the field of mechanical engineering or mechanical/plumbing systems design and layout in a supervisory position, including their administrative provisions.</li> <li>• Meet the qualifications for a plumbing inspector and/or reviewer as defined in this Manual.</li> </ul>	Oversee the work of the Plumbing Inspector
Plumbing Professional-in-Charge for Plan Review	<ul style="list-style-type: none"> <li>• Current, valid District of Columbia license as a Professional Engineer or Architect, and</li> <li>• Current, valid ICC Certification of Master Code Professional.</li> <li>• At least four (4) years of experience in the field of mechanical engineering or mechanical/plumbing systems design and layout in a supervisory position, including their administrative provisions.</li> <li>• Meet the qualifications for a plumbing inspector and/or reviewer as defined in this Manual.</li> </ul>	Oversee the work of the Plumbing Plan Reviewer
Plumbing Plan Reviewer	<ul style="list-style-type: none"> <li>• Current, valid District of Columbia license as a Professional Engineer or Architect.</li> <li>• Current ICC Certification as a (P3) Plumbing Plans Examiner, and (21) Accessibility Inspector/Plans Examiner.</li> <li>• At least three (3) years of experience in plumbing plan review in a jurisdiction using any of the ICC codes.</li> </ul>	Authorized to sign off on Residential or Commercial Plumbing plans.
Plumbing Inspector	<ul style="list-style-type: none"> <li>• Current ICC Certification as a (P1 or P2) Plumbing Inspector, and (21) Accessibility Inspector/Plans Examiner.</li> <li>• At least three (3) years of experience in code compliance inspection of plumbing systems in a jurisdiction using any of the ICC codes.</li> </ul>	Authorized to approve the following inspections: Commercial or Residential Plumbing dependent on certifications.
<i>Fire Protection</i>		
<b>Position</b>	<b>Minimum Qualifications</b>	<b>Authorized Work</b>

<p>Fire Protection Professional-in-Charge for Inspections</p>	<ul style="list-style-type: none"> <li>• Current registration in the District of Columbia as a Professional Engineer, Architect or ICC (FM) Certified Fire Marshall.</li> <li>• At least five (5) years of experience in the sections of the DC Construction Codes pertinent to Fire Protection &amp; Life Safety systems, including its administration provisions.</li> <li>• Current ICC certification as a (66) Fire Inspector I and (67) Fire Inspector II.</li> <li>• At least three (3) years of experience in code compliance inspection of Fire Protection systems in a jurisdiction using any of the ICC codes.</li> </ul>	<p>Oversee the work of the Fire Protection Inspector</p>
<p>Fire Protection Professional-in-Charge for Plan Review</p>	<ul style="list-style-type: none"> <li>• Current, valid District of Columbia license as a Professional Engineer or Architect, and</li> <li>• Current, valid ICC Certification of (FM) Certified Fire Marshall.</li> <li>• At least five (5) years of experience in the sections of the DC Construction Codes pertinent to Fire Protection &amp; Life Safety systems, including its administration provisions.</li> <li>• Current ICC certification as an (F3) Fire Plans Examiner.</li> <li>• At least three (3) years of experience in code compliance inspection of Fire Protection systems in a jurisdiction using any of the ICC codes.</li> </ul>	<p>Oversee the work of the Fire Protection Plan Reviewer</p>
<p>Fire Protection Plan Reviewer</p>	<ul style="list-style-type: none"> <li>• Current, valid District of Columbia license as a Professional Engineer or Architect.</li> <li>• Current ICC Certification as a (F3) Fire Plans Examiner.</li> <li>• At least six (6) years of experience in Code compliance plan review of Fire Protection &amp; Life Safety Systems in a jurisdiction using any of the ICC codes.</li> </ul>	<p>Authorized to sign off on Residential or Commercial fire plans.</p>
<p>Fire Protection Inspector</p>	<ul style="list-style-type: none"> <li>• Current ICC certification as a (66) Fire Inspector I and (67) Fire Inspector III. At least</li> <li>• three (3) years of experience in code compliance inspection of Fire Protection systems in a jurisdiction using any of the ICC codes.</li> </ul>	<p>Authorized to approve the following inspections: Residential or Commercial fire inspections.</p>

## Residential Energy

Position	Minimum Qualifications	Authorized Work
Residential Energy Professional-in-Charge for Inspections	<ul style="list-style-type: none"> <li>• Meet one of the following:               <ol style="list-style-type: none"> <li>a. Current license in the District of Columbia as either a (1) Professional Engineer or Architect and have three (3) years of relevant experience.</li> <li>b. Current ICC Certification of Master Code Professional and have three (3) years of relevant experience.</li> <li>c. Five (5) years of relevant experience.</li> </ol> </li> <li>• Current ICC certification as a (79) Residential Energy Inspector/ Plans Examiner.</li> <li>• At least five (5) years of experience in the construction or building field working with energy-related systems (e.g., mechanical systems, lighting, energy modeling, building envelope, renewable energy).</li> <li>• DOB Green Building Division administered trainings may be required.</li> </ul>	Oversee the Residential Energy Inspector
Residential Energy Professional-in-Charge for Plan Review	<ul style="list-style-type: none"> <li>• Current, valid District of Columbia license as a Professional Engineer or Architect.</li> <li>• Meet one of the following:               <ol style="list-style-type: none"> <li>a. Current ICC Certification of Master Code Professional and have three (3) years of relevant experience.</li> <li>b. Five (5) years of relevant experience.</li> </ol> </li> <li>• Current ICC Certification as a (79) Residential Energy Inspectors/Plans Examiner.</li> <li>• At least five (5) years of experience in the construction or building field working with energy-related systems (e.g., mechanical systems, lighting, energy modeling, building envelope, renewable energy).</li> <li>• DOB Green Building Division administered trainings may be required.</li> </ul>	Oversee the Residential Energy Plan Reviewer
Residential Energy Plan Reviewer	<ul style="list-style-type: none"> <li>• Current, valid District of Columbia license as a Professional Engineer or Architect.</li> <li>• Current ICC Certification as a (79) Residential Energy Inspector/Plans Examiner.</li> <li>• At least two (2) years of experience in energy systems and energy efficiency in a jurisdiction using the International Energy Conservation Code (IECC).</li> </ul>	Review and approve the "energy review" for construction plans to the DC Residential Energy Conservation Code.

<p>Residential Energy Inspector</p>	<ul style="list-style-type: none"><li>• Attend DOB Green Building Division administered trainings.</li><li>• Current ICC Certification as a (79) Residential Energy Inspector/Plans Examiner.</li><li>• At least two (2) years of experience in energy systems and energy efficiency in a jurisdiction using the IECC.</li><li>• Attend DOB Green Building Division administered trainings.</li></ul>	<p>Inspect and approve “insulation inspection” and “energy final” for construction projects required to comply with the DC Residential Energy Conservation Code.</p>
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## Commercial Energy

Position	Minimum Qualifications	Authorized Work
Commercial Energy Professional-In-Charge for Inspections	<ul style="list-style-type: none"> <li>• Meet one of the following:                             <ul style="list-style-type: none"> <li>a. Current license in the District of Columbia as either a (1) Professional Engineer or Architect and have three (3) years of relevant experience.</li> <li>b. Current ICC Certification of Master Code Professional and have three (3) years of relevant experience.</li> <li>c. Five (5) years of relevant experience.</li> </ul> </li> <li>• Current ICC Certification as a Commercial Energy (CE) Inspector/Plans Examiner with ASHRAE 90.1.</li> <li>• At least five (5) years of experience in the construction or building field working with energy-related systems (e.g., mechanical systems, lighting, energy modeling, building envelope, renewable energy).</li> <li>• DOB Green Building Division administered trainings may be required.</li> </ul>	Oversee the Commercial Energy Code Inspector.
Commercial Energy Professional-In-Charge	<ul style="list-style-type: none"> <li>• Current, valid District of Columbia license as a Professional Engineer or Architect.</li> <li>• Meet one of the following:                             <ul style="list-style-type: none"> <li>a. Current ICC Certification of Master Code Professional and have three (3) years of relevant experience.</li> <li>b. Five (5) years of relevant experience.</li> </ul> </li> <li>• Current ICC Certification as a Commercial Energy (CE) Inspector/Plans Examiner with ASHRAE 90.1.</li> <li>• At least five (5) years of experience in the construction or building field working with energy-related systems (e.g., mechanical systems, lighting, energy modeling, building envelope, renewable energy).</li> <li>• DOB Green Building Division administered trainings may be required.</li> </ul>	Oversee the Commercial Energy Code Plan Reviewer.
Commercial Energy Plan Reviewer	<ul style="list-style-type: none"> <li>• Current, valid District of Columbia license as a Professional Engineer or Architect.</li> <li>• Current ICC Certification as a CE Inspector/Plans Examiner with ASHRAE 90.1.</li> <li>• At least two (2) years of experience in energy systems and energy efficiency in a jurisdiction using the IECC.</li> <li>• Attend DOB Green Building Division administered trainings.</li> </ul>	Review and approve the "energy review" for construction plans to the DC Commercial Energy Conservation Code.
Commercial	<ul style="list-style-type: none"> <li>• Current ICC Certification as a (CE)</li> </ul>	Inspect and



Energy Inspector	<p>Commercial Energy Inspector/Plans Examiner with ASHRAE 90.1.</p> <ul style="list-style-type: none"><li>• At least two (2) years of experience in energy systems and energy efficiency in a jurisdiction using the IECC.</li><li>• Attend DOB Green Building Division administered trainings.</li></ul>	approve the insulation installation and energy installation for construction projects required to comply with the DC Commercial Energy Conservation Code.
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## Green Code<sup>4</sup>

Position	Minimum Qualifications	Authorized Work
Green Professional- in-Charge for Inspections	<ul style="list-style-type: none"> <li>• Meet one of the following:                             <ul style="list-style-type: none"> <li>a. Current license in the District of Columbia as either a (1) Professional Engineer or Architect and have three (3) years of relevant experience.</li> <li>b. Current ICC Certification of Master Code Professional and have three (3) years of relevant experience.</li> <li>c. Five (5) years of relevant experience.</li> </ul> </li> <li>• Current ICC Certification as an (GC) IgCC Commercial Inspector/Plans Examiner w/ASHRAE 189- GC or (GCP) Commercial Green Construction Professional, and (CE) Commercial Energy Inspector/Plans Examiner with ASHRAE 90.1.</li> <li>• At least five (5) years of experience in green building, energy systems, and energy efficiency in a jurisdiction using the IECC and the IgCC.</li> <li>• DOB Green Building Division administered trainings may be required.</li> </ul>	Oversee the Green Code Inspector(s).
Green Professional- in-Charge for Plan Review	<ul style="list-style-type: none"> <li>• Current, valid District of Columbia license as a Professional Engineer or Architect.</li> <li>• Meet one of the following:                             <ul style="list-style-type: none"> <li>a. Current ICC Certification of Master Code Professional and have three (3) years of relevant experience.</li> <li>b. Five (5) years of relevant experience.</li> </ul> </li> <li>• Current ICC Certification as an (GC) IgCC Commercial Inspector/Plans Examiner w/ASHRAE 189- GC or (GCP) Commercial Green Construction Professional, and (CE) Commercial Energy Inspector/Plans Examiner with ASHRAE 90.1.</li> <li>• At least five (5) years of experience in green building, energy systems, and energy efficiency in a jurisdiction using the IECC and the IgCC.</li> <li>• DOB Green Building Division administered trainings may be required.</li> </ul>	Oversee the Green Code Plan Reviewer
Green Inspector	<ul style="list-style-type: none"> <li>• Current ICC Certification as an (GC) IgCC Commercial Inspector/Plans Examiner</li> </ul>	Inspect and approve the

<sup>4</sup> The Third-Party Plan Review Agency conducting the “Green Review” must also conduct the “Energy Review”.

Green Plan Reviewer	<p>w/ASHRAE 189- GC or (GCP) Commercial Green Construction Professional, and (CE) Commercial Energy Inspector/Plans Examiner with ASHRAE 90.1.</p> <ul style="list-style-type: none"><li>• At least three (3) years of experience in green building, energy systems, and energy efficiency in a jurisdiction using the IECC and the IGCC.</li><li>• Attend DOB Green Building Division administered trainings.</li></ul> <p>• Current, valid District of Columbia license as a Professional Engineer or Architect.</p> <p>• Current ICC Certification as an (GC) IgCC Commercial Inspector/Plans Examiner w/ASHRAE 189- GC or (GCP) Commercial Green Construction Professional, and (CE) Commercial Energy Inspector/Plans Examiner with ASHRAE 90.1.</p> <ul style="list-style-type: none"><li>• At least three (3) years of experience in green building, energy systems and energy efficiency in a jurisdiction using the IECC and the IGCC.</li><li>• Attend DOB Green Building Division administered trainings.</li></ul>	<p>“green rough-in” and “green final” for construction projects required to comply with the DC Green Construction Code.</p> <p>Review and approve the “green review” for construction plans built to the DC Green Construction Code</p>
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**TABLE 3.2**

*Elevators (New Construction Only)<sup>5</sup>*

Position	Minimum Qualifications	Authorized Work
Elevator Professional-In-Charge	<ul style="list-style-type: none"> <li>• Certification for Inspections Supervisor with NAESA accredited to administer testing and certification of the QEI-1 standard published by the American Society of Mechanical Engineers (ASME QEI-1) as Inspection Supervisor or current certification registration in the District of Columbia as a Professional Engineer.</li> <li>• At least three (3) years of experience in building plan review in a jurisdiction using any of the ICC codes.</li> <li>• At least five (5) years of in-the-field experience in design, inspection, or construction management involving the installation, maintenance, or rehabilitation of elevators and/or conveying systems, in a supervisory position.</li> </ul>	Oversee the Elevator Plan Reviewer and Elevator Inspector(s)
Elevator Reviewer	<ul style="list-style-type: none"> <li>• Certification for Inspections Supervisors with NAESA accredited to administer testing and certification of the QEI-1 standard published by the American Society of Mechanical Engineers (ASME QEI-1) as Inspection Supervisor.</li> <li>• At least three (3) years of experience in building plan review in a jurisdiction using any of the ICC codes.</li> <li>• At least five (5) years of in-the-field-experience in design, inspection, or construction management involving the installation, maintenance or rehabilitation of elevators and/or conveying systems, in a supervisory position.</li> </ul>	
Elevator Inspector	<ul style="list-style-type: none"> <li>• Certification with NAESA accredited to administer testing and certification of the QEI-1 standard published by the American Society of Mechanical Engineers (ASME QEI-1) as certified Elevator Inspector.</li> <li>• At least three (3) years of 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 Inspector.</li> </ul>	

<sup>5</sup> For annual Elevator Inspections, See [Appendix I](#).

## J. Special Inspections

DCMR 12-A §109.3.13 (2013) authorizes the Code Official to require the Owner to employ Special Inspection Agencies with adequate qualifications to inspect, at a minimum, the following types of construction and others as outlined in Chapter 17 of the International Building Code:

- Reinforced Concrete,
- Reinforced Masonry,
- Welding,
- Precast Concrete,
- Structural Steel,
- Engineered Fill,
- Underpinning,
- Spray Applied Fireproofing,
- Smoke Control Systems,
- High Strength Bolts,
- Certain Concrete Installations,
- Certain Masonry Installations,
- Mastic and Intumescent Fire-Resistant Coatings, and
- Exterior Insulation and Finish System (EIFS) installations.

The Third-Party Program Manager shall determine the qualifications of Special Inspectors, in accordance with DCMR 12-A, and Chapter 17 of the International Building Code. This Manual adopts the Special Inspection Policy Manual 2018, or any successor thereto, which can be found at [DOB.dc.gov](http://DOB.dc.gov).

### 1. Special Inspector Qualification Standards (See [Special Inspection Policy Manual](#))

The qualifications listed below are from the International Accreditation Service (IAS) Document AC291 – Accreditation Criteria for IBC Special Inspection Agencies and ASTM E329 for agents.

#### a. Experience

- i. For the experience to count toward qualifications, it must be based on verifiable work directly related to the category or type of inspection involved.
- ii. An engineering degree (Bachelor of Science) plus appropriate in-house training may be substituted for not more than one (1) year of experience. An engineering technology degree (Bachelor of Science) plus appropriate in-house training may be substituted for not more than one (1) year of experience. (A degree may not be substituted for more than half of the experience requirements in any category.)
- iii. Three (3) or more years' experience as a qualified Special Inspector in one (1) or more categories of work may satisfy up to half of the experience requirements in any category.

#### b. Certification

Certification, when specified, is intended to mean successful

completion of an ICC examination or an approved equivalent (e.g., WACEL, ACI, and AASHTO) appropriate to the category of work involved.

**c. Special Inspector in Training**

The intent of this provision is to provide practical opportunities for an inspector to gain the needed experience to qualify as a Special Inspector. An inspector who does not meet the qualifications for Third-Party Inspector may be allowed to perform "Special Inspections" at the discretion of the responsible Registered Professional Engineer in charge and with the approval of the Code Official, provided one (1) or more of the following conditions are met:

- The individual is working under direct and continuous supervision of a Special Inspector fully qualified for the type of work involved; or
- The individual is working under the 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.



## 2. Qualifications for Special Inspections

**TABLE 3.3.**

<i>Special Inspections</i>	
Description	Qualifications Criteria
<b>Pre-Stressed Concrete</b>	<ul style="list-style-type: none"> <li>• Current ICC Certification as a (92) Pre-stressed Concrete Special Inspector or current Washington Area Council of Engineering Laboratories, Inc. (WACEL) certification as a Structural Concrete/Masonry Inspector.</li> <li>• At least two (2) years of experience under the direct supervision of a PE in structural engineering.</li> <li>• Maintain a minimum of two relevant Continuing Education Units (CEU) every three (3) years.</li> </ul>
<b>Reinforced Concrete</b>	<ul style="list-style-type: none"> <li>• Current ICC Certification as a (47) Reinforced Concrete Special Inspector or current WACEL certification as a Level I Concrete Technician.</li> <li>• At least two (2) years of experience under the direct supervision of a Professional Engineer in structural engineering.</li> <li>• Maintain a minimum of two (2) relevant CEUs every three (3) years.</li> </ul>
<b>Non-Destructive Testing</b>	<ul style="list-style-type: none"> <li>• Current American Society for Nondestructive Testing (ASNT) Level II as determined by Level III Examiner and a minimum one (1) year of direct testing experience.</li> <li>• Personnel qualified in accordance with nationally recognized NDT personnel qualifications practice or standard, such as ANSI/ASNT-CP-189 or SNT-TC-1.</li> <li>• Maintain a minimum of two (2) relevant CEUs every three years.</li> </ul>

<p><b>Pier and Pile Foundations</b></p>	<ul style="list-style-type: none"> <li>• Current ICC certification as a (47) Reinforced Concrete Special Inspector or NICET III or IV or current WACEL certification as a Level II Concrete Technician.</li> <li>• At least two (2) years of experience under the direct supervision of a PE in structural engineering.</li> <li>• Maintain a minimum of two (2) relevant CEUs every three (3) years.</li> </ul>
<p><b>Post-Installed Structural Anchors in Concrete</b></p>	<ul style="list-style-type: none"> <li>• Current ICC certification as a (B2) Commercial Building Inspector.</li> <li>• At least two (2) years of experience in the activity being inspected. OR A Professional Engineer and a minimum one (1) year of experience in the activity being inspected.</li> <li>• Maintain a minimum of two (2) relevant CEUs every three (3) years.</li> </ul>
<p><b>Soils</b></p>	<ul style="list-style-type: none"> <li>• NICET II, III, IV, CT, or ICC Certification as an (EC) Soils Special Inspector or current WACEL certification as a Level I Soils Technician.</li> <li>• At least three (3) years of experience directly related to soils testing and inspection under a licensed P.E.</li> <li>• Maintain a minimum of two (2) relevant CEUs every three years.</li> </ul>
<p><b>Spray-Applied Fireproofing</b></p>	<ul style="list-style-type: none"> <li>• Current ICC certification as an (86) Spray-applied Fireproofing Special Inspector, a current WACEL certification as a Level I Sprayed-on Fireproofing Technician or A Professional Engineer in Fire Protection.</li> <li>• Maintain a minimum of two (2) relevant CEUs every three (3) years.</li> </ul>
<p><b>Bolting</b></p>	<ul style="list-style-type: none"> <li>• Current ICC certification as an (S1) Structural Steel and Bolting Special Inspector or current WACEL certification as a Level I Structural Steel Inspector.</li> <li>• Maintain a minimum of two (2) relevant CEUs every three (3) years.</li> </ul>

<b>Welding</b>	<ul style="list-style-type: none"><li>• Current ICC certification as an (S2) Structural Welding Special Inspector or current WACEL certification as a Level II Structural Steel Inspector.</li><li>• Maintain a minimum of two (2) relevant CEUs every three (3) years.</li></ul>
<b>Structural Masonry Construction</b>	<ul style="list-style-type: none"><li>• Current ICC certification as an (84) Structural Masonry Special Inspector or current WACEL certification as a Structural Concrete/Masonry Technician.</li><li>• Maintain a minimum of two (2) relevant CEUs every three (3) years.</li></ul>
<b>Structural Wood Construction</b>	<ul style="list-style-type: none"><li>• Current ICC Certification as a (B2) Commercial Building Inspector and (B2) Residential Building Inspector.</li><li>• Maintain a minimum of two (2) relevant CEUs every three (3) years.</li></ul>
<b>Smoke Control</b>	<ul style="list-style-type: none"><li>• Current ICC certification as a (67) Fire Inspector II and (B1) Commercial Building Inspector, an ICC Certification of Master Code Professional, or</li><li>• A Professional Engineer in Fire Protection.</li><li>• Maintain a minimum of two (2) relevant CEUs every three (3) years.</li></ul>

#### **IV. DUTIES AND RESPONSIBILITIES OF A THIRD-PARTY AGENCY**

##### **A. Notice of Intent to Use a Third-Party Agency**

Before commencing work on a project, an executed Notice of Intent (NOI) to use a Third- Party Agency must be approved by DOB. The Owner must execute the NOI, but the Third-Party Agency may submit the NOI to DOB as a designated Agent of the Owner. If the Owner is not the signing party, a notarized letter confirming the Agent's authority and identity must be attached to the NOI. Forms can be found under [Appendix C1](#) and [Appendix C2](#).

**B. Duties of the Registered Professional-in-Charge or Master Code Professional**

The Registered Professional-in-Charge and/or Master Code Professional must provide direct supervision of all inspections or plan reviews conducted by the Third-Party Agency. The Professional-in-Charge and/or Master Code Professional is responsible for ensuring that each Third-Party Plan Reviewer and/or Inspector is approved to conduct plan reviews and/or inspections for each applicable discipline.

**C. Training**

All Third-Party Agencies including Inspectors, Plan Reviewers, and Professionals-In-Charge must attend DOB mandatory training as scheduled. Failure to attend mandatory training will be subject to disciplinary action as described in Section VIII. Advance notice of the training will be provided to all Third-Party Agencies.

All Third-Party Agencies must provide proof of completion of a minimum of four (4) hours of an approved ethics training biennially, which must include one (1) hour of ethics training provided by the DC Board of Ethics and Government Accountability.

Third-Party Agencies are responsible for providing appropriate continuing education and training to their employees.

**D. Plan Review Reports**

**1. Provide Complete and Timely Plan Review Reports**

The Third-Party Review Agency shall submit the following completed reports to DOB for each Project. The Third-Party Manager, within his/her sole discretion, may modify the reporting requirements and procedures in writing as deemed necessary. The Plan Review Report shall include a Plan Review Approval Certification Cover Letter. See [Appendix D](#).

**2. Plan Review Code Deficiency Report**

The Third-Party Plan Review Agency shall complete a Plan Review Code Deficiency Report, containing a list of non-complying items (the "Code Deficiency Report") for each round of review and the relevant code section(s). The Code Deficiency report shall be in the format defined by DOB. The architect, engineer, or design professional shall make changes in a standardized format with key-dated notes and changes clouded on the approved plans. See [Appendix E](#). At a minimum, the Code Deficiency Report shall specify a building code summary that depicts certain elements of the project under construction:

- Project address,
- Occupancy classification,
- Type of construction,
- Allowable area,
- Required yards,
- Building fire resistive rating and exterior wall rating,
- Design Occupant Load,
- Third-Party Plan Review Agency's name and address,
- Notice of Intent Number(s),

- Discipline(s) for which the plan review was performed,
- Name and contact information of the approved Registered Professional-in-Charge and Plan Reviewers completing the review for each applicable discipline:
  - If another DOB approved Agency was used as a subcontractor to complete a review (e.g., green review), include information on the Agency, PIC and plan reviewer,
- List of items found to be non-conforming citing the applicable code sections,
- The nature of the deficiency and the location of the deficiency in the plans,
- Corresponding response from the design professional confirming how and where the non-conforming items were corrected, as well as the date they were corrected.

The Third-Party Plan Review Agency shall submit copies of each Code Deficiency Report to the Owner or the Owner's designated recipient(s). The Third-Party Plan Review Agency shall communicate with the Owner or its designated representatives as necessary to clarify and ensure the non-compliant items are corrected and in full compliance with the DC Construction Codes. It is the duty of the Third-Party Plan Review Agency to ensure all identified code deficiencies are corrected in the final set of plans.

### **3. Third-Party Plan Review Approval Certification Letter and Report**

The Third-Party Plan Review Approval Certification Letter and Report shall be sealed and signed by the Professional-in-Charge and must be submitted in a PDF format. The Certification Letter shall specify:

- Project address,
- Third-Party Plan Review Agency's name and address,
- Notice of Intent Number(s),
- Discipline(s) for which the plan review was performed,
- Name and contact information of the approved Professional(s)-In-Charge and Plan Reviewer(s) signing off on the review for each applicable discipline:
  - If another approved Agency was used as a subcontractor to complete a review (e.g., green review), include information on the Agency, PIC, and plan reviewer,
- A copy of all Code Deficiency Reports issued by the Third-Party Agency and subcontractors, if applicable,
- A statement testifying to the compliance of the Discipline's plans for the Project with construction documents, specifications, and all regulations of the District of Columbia.

### **E. Inspection Reports**

The Third-Party Inspection Agency must submit inspection reports to the Owner or the Owner's designated recipient(s) and DOB for review and approval using the Tertius platform. Below are the required reports that must be submitted to DOB within three (3) business days of the inspection:

## 1. Reports Submission Requirements

Third-Party Agencies shall upload reports to Tertius.

- a. **Wall Check Survey** reports that are required shall be verified as approved by the Office of the Zoning Administrator prior to any above grade inspection approvals granted.
- b. **Inspection Reports** shall be scheduled and completed electronically via Tertius within (3) three business day of the inspection. In case of a Third-Party Failed inspection, the report shall cite the relevant code section(s), the nature of the deficiency, and the location of the deficiency for each item designated non-compliant. The Inspection Agency shall communicate with the Owner, the Owner's contractor(s), agent(s) and/or designer(s) of record to identify the needed corrections to accomplish code compliance. The Inspection Agency or DOB shall bring the noted corrections to the attention of the Owner, Contractor or responsible person in charge so that a plan revision may be made accordingly. It is the duty of the Third-Party Inspection Agency to ensure all identified code deficiencies are corrected before the inspection is approved. Under no circumstances is the Inspection Agency authorized to advise or participate in a modification of the District's regulations. The ruling on any modification and/or interpretation must always be determined by the Code Official.
- c. **Abatement Letter** all deficiencies identified in oversight inspections performed by DOB shall be brought into compliance, re-inspected, and re-certified. Additionally, an Abatement Letter form shall be completed noting how all the identified oversight items have been abated and are in full compliance with the DC Construction Codes. The Abatement Letter shall include pictures of the corrections made. See [Appendix F1](#).
- d. **Temporary Pending Final (TPF) Inspection Reports** shall include the approved amperage in the inspector's notes.
- e. **Gas Test Report** shall include the Gas Tag number in the inspector's notes.
- f. **Certificate of Occupancy Certification** shall be submitted via Tertius under Supplemental Documents and shall be submitted in the approved format. See [Appendix F2](#). All information submitted shall include the signature of the Inspector and the stamp of the Professional-in-Charge. The Third-Party Agency is not required to submit copies of the permit.
- g. **Elevator Annual Reports** shall be sent to [DOB@dc.gov](mailto:DOB@dc.gov)
- h. **Special Inspections Reports** shall be scheduled and completed electronically via Tertius and must include the field report to be uploaded during the completion of the electronic inspection report within seven (7) business days of the inspection. See Special Inspections Policy Manual.
- i. **The Supplemental Documents** section of Tertius shall be used for Certificate of Occupancy Certification, Oversight Abatement Letter, Conditional Certificate of Occupancy Recommendation Letter, and Green Code compliance documentation. These documents will be reviewed and approved by DOB once a CO application is submitted by the customer.

TPAs may also use this section to share miscellaneous documents with the customer and DOB such as test results, photos, other pertinent documents. DOB has the discretion to review these documents.

#### **F. Project Documents**

The Third-Party Agency shall agree to exercise due diligence in the safekeeping of any project documents received from the Owner and to return promptly any requested documents to DOB or the Owner upon request. The drawings, specifications, and electronic files in all types of media, or other materials received by the Third-Party Agency in connection with the performance of any work under the Program may be protected by copyright law and shall remain the property of DOB or the Owner. Copies of plans utilized by a Third-Party Plan Review Agency shall be solely for the purpose of completing the Third-Party Plan Review Agency's work under the program and not for any other purpose. The Third-Party Plan Review Agency agrees to treat such materials as restricted information. Copies of Plan Review documents shall be kept in accordance with the District of Columbia's [Records Retention Schedule](#).

#### **G. On-Site Records**

When conducting inspections, the Third-Party Agency must verify and assure all approved plans, permits, On-Site Inspection Record Cards, shop drawings, and required documents issued by DOB are properly posted on the site. Upon completion of an inspection, the Third-Party Agency must sign and date the On-Site Inspection Record Card in a clear and readable manner with the name of the Inspector written beside their signature.

#### **H. Internal Quality Assurance**

The Third-Party Agency shall comply with the approved quality assurance plan, ensuring that its personnel and/or agents are subject to internal performance evaluations conducted by the Third-Party Agency and submitting the required annual summary report to the DOB Third-Party Program Manager describing the number of reviews conducted for each employee or contractor and the results of those reviews. The Third-Party Agency shall maintain all records regarding the evaluation, certifications, and continuing education requirements of its personnel and/or agents. The Third-Party Agency must maintain a tracking system to monitor the submissions of all documents required by the Third-Party Program.

#### **I. Tertius Application**

Tertius is an online marketplace platform where customers (project owners) are able to connect with Third-Party Inspection Agencies (TPIA) to obtain construction inspections. The Owner/Owner's Agent will invite TPIAs to supply pricing for work on their projects. The use of Tertius is mandatory starting November 1, 2021.

##### **Tertius Registration Procedures**

Register your Agency with Tertius and create your TPIA User Profile

Minimum required information: Office contact (name, email, office phone number, and cell phone number), Quality Assurance Plan, signed Conflict of Interest Affidavit, current insurance

policy, and staff names, cell phone number(s), and qualifications/certifications.

### **Third Party Operational Responsibilities**

- 1) Respond to all proposal requests.
- 2) Once a proposal is accepted by the Owner /Owner's Agent, keep in their records the signed Notice of Intent (NOI) form under that project. A TPIA number will be automatically created in Accela.
- 3) The Third-Party Agency is responsible for coordinating and scheduling the inspections with the customer. All inspections shall be scheduled and completed through Tertius.
- 4) The TPIA is to result the inspection once inspection is completed but no more than three (3) business days of the performed inspection date.
- 5) If the customer is applying for a Conditional Certificate of Occupancy, the TPIA is to upload through Tertius' Supplemental Documents section a conditional CO recommendation letter listing the construction items pending completion and final inspection.
- 6) If the customer is applying for a Conditional Certificate of Occupancy or a Core & Shell Certificate of Occupancy, the TPIA is to result the inspection as Third-Party Partial.
- 7) DOB will review the reports for thoroughness and approve or deny the acceptance of the submission. Approval of the final reports by DOB completes the building permit in DOB systems (with exception of the Conditional Certificates of Occupancy).
- 8) The entire project shall be managed by the TPIA through the Tertius platform, including proposal, scheduling, report submittal, communications with DOB or the customer, and invoicing and payment. The TPIA is not allowed to withhold reports for payment.
- 9) Scheduled inspections and corresponding reports will be automatically transferred to DOB systems.

## **V. DOB OVERSIGHT PROTOCOL FOR THIRD-PARTY AGENCIES**

In order to provide oversight of the Third-Party Program, DOB will conduct periodic and random audits, including oversight (quality assurance) inspections of all approved Third-Party Agencies to determine compliance with the requirements of the Third-Party Program. The responsible person within the Third-Party Agency shall be accessible to DOB during normal business hours and shall allow access to DOB personnel to conduct compliance reviews and audits of the Agency. The Third-Party Agency shall cooperate with DOB in any audit or compliance review or face disciplinary action, including removal from this program.



### **Plan Review Audit Protocol**

- Each approved Third-Party Plan Review Agency shall be audited annually by DOB on projects for which it is providing plan review services.
- Newly approved plan reviewers will receive an audit by DOB up to the first seven (7) consecutive reviews he/she conducts, and up to one in seven (1/7) plan reviews thereafter. This also applies to plan reviewers who have been newly approved for a new plan review discipline such as Green or Energy inspections.

### **Inspections Audit Protocol**

- Each approved Third-Party Inspections Agency shall be audited annually by DOB on projects for which it is providing inspection services.
- Newly approved inspectors shall be audited by DOB randomly apart from Green and Energy. Newly approved inspectors for green or energy inspections shall be audited by DOB up to the first seven (7) consecutive sites that he/she inspects, and up to one in seven (1/7) inspections thereafter.

### **Non-Compliance Protocol**

- When a DOB auditor finds initial non-compliance in plan review or inspections, up to an additional two (2) projects assigned to the same plan reviewer or inspector shall be audited by DOB.
- After three (3) consecutive non-compliant projects, the plan reviewer or inspector shall receive DOB audit up to seven (7) successive plan reviews or inspections, before resuming sampling of up to one (1) out of every seven (1/7) rate. The Third-Party Agency in which the plan reviewer or inspector is employed will receive an appropriate discipline notice per Section VIII, depending on the seriousness of the non-compliant issue.
- After seven (7) or more consecutive additional failures, the plan reviewer or inspector will no longer be approved to conduct plan reviews or inspections for the specific discipline that he/she received seven (7) failed audits until he/she has received adequate training as prescribed by DOB in coordination with the Third- Party Agency. The Third-Party Agency employing the plan reviewer or inspector will receive a discipline notice according to Section VIII, depending on the seriousness of the non-compliant issue.
- If a Professional-in-Charge has two (2) or more plan reviewers or inspectors under their direct supervision that receive seven (7) consecutive non-compliant audits, he/she can no longer be a Professional-in-Charge for that specific discipline. The Third-Party Agency employing the Professional-in-Charge will receive a discipline notice according to Section VIII, depending on the seriousness of the non-compliant issue.

## **VI. DUTIES AND RESPONSIBILITIES OF THE DOB THIRD-PARTY PROGRAM**

The DOB Third-Party Program is required to ensure that all plans and construction work meet the requirements of the DC Construction Code (DCMR 12). This includes establishing qualifications for participation in the Third-Party Program, and to monitor performance by approved Agencies so that Agencies who fail to meet Program requirements are disciplined, suspended, or removed from the Program. The following is required:

1. Maintain the Third-Party Program Manual and update as required.
2. Review, approve, or disapprove all Third-Party Agency Applications and re-certification applications.
3. Review, approve, or disapprove the owner's NOI to use a Third-Party Agency within five (5) business days of submission of a complete application.
4. Rescind the Notice of Intent on any Project assigned to a Third-Party Agency after determining non-compliance with this Manual or violations of the Construction Codes resulting in a Class 1 disciplinary action as described in Section VIII.
5. Perform compliance review and audits of the Third-Party Agencies as described in this Manual.
6. Hold regular meetings with Third-Party Agencies to share new information, changes, and provide an open forum for discussion regarding the concerns of the agencies and their clients.
7. Review Inspection and Plan Review Reports for quality assurance.
8. Confirm submission by each Third-Party Agency of the annual summary of quality assurance reviews of employees and contractors undertaken, pursuant to the approved quality assurance plan.
9. Create and maintain a current and accurate list of all Third-Party Agencies to be made publicly available on the DOB website.
10. Manage Tertius, register, and provide training to DOB approved Third-Party Agencies on how to effectively use the platform. Reference the [Tertius User Guide](#) for additional guidance.
11. Issue disciplinary actions based on the process outlined in this Manual under Section VIII.
12. Review, update, and maintain a publicly available Third-Party Score Card, on a biannual basis, for Owners and Owner's Agents to use, along with the Customer Rating, to select their preferred Third-Party Agency in Tertius.

## **VII. DUTIES AND RESPONSIBILITIES OF THE PROJECT OWNER**

### **A. Execution of Notice of Intent**

The Owner may elect at the beginning of a Project to use a Third-Party Agency for plan review and/or inspection in lieu of DOB. To use a Third-Party Agency, the Owner or designated Agent of the Owner must fully execute, sign, and submit a Notice of Intent (NOI) Application to use a Third-Party Agency and wait for DOB's review and approval of the NOI before commencing plan review and/or inspections on a project. A notarized letter confirming the Agent's authority and identity must be attached to the Notice of

Intent if the Owner is not the signing party. DOB shall review the NOI to ensure compliance with this Manual and shall grant approval or disapproval within five (5) business days. If the NOI is incomplete or incorrect, DOB will request additional information.

For Third-Party Plan Review Agencies, the NOI request/approvals will maintain a one (1) year shelf life. Ideally, projects should be reviewed within that timeframe, in the event a project has not been submitted within the one (1) year period, a request for a new NOI approval will be required. Evaluation of the Plan Review NOI includes verification of the Third-Party Agency's certifications and qualifications, and confirmation of any potential conflicting permits that may have been filed for an address.

## **B. Conflict of Interest Between Inspections and Plan Review Agencies**

To ensure compliance with the Conflict-of-Interest requirements, the Owner must identify separate entities to conduct the plan review and the inspections for a single project. A Third-Party Agency cannot perform Third-Party Inspections and Plan Review for the same Project. A Project that is subject to the District of Columbia Residential Code or is an R2, R3, or R4 occupancy, as defined by the District of Columbia Building Code, cannot use multiple inspection agencies.

All other projects are permitted to use multiple inspection agencies for Special Inspections, upon prior approval from the Third-Party Manager. A separate Special Inspections' Notice of Intent signed by all parties must be submitted to the Third-Party Manager for approval. Inspections cannot occur until the Third-Party Manager approves the Notice of Intent. See [Appendix H](#).

A Special Inspections preconstruction meeting is required for every project over three (3) stories in height or that is required to be constructed under the Special Inspections Program Manual (e.g., underpinning). The Chief Building Official may require a preconstruction meeting for other projects based on the design complexity.

Where multiple Inspection Agencies are approved by the Third-Party Manager, a primary approved Inspection Agency shall be designated. This primary Inspection Agency shall have total responsibility for the coordination of all Inspection Agencies designated for the Project.

## **C. ProjectDOX & Plan Review Project Submission**

This section is a guideline of what is expected for the electronic documentation upload process for Third-Party Plan Review projects.

Project Submissions:

1. Approved NOI with DOB tracking number, signed by the applicant, and Third-Party Plan Review Agency.
2. Project submissions that include multiple addresses, single lots, or multiple lots will be required to have a meeting with the Third-Party Program and Permit Team prior to the project submission for an agreeable outline and approval.

3. Third-Party Plan Review Approval Stamp (include the applicable code references for the review) on the cover sheet and upload the document into the Drawings Folder.
4. Clearly identify and describe the work to be performed on the applicable permit:
  - Provide the project application,
  - Provide a detailed scope of work on a drawing labeled 'Scope of Work' or on a section on the cover sheet labeled 'Scope of Work'.
5. Provide the cost of construction and/or an executed contract in the Supporting Documents Folder.
6. When applicable for revision permits for existing buildings, provide the Certificate of Occupancy and upload the document in the Supporting Documents Folder.
7. Project Drawings provided must bear the stamp/approval of a DC Registered Engineer and/or DC Licensed Architect as applicable.
8. Third-Party Plan Review Agency Certification Documentation:
  - Include Certification Letter with Disciplines Reviewed and the Reviewers that completed the review. Signed by the Professional-in-Charge and uploaded in the Supporting Documents.
  - Third-Party Plan Review Approval Certificate and Report, uploaded in the Supporting Documents Folder.
  - Provide the Third-Party Plan Review comments and upload the report in the Supporting Documents Folder.
9. During the Plan Review process, when applicable, provide a written response to the plan review comments and upload the document in the Supporting Documents folder.

#### **D. Scheduling of Inspections and Request for Inspections**

The Owner is responsible for scheduling all Third-Party Inspections. To schedule inspections with a DOB-approved Third-Party Inspection Agency, the Owner must create a Tertius project with all the permits related to their project at the address where the work is being performed, and hire the Third-Party Inspection Agency through Tertius.

#### **E. Payments to Third-Party Agencies**

The Owner or his/her authorized representative is responsible for all payment for services provided by the Third-Party Agency. DOB is not a party to the contract between the Owner and the Third-Party Agency. All fees and costs associated with the performance of a Third-Party Agency are the sole responsibility of the Owner. If the Owner elects to use a Third-Party Agency, he/she shall not be entitled to a refund of any portion of the permit fee paid to DOB. Any monetary claims that arise from incomplete, inaccurate or defective plan reviews and/or inspections provided

by the Third-Party Agency shall be remedied without cost to DOB.

## **VIII. THIRD-PARTY PROGRAM PROGRESSIVE DISCIPLINARY PROCESS**

This Section sets forth DOB's policies and procedures of disciplinary actions to a Third-Party Agency and/or its Inspectors.

Third-Party Agencies and their Inspectors are responsible for monitoring, observing, and inspecting the construction work of contractors and their employees to ensure compliance with the following: (1) approved construction plans and specifications; (2) relevant codes; and (3) reference standards. When Third-Party Agencies, their Inspectors, or both fail to comply with this Manual, the Construction Codes, or District law; DOB is authorized to take disciplinary action.

DOB uses a progressive discipline process to ensure that the disciplinary action is the appropriate response to the performance and conduct issue(s) of the Third-Party Agency, their Inspectors, or both. Disciplinary actions become increasingly severe if the Third-Party Agency or their Inspectors do not, or inadequately, correct their performance and conduct issue(s). Disciplinary actions include the following: **Warning**, **Probation**, **Suspension**, and **Removal** from the Third-Party Program.

### **A. Progressive Discipline Process**

Upon receipt of a complaint or as part of its compliance oversight, the Third-Party Program Manager shall conduct an investigation to determine if the Third-Party Agency or its Inspectors failed to fully satisfy its responsibility to comply with this Manual, the Construction Codes, or the District of Columbia Municipal Regulations (DCMR). If there is a determination that misconduct has occurred by a Third-Party Agency or its Inspectors, DOB shall take the following steps to ensure compliance with the Third-Party Program. DOB has no obligation to strictly adhere to these progressive steps and may skip one or more steps when DOB deems appropriate. Further, DOB may consider additional factors, such as the seriousness of the misconduct and the Third-Party Agency's, or its inspectors', disciplinary history.

#### **1. Warning**

DOB shall issue the Third-Party Agency or its relevant Inspectors a warning either via email or phone. The warning shall detail, at a minimum, the relevant conduct standards, how the Third-Party Agency or its Inspector(s) failed to meet those standards, DOB's conduct expectations, and the potential consequences if those expectations are not met prospectively.

Warnings will not be factored into the Third-Party Agency's scorecard.

#### **2. Probation**

Probation is considered when a Warning has failed or when a Warning is an

inadequate disciplinary response to address the conduct.

DOB shall issue a Written Notice of Probation to the Third-Party Agency or its relevant Inspectors via email. During the Probation period, the Third-Party Agency and its Inspectors may continue to work, but must comply with additional training, reporting, and oversight requirements, as determined by the Third-Party Program Manager. At a minimum, the Probation notice shall include:

- a. A short narrative concerning the factual circumstances warranting Probation,
- b. A description of the conduct standards at issue and how these standards were not met,
- c. Requirements the Third-Party Agency or its Inspectors must fulfill to remove themselves from Probation, and
- d. The potential consequences if the Probation requirements are not met.

Optionally, the Third-Party Agency or its relevant Inspectors may request a resolution conference.

Probation will be factored into the Third-Party Agency's scorecard.

### **3. Suspension**

Suspension is considered when a Warning or Probation has failed or when a Warning or Probation is an inadequate disciplinary response to address the conduct.

DOB shall issue a Written Notice of Suspension to the Third-Party Agency and its relevant Inspectors via email. At a minimum, the Suspension notice shall include:

- a. A concise statement of the action being taken (e.g., a Suspension from [project(s)] for [number] days), the general reason for the Suspension, and notice that the Suspension is effective in ten (10) business days from date of issuance,
- b. Enumerated independent cause(s) for which the Suspension is being taken,
- c. For each independent cause, a specific proposed action, and
- d. An explanation of the Third-Party Agency and its relevant Inspectors' rights, including the right to review supporting materials and submit an appeal.

Suspension shall be for a period up to 130 business days, as determined by DOB. Suspension takes effect ten (10) business days after DOB sends notice and remains in effect throughout the appeals process, if applicable. While under Suspension, the Third-Party Agency and its Inspectors must cease all work and efforts on all projects in which the Third-Party Agency and its Inspectors have been involved.

To lift the Suspension and resume work, the Third-Party Agency and its relevant Inspectors must complete substantive training in the field of discipline for which they were suspended, and wait until the suspension period is over. The Third-Party Agency and its relevant Inspectors are responsible for identifying and ensuring the adequacy and appropriateness of the training. The Third-Party Agency and its relevant Inspectors shall provide proof of training completion and written justification explaining why the training was selected and how the training addressed the concerns detailed in the suspension notice.

Optionally, the Third-Party Agency or its relevant Inspectors may appeal the Suspension to the Director of DOB (or his or her designee) by following the steps detailed below under "Resolution Conference and Appeal Process." Please be advised that while going through the appeals process, Suspension from all work remains in effect until the Suspension period has ended or the Third-Party Agency or its relevant Inspectors prevail on appeal.

Suspension will be factored into the Third-Party Agency's scorecard.

#### **4. Removal**

Removal is considered when a Warning, Probation, or Suspension has failed, or when a Warning, Probation, or Suspension is an inadequate disciplinary response to address the conduct.

DOB shall issue a Written Notice of Removal to the Third-Party Agency and its relevant Inspectors via email. At a minimum, the Removal notice shall include:

- a. A concise statement of the action being taken (e.g., Removal from the Third-Party Program), the general reason for the Removal, and notice that the Removal is effective in ten (10) business days from date of issuance,
- b. Enumerated independent cause(s) for which the Removal is being taken, and
- c. An explanation of the Third-Party Agency and its relevant Inspectors' rights, including the right to review supporting materials and submit an appeal.

Removal from the Third-Party Program takes effect ten (10) business days after DOB sends notice and remains in effect throughout the appeals process, if applicable. While removed or while appealing Removal from the program, the Third-Party Agency and its Inspectors must cease all work related to any project as part of the Third-Party Program and must remove any publications (e.g., website, marketing materials, presentations) that state the Third-Party Agency is affiliated with or certified by the DOB Third-Party Program. Third-Party Agencies and their Inspectors who have been removed from the Third-Party Program and who wish to rejoin must complete a one (1) year Removal period, and reapply to the program.

Optionally, the Third-Party Agency or its relevant agents may appeal Removal from the Third-Party Program to the Office of Administrative Hearings (OAH) by following the steps detailed below under "Resolution Conference and Appeal Process." Please be advised that while going through the appeals process, Removal from all work remains in effect until the Removal period has ended and DOB accepts the Third-Party Agency's reapplication or the Third-Party Agency or its relevant Inspectors prevail on appeal.

Removal will be factored into the Third-Party Agency's scorecard and reapplication.



**Table 8.1**

<b>Progressive Discipline Process</b>			
<b>Third Party Discipline Actions</b>	<b>Issuance</b>	<b>Permitted Remedy Measures</b>	<b>Consequences</b>
<b>Warning</b>	A call followed by an email, or an email via KRM. Record retention.	<ul style="list-style-type: none"> <li>• A resolution conference is not an option.</li> <li>• No appeal.</li> </ul>	There is neither a corrective action nor adverse action. Time period determined on a case-by-case basis.
<b>Probation</b>	Email via KRM. Record retention.	<ul style="list-style-type: none"> <li>• A resolution conference is not an option.</li> <li>• No appeals.</li> </ul>	Entails corrective action such as training, additional oversight, etc., but not suspension, and at the discretion of the Third-Party Manager. It will affect the TPA scorecard.
<b>Suspension</b>	Email via KRM. Record retention.	<ul style="list-style-type: none"> <li>• A resolution conference is not an option.</li> <li>• Appeal to Director of DOB (or his or her designee).</li> </ul>	Suspension with notice of up to 130 business days. To lift the suspension training for X amount of hours related to the violations is required. This can be appealed internally to the agency deciding official only. A resolution conference may be requested by either party.
<b>Removal</b>	Email via KRM. Record retention.	<ul style="list-style-type: none"> <li>• A resolution conference is not an option.</li> <li>• Appeal to OAH.</li> </ul>	Suspension of over 130 business days or removal. If removed, a reapplication to join the program is required. This can be appealed once within agency, and up to OAH. A resolution conference may be requested by either party.

## **B. Resolution Conference and Appeal Process**

Third-Party Agencies and Inspectors who dispute DOB's disciplinary action(s) may seek a remedy in accordance with the policies set forth in this section. Remedies are limited, depending on the disciplinary action.

- Warning: No remedy
- Probation: Resolution conference
- Suspension: Appeal to the Director of DOB
- Removal: Appeal to OAH

### **1. Resolution Conference**

The Third-Party Agency, its relevant Inspectors, or DOB may request a resolution conference by emailing the other party within ten (10) business days of DOB's notice of disciplinary action. The resolution conference is an opportunity for the parties to negotiate terms of the disciplinary action and coordinate a mutual agreement for the Third-Party Agency and its relevant Inspectors to come into compliance and improve their processes.

### **2. Appeal from Suspension**

To initiate an appeal, the Third-Party Agency or its relevant Inspectors must furnish a written appeal by replying to the email notice sent via KRM (DOB's customer service management system) within ten (10) business days of receiving DOB's notice of Suspension. The appeal shall include, at a minimum:

- a. The name, e-mail address, and phone number of the Third-Party Agency and its Inspectors seeking the relief,
- b. The address(es) of the project at issue,
- c. The address of all projects for which the Third-Party Agency and its agents have involvement,
- d. A concise written statement of facts, including dates, that establishes the alleged violation,
- e. A written statement as to the Third-Party Agency's or its Inspectors' injury, and
- f. The relief sought by the Third-Party Agency or its Inspectors.

The Director of DOB (or his or her designee) shall consider the Third-Party Agency's or its relevant Inspector's written appeal in deciding whether to sustain, modify, or rescind the Suspension. The Director of DOB (or his or her designee) shall furnish his or her written decision within 15 business days of receiving the Third-Party Agency's or its Inspectors' written appeal. The decision of the DOB agency deciding official shall be final and may not be appealed to the Office of Administrative Hearings.

### **3. Appeal from Removal**

To initiate an appeal, the Third-Party Agency or its relevant Inspectors must furnish

a written request to the OAH within ten (10) business days of receiving DOB's notice of Removal. The request should include:

- a. A short description of the dispute,
- b. The relief sought by the Third-Party Agency or its Inspectors,
- c. Dates and other important facts,
- d. A copy of the Notice of Removal from the Third-Party Program, and
- e. The name, address, e-mail address, and phone number of the Third-Party Agency and its Inspectors seeking the relief.

After requesting a hearing, OAH will mail the Third-Party Agency or its Inspectors a Scheduling Order at the provided address. The Scheduling Order will detail the date and time of the hearing and what the hearing will cover. The Third-Party Agency or its Inspectors are required to attend the hearing in-person or risk losing their appeal.

Please see the following resources for information about OAH and guidance in filing a Removal appeal from the Third-Party Program.

- **OAH Rules**
  - [OAH Rules of Practice and Procedure](#)
- **OAH's "What to Expect" Booklet**
  - [OAH What to Expect at a Hearing](#)

#### **4. Record Retention**

DOB shall retain a copy of all disciplinary action notices, compliance documentation, written appeals, and notes from resolution conferences, as applicable, for no fewer than three (3) years.

### **c. Disciplinary Violations**

#### **Class 1 Violations**

Class 1 violations are the most serious violations warranting disciplinary action including failure to comply with administrative procedures, protocols, and substantive rules that may immediately impact the health, safety, and/or welfare of the public. A Class 1 violation can result from, but is not limited to, the following conduct:

- 1.1** An ethical violation by any reviewer or Agency on a Third-Party Project such as acceptance or offering of a bribe or making a threat.
- 1.2** Altering or falsifying any reports, documents, or plans on a project, as documented by the owner or the contractor or another person with credible knowledge of such an event.
- 1.3** Misrepresentation of information required for qualification or certification.
- 1.4** Failure to properly document and cite code violations that pertain to fire and life safety and/or welfare of the public. These may include but are not limited to, fire-resistance-rated construction, fire stopping, and smoke

- control systems, means of egress, fire suppression systems, fire alarm systems, structural elements or accessibility.
- 1.5** Performing reviews and/or inspections while on suspension.
- 1.6** Failing to detect dangerous conditions during plan review or inspection.
- 1.7** Failing to detect the need for fire sprinkler/standpipes.
- 1.8** Failing to check for all applicable documents associated with the discipline in which the Third-Party Agency is performing (e.g., a soil report, special inspection, etc.).
- 1.9** Failure to perform adequate Third-Party Plan Review or Inspection in a Discipline in accordance with the Construction Codes or failure to inspect work according to approved construction documents.
- 1.10** Failure to abide by the conflict-of-interest provisions as contained in this Manual.
- 1.11** Performing inspections and/or reviews without DOB Third-Party approval as an Agency, Reviewer, and/or Inspector.
- 1.12** Failure to submit any requested documents to DOB within a reasonably prescribed time frame.
- 1.13** Failure to exercise due diligence in safekeeping of any project documents.
- 1.14** A Third-Party Agency's failure to identify and ensure through its plan review or inspection services that all construction activity is in compliance with the DC Construction Codes and is performed in a manner conducive to completion in accordance with the District of Columbia approved plans or building codes.
- 1.15** Conducting inspections on sites with posted Stop Work Orders.
- 1.16** Providing inspection services prior to the issuance of a permit or approved shop drawings.
- 1.17** Failure to maintain the required insurance.

## **Class 2 Violations**

Class 2 violations are serious conduct warranting disciplinary action including failure to comply with administrative procedures, protocols, and substantive rules that are egregious in nature but do not immediately impact the health, safety, and/or welfare of the public. A Class 2 violation can result from, but is not limited to, the following conduct:

- 2.1** Failure to fully document plan review and/or inspection results as required by the Third-Party Program Manual.
- 2.2** Failure to adhere to stated plan review and/or inspection criteria or any District of Columbia governing specification or ICC standards.
- 2.3** Failure to declare a conflict of interest.
- 2.4** Failure of a Plan Review Agency to ensure that all documents are reviewed for compliance with Construction Codes or regulations.
- 2.5** Failure of the Inspection Agency to review the approved plans on site at the time of the inspection.
- 2.6** Failure of a Third-Party Agency to update DOB with current information regarding its Professionals-In-Charge, Inspectors, and/or Plan Reviewers.
- 2.7** Failure to cooperate fully with the Third-Party Manager conducting a compliance review, audit, or investigation.
- 2.8** Failure to maintain required insurance.

- 2.9** Failure to attend required training or meetings.

### **Class 3 Violations**

Class 3 violations are minor offenses that impact the efficiency and overall performance of the Third-Party Agency Program; they are the least severe and encompass failure to comply with basic administrative procedures and review protocols but do not impact the health, safety, and/or welfare of the public. A Class 3 violation can result from, but is not limited to, the following conduct:

- 3.1** Failing to obtain an approved NOI from the owner prior to beginning the Plan Review or Inspection.
- 3.2** Failure to provide an appropriate approval stamp to signify the specific personnel performing the plan review task.

**APPENDIX A**

**Third-Party Definitions**

### **THIRD-PARTY DEFINITIONS**

**Accela Mobile Office (AMO):** Existing platform used by TPIAs to schedule and submit their inspection reports for projects where the Notice of Intent was acquired through AMO. This platform is being phased out.

**Building Code:** The current International Building Code (IBC) as amended by DCMR 12-A.

**Code Official:** The Code Official is the Director of DOB or his or her designee.

**Construction Codes:** Collectively, the DC Building Code, DC Residential Code, DC Electrical Code, DC Fuel Gas Code, DC Mechanical Code, DC Plumbing Code, DC Property Maintenance Code, DC Fire Safety Code, DC Energy Conservation Code, DC Green Construction Code and Existing Building Code, as defined in DC Municipal Regulations Title 12-A, §§101.2-101.4.8 (2013).

**Construction Documents:** Construction Documents shall have the same meaning as defined in 107.2.1-107.2.5 of the International Building Code and DC Municipal Regulations Title 12- A (2013).

**DC Building Code:** The current International Building Code (IBC) as amended by DCMR 12-A (2013) (the "Construction Code Supplement").

**DC Construction Code Supplement:** The applicable version of DC Municipal Regulations Title 12A (2013).

**Department or DOB:** The District of Columbia Department of Buildings.

**Discipline Notice:** DOB's formal notification to a Third-Party Agency of its intent to impose a disciplinary action on the Third-Party Agency, its agents, or personnel.

**HomeStart Act:** The HomeStart Regulatory Improvement Amendment Act of 2002, codified as title 6, section 1403.01 et seq. of the District of Columbia Code.

**International Code Council (ICC) Certification:** Voluntary certifications issued by the ICC. The ICC Certification is based on the results of one (1) or more examinations administered by the ICC to establish proficiency in professional categories.

**ICC Continuing Education Unit (CEU):** A type of continuing education unit (CEU), as recognized by the ICC. Ten (10) hours of continuing education participation equals one (1) ICC CEU. For example, a typical one (1) day seminar has six (6) hours of instruction or 0.6 CEUs. Credit is awarded for a variety of activities wherein the objective is achieving relevant professional knowledge beyond that required for initial certification.

**Life Safety Violations:** Violations that constitute a hazard with the normal and standard use of that fixture or space.

**Non-Compliance:** One (1) or more significant code violations are found during the DOB plan review or inspection audit.

**On-Site Inspection Record:** 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.

**Owner:** The Owner of the property.

**Owner of the Project:** Any person, agent, firm or corporation having a legal or equitable interest in the property. This could be the actual owner of the property as recorded with the District of Columbia land records or the tenant of a property or building space as documented in a contractual arrangement (lease).

**Owner's Agent:** Person or agent representing the owner through a notarized affidavit from the Owner of the Project.

**Permit Applicant:** The person or entity, either an owner or representative/agent of the Owner, who applies for and to whom construction permit(s) related to the Project are issued.

**Plan Review Code Deficiency Report:** A list of non-complying items prepared by the Third-Party Agency following a Third-Party Plan Review submitted to DOB.

**Probation:** A period of time in which the Third-Party Agency will have all submissions monitored by DOB. The exact term of which will be determined through either disciplinary action(s) and proceedings or the first-time entry into the program.

**Removal:** The termination of the Third-Party Agency, its agents, or personnel are removed from the Third-Party Program.

**Special Inspections:** Field inspections of certain types of construction, in accordance with the DC Municipal Regulations (DCMR) Title 12A §§ 106.3 and 109.3.13 (2015), Chapter 17 of the International Building Code, and the Special Inspections Manual – 2018 requiring specialized expertise, including reinforced concrete, reinforced masonry, reinforced gypsum, welding, precast concrete, structural steel, and engineered fill.

**STI/SP-0011 Certification:** Voluntary certification issued by the Steel Tank Institute (STI), an organization established in 1916 and in 2004, merged with the Steel Plate Fabrication Association (SPFA), which was established in 1934. STI/SPFA is the Trade Association representing fabrications of steel construction products including Shop Fabricated and Field Erected Tank Pipes, Premier Vessel, and other special fabrications. They provide a source for standardizing steel construction in educational training and certification to ensure safe installation and operation of steel tanks.

**Suspension:** A period of time that the Third-Party Agency, its agents, or personnel cannot perform Third-Party functions.

**Tertius:** An online marketplace platform where customers (i.e., project owners)



connect with Third-Party Inspection Agencies to solicit pricing and contract for construction inspection services. A Notice of Intent is required and TPIAs will submit agency documentation and all reports via Tertius. Tertius replaces the use of AMO and is mandatory for TPAs use for new projects starting November 1, 2021.

**TPA:** Third-Party Agency

**TPIA:** Third-Party Inspection Agency

**TPSIA:** Third-Party Special Inspection Agency

**Warning:** DOB formal notification to a Third-Party Agency of failure to comply with this Manual or the Construction Codes. This is a precursor to disciplinary action.

**APPENDIX B**

**Third-Party Agency**

**Application Submission Cover Letter**

**&**

**Checklist**

**(Next page)**



## APPLICATION SUBMISSION COVER PAGE AND CHECKLIST

LANGUAGE PREFERRED: English Spanish Chinese Vietnamese Amharic Korean Other \_\_\_\_\_

The Department of Buildings operates the Third-Party 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 Program requires certification for all program participants. The Third-Party Program Application Submission Cover Page and Checklist must be completed and submitted as one (1) PDF document in the order outlined below.

**SECTION A – APPLICANT/BUSINESS INFORMATION**

AGENCY NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

SUITE OR APARTMENT #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NUMBER: ( ) \_\_\_\_\_ - \_\_\_\_\_ EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

FAX NUMBER: ( ) \_\_\_\_\_ - \_\_\_\_\_ WEBSITE: \_\_\_\_\_

POINT OF CONTACT: \_\_\_\_\_ POSITION: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please reference the Third-Party Program Procedural Manual Section II. Approval of Third-Party Plan Review and Inspection Agencies and provide the sections below as attachments.**

**SECTION B – THIRD-PARTY AGENCY STAFF ROSTER**

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_ PE / ARC or MCP #: \_\_\_\_\_

CERTIFICATION(S): \_\_\_\_\_

**SECTION C – QUALITY ASSURANCE & PERFORMANCE PLAN**

**SECTION D – NOTARIZED SWORN AFFIDAVIT**

**SECTION E – PROOF OF ERRORS & OMISSIONS INSURANCE**

**SECTION F – CURRENT GENERAL BUSINESS LICENSE**

**[APPENDIX C1](#)**

**Third-Party Plan Review Notification of Intent Form**

**(Next two pages)**

**NOTIFICATION OF INTENT TO USE THIRD-PARTY PLAN REVIEW AGENCY**

**LANGUAGE:**     English    Spanish    Chinese    Vietnamese    Amharic    Other \_\_\_\_\_

The purpose of this Notification is to advise the District of Columbia Department of Buildings (DOB) of the Permit Applicant’s intention to utilize third-party plan review services in connection with the following construction project.

**Section A: Applicant Information**

- 1. APPLICANT NAME \_\_\_\_\_
- 2. PROJECT NAME \_\_\_\_\_
- 3. PROJECT ADDRESS \_\_\_\_\_

**Section B: Primary Third-Party Plan Review Agency Identification**

- 1. AGENCY NAME \_\_\_\_\_
- 2. NAME OF PROFESSIONAL-IN-CHARGE    FIRST \_\_\_\_\_    LAST \_\_\_\_\_
- 3. STREET ADDRESS \_\_\_\_\_ SUITE OR APARTMENT NUMBER \_\_\_\_\_
- 4. CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_
- 5. PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_
- 6. FAX NUMBER (IF APPLICABLE) \_\_\_\_\_ WEBSITE \_\_\_\_\_
- 7. AGENCY APPROVAL ID NUMBER \_\_\_\_\_ ISSUE DATE \_\_\_\_\_
- 8. PROFESSIONAL ENGINEER/ARCHITECT NUMBER \_\_\_\_\_

**Section C: Primary Third-Party Plan Review Agency**

Discipline	Professional-In-Charge	Plan Reviewer

## Section D: Acknowledgements

By signing below, the Permit Applicant, the Third Party Plan Review Agency, and its Professional-in Charge 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. §6-1405.02 et seq. (a), 12A DCMR §105.3.1.1.1 and the Third Party Plan Review Program Procedure Manual, and agree to comply with the third party plan review procedures, responsibilities and requirements set forth therein, and other conditions that may be specified by the Code Official.

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

### APPLICANT

APPLICANT NAME \_\_\_\_\_ APPLICANT TITLE \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ SIGNATURE DATE \_\_\_\_\_

### PROFESSIONAL-IN-CHARGE (PIC) OF PRIMARY THIRD PARTY PLAN REVIEW AGENCY

PIC NAME \_\_\_\_\_ PIC TITLE \_\_\_\_\_

PIC SIGNATURE \_\_\_\_\_ SIGNATURE DATE \_\_\_\_\_

I/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.

### FOR OFFICIAL USE ONLY

ACCEPTED FOR DOB BY:

STAFF NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

NOTICE OF APPROVAL CERTIFICATION NUMBER \_\_\_\_\_

Notes: \_\_\_\_\_

**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.

**APPENDIX C2**

**Third-Party Inspections Notification of Intent Form**

**(Next two pages)**

**NOTIFICATION OF INTENT TO USE THIRD-PARTY INSPECTION AGENCY**

**LANGUAGE:**     English    Spanish    Chinese    Vietnamese    Amharic    Other \_\_\_\_\_

The purpose of this Notification is to advise the District of Columbia Department of Buildings (DOB) of the Permit Applicant’s intention to utilize third-party inspection services in connection with the following construction project. Please 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 inspected as such (every discipline, every inspection).

**SUBMIT THIS FORM ONLY. NO ADDITIONAL ATTACHMENTS ARE REQUIRED.**

**Section A: Property Owner/Agent Information**

Owner/Agent Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address (required) \_\_\_\_\_

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_

**Section B: Primary Third-Party Inspection Agency Identification**

Third Party Agency \_\_\_\_\_ Primary Agency? Check One  Yes  No

DOB Certification Number \_\_\_\_\_

Projected/Actual Date of First Inspection \_\_\_\_\_ DOB may audit inspections after project has begun.

**Section C: Permits** (list all applicable permits and numbers issued for the above noted project)

Primary Building	
Building	
Mechanical	
Electrical	
Elevator	
Plumbing	
Fire	
Other	

**Please note any additional relevant permit information or comments below:**

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## 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 Third 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 (DC Code SEC. 22-2514). Submission of the online form does not require signatures.

### Property Owner

Owner/Agent Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Signature Date \_\_\_\_\_

### Third Party Inspection Agency

Agent or PIC Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Signature Date \_\_\_\_\_

I/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.

### FOR OFFICIAL USE ONLY

ACCEPTED FOR DOB BY:

STAFF NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_

**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.

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**APPENDIX D**

**Third-Party Plan Review Approval Certificate  
and Report**

**(Next page)**

DC Department of Buildings  
**THIRD PARTY PLAN REVIEW APPROVAL CERTIFICATE AND REPORT**

DOB Notification Approval Number: \_\_\_\_\_

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Project Name \_\_\_\_\_

Project Address: \_\_\_\_\_

Third party plan review has been provided for the discipline(s) checked below:

- Mechanical  Plumbing  Electrical  Construction  Elevators  Fire

Plan Review Discipline	Date of Code Deficiency Report	Date Corrections Verified	Date of Report Reflecting Approval

**Approval**

Based upon plans review performed under my direct supervision, and my review of substantiating reports, it is my professional judgment that, to the best of my knowledge, (a) the plans were designed and presented as outlined by the provisions of the District of Columbia Construction Codes; and (b) the engineered systems and/or construction features are deemed, to be compliant with the relevant codes and regulations. This certification does not relieve the registered designer(s) of record and other parties of their responsibilities for the design or construction of the project. I understand that if I make a false statement on this certification, I could be criminally prosecuted; and, if I'm convicted, I could be fined up to \$1000, imprisoned up to 180 days, or both under DC Official Code § 22-2405.

SIGNATURE \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Print Full Name and Title: \_\_\_\_\_

Professional-in-Charge of Third Party Plan Review Agency for \_\_\_\_\_ discipline

Name of Agency: \_\_\_\_\_ Agency Approval ID Number: \_\_\_\_\_

Professional Engineer/Architect or MCP Number: \_\_\_\_\_

**APPENDIX E**

**Third-Party Plan Review Code Deficiency Report**

**(Next page)**

**THIRD-PARTY PLAN REVIEW CODE DEFICIENCY REPORT**

District Of Columbia Notification Approval Number: \_\_\_\_\_

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

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Plan Review Discipline: \_\_\_\_\_

Discipline Review Report Number: \_\_\_\_\_

Report has been delivered to:  DOB  Owner  Owner's Representative  Engineer/Architect

Item Number	Deficiencies	Code Section	Status

**APPROVAL**

Name of Third Party Review Agency: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Full Name and Title: \_\_\_\_\_

DOB Certification Number: \_\_\_\_\_

**Submit with Building Permit Submission Documents**

**APPENDIX F1**

**Third-Party Inspection Letter of Abatement**

**(Next page)**



## THIRD PARTY INSPECTION LETTER OF ABATEMENT

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

<b>Project address:</b>	
<b>Permit number:</b>	

<b>Inspection agency:</b>	
---------------------------	--

<b>Professional-in-charge:</b>		<b>MCP #:</b>	
--------------------------------	--	---------------	--

<b>Inspector:</b>	
-------------------	--

Third Party Program Manager,

The deficient items identified during the DOB oversight inspection which you performed on \_\_\_\_\_ have been corrected by the contractor and re-inspected by \_\_\_\_\_. Pictures attached for reference.

	Code Section:	Deficiency:	Resolution:
1			
2			
3			
4			
5			
6			
7			
8			

(continue on second page if necessary)

\*\*\*Pictures are required and must be attached and numbered to correspond with this form\*\*\*

**PIC Signature:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPENDIX F2**

**Third-Party Inspection Certificate of  
Occupancy Certification**

**(Next page)**



**THIRD-PARTY INSPECTION CERTIFICATE OF OCCUPANCY CERTIFICATION**

Date: \_\_\_\_\_ Third-Party Agency: \_\_\_\_\_ DOB Notification Approval #: \_\_\_\_\_

Project Address: \_\_\_\_\_

Professional-In-Charge: \_\_\_\_\_

Scope of Certification \_\_\_\_\_

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

Signature \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Print Full Name and Title: \_\_\_\_\_

Professional Engineer/Architect or MCP Number: \_\_\_\_\_

Agency Approval ID Number: \_\_\_\_\_

**Recommendation for 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 DOB 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 DOB. 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:

**Department of Buildings 1100 4th St SW, Washington, DC 20024**

**APPENDIX G**

**Special Inspection Notification of Intent Form**

**(Next three pages)**

**THIRD-PARTY SPECIAL INSPECTIONS NOTIFICATION OF INTENT**

**LANGUAGE:**     English    Spanish    Chinese    Vietnamese    Amharic    Other \_\_\_\_\_

The purpose of this Notification is to advise the District of Columbia Department of Buildings (DOB) of the Permit Applicant’s intention to utilize third-party special inspection services in connection with the following construction project.

**Section A: Applicant Information**

Agency Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address (required) \_\_\_\_\_

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_

**Section B: Primary Third-Party Special Inspection Agency Identification**

1. AGENCY NAME \_\_\_\_\_

2. NAME OF PROFESSIONAL-IN-CHARGE    FIRST \_\_\_\_\_    LAST \_\_\_\_\_

3. STREET ADDRESS \_\_\_\_\_ SUITE OR APARTMENT NUMBER \_\_\_\_\_

4. CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

5. PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

6. FAX NUMBER (IF APPLICABLE) \_\_\_\_\_ WEBSITE \_\_\_\_\_

7. AGENCY APPROVAL ID NUMBER \_\_\_\_\_ ISSUE DATE \_\_\_\_\_

8. PROFESSIONAL ENGINEER/ARCHITECT NUMBER \_\_\_\_\_

**Section C: Primary Third-Party Special Inspection Agency Identification**

9. AGENCY NAME \_\_\_\_\_

10. NAME OF PROFESSIONAL-IN-CHARGE    FIRST \_\_\_\_\_    LAST \_\_\_\_\_

11. STREET ADDRESS \_\_\_\_\_ SUITE OR APARTMENT NUMBER \_\_\_\_\_

12. CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

13. PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

14. FAX NUMBER (IF APPLICABLE) \_\_\_\_\_ WEBSITE \_\_\_\_\_

15. AGENCY APPROVAL ID NUMBER \_\_\_\_\_ ISSUE DATE \_\_\_\_\_

16. PROFESSIONAL ENGINEER/ARCHITECT NUMBER \_\_\_\_\_

**Section D: Primary Third-Party Agency or Agencies**

Discipline	Professional-In-Charge	Plan Reviewer

**Section E: Acknowledgements**

By signing below, the Permit Applicant, the Third Party Special Inspection Agency, and its Professional-in-Charge 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. §6-1405.02 et seq. (a), 12A DCMR §105.3.1.1.1 and the Third Party Program Special Inspections Procedure Manual, and agree to comply with the Third Party Program procedures, responsibilities and requirements set forth therein, and other conditions that may be specified by the Code Official. I have read and agree to comply with the terms and conditions of this agreement.

**APPLICANT**

APPLICANT NAME \_\_\_\_\_ APPLICANT TITLE \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ SIGNATURE DATE \_\_\_\_\_

**PROFESSIONAL-IN-CHARGE (PIC) OF PRIMARY THIRD PARTY SPECIAL INSPECTION AGENCY**

PIC NAME \_\_\_\_\_ PIC TITLE \_\_\_\_\_

PIC SIGNATURE \_\_\_\_\_ SIGNATURE DATE \_\_\_\_\_

**THIRD PARTY SPECIAL INSPECTION AGENCY**

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ SIGNATURE DATE \_\_\_\_\_

I/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.

**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.

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FOR OFFICIAL USE ONLY

ACCEPTED FOR DOB BY:

STAFF NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

NOTICE OF APPROVAL CERTIFICATION NUMBER \_\_\_\_\_

Notes: \_\_\_\_\_

**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.

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**APPENDIX H**

**Third-Party Elevator Annual Inspection  
Completion Certification**

**(Next three pages)**

## THIRD-PARTY INSPECTION ELEVATORS ANNUAL INSPECTIONS

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### SCOPE

Elevator inspection companies will be limited to performing inspections in accordance with the International Property Maintenance Code § 606. Annual inspections include: Periodic, Category I, III, and V inspections as outlined by ASME A17.1 and A18.1. Duties will consist of inspecting existing conveyances for safety and consistency with their respective code and year. Inspections of permitted work will be limited to inspection and testing of conveyances to their applicable code and year for construction use only. Inspections for conveyances requiring a supplemental elevator building permit refer to the Third Party Program Manual.

### ELEVATOR INSPECTOR SUPERVISOR 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 Inspection Supervisors with an organization accredited to administer testing and certification of the QEI-1 standard published by the American Society of Mechanical Engineers (ASME QEI-1) as Inspection Supervisor.

### 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 Inspector.
- Documented current certification with an organization accredited to administer testing and certification of the QEI-1 standard published by the American Society of Mechanical Engineers (ASME QEI-1) as a certified Elevator Inspector.
- Documented current Professional License from DOB's Occupational and Professional Licensing Division (OPLD) as an Elevator Inspector.

Information on obtaining a license from the professional license board can be found at:

[http://www.pearsonvue.com/dc/industrial\\_trades/](http://www.pearsonvue.com/dc/industrial_trades/)

### Periodic Inspection Elevator Reports

(Pursuant to the International Property Maintenance Code § 606)

Periodic inspections, CATEGORY I, III, and V tests shall be performed and witnessed by an approved Inspector employed by an approved Inspection agency for all inspections required by IPMC § 606 on a conveyance system. Reports of elevator Periodic inspections and CATEGORY I, III, and V tests shall be submitted to DOB within 10 days of being performed. Reports shall only be submitted on the approved DOB Inspection Report form. The report shall include details of all safety tests performed with supporting data and calibration dates of test equipment. The report must have the conveyance Certificate number clearly printed. Inspections and tests shall be performed in accordance with all DC Construction Codes. The report shall only be certified after all violations have been abated.

Reports shall be in electronic format, sent by email to [do-tpi-elevator@dc.gov](mailto:do-tpi-elevator@dc.gov), and the file names shall be in the following format:

**Building Address\_Type of Inspection\_Date**

## REQUESTED REPORTS

Reports may be requested by DOB 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 DOB within 24 hours or next business day. Return of the requested reports will be to the requestor.

## UNSAFE FOR USE Stickers

The Administrator shall issue to the inspection agency official “UNSAFE TO USE” Stickers to apply to equipment found to be unsafe in the course of elevator inspections under this Third Party Inspection Program, following notification procedures established by the Administrator.

## Periodic Inspections

Inspections, either by the authorized Third Party Inspection Agent or Agency, or by DOB, shall be performed based on the most recently adopted editions of the following codes and standards, taking into account any subsequent amendments.

Title 12 District of Columbia Municipal Regulations, Construction Codes Supplement  
ICC International Building Code and all referenced standards  
ICC International Residential Code and all referenced standards  
ICC International Fuel Gas Code and all referenced standards  
ICC International Mechanical Code and all referenced standards  
ICC International Plumbing and all referenced standards  
ICC International Property Maintenance Code and all referenced standards  
ICC International Fire Code and all referenced standards  
ICC International Energy Conservation Code and all referenced standards  
ICC International Existing Building Code and all referenced standards  
ICC International Green Construction Code and all referenced standards  
ICC International Swimming Pool and Spa Code and all referenced standards  
NFPA 70, National Electrical Code, NEC  
ASME QEI -1  
ASME A17.1 Elevator and Escalator Safety Code  
ASME A17.2 Inspection Guide of Elevator Escalator and Moving Walks  
ASME A17.5 Elevator and Escalator Electrical Equipment  
ASME A17.6 Standard for Elevator Suspension, Compensation, and Governor Systems  
ASME A18.1 Platform Lifts  
ASME A90.1 Belt Manlifts  
ASME B20.1 Conveyors and Related Equipment  
ICC/ ANSI A117.1 Accessible and Usable Buildings and Facilities  
ANSI/ ASSE A10.4 Safety Requirements for Personnel Hoists and Employee Elevators

## Periodic Inspections:

Periodic inspections shall be conducted to verify site conditions of conveyance installations. Each conveyance must undergo periodic inspections and testing per requirements of the International Property Maintenance Code § 606. All conveyances will need to be inspected every six months (twice a year). One inspection will be a periodic inspection by a QEI certified elevator inspector (usually without assistance) to verify the overall condition and safe operation of conveyance. The second will be an inspection and witnessing of tests (Category I, III, or V as appropriate) by a QEI certified elevator inspector of the conveyance and related systems (usually performed with assistance from the elevator, generator, and fire alarm companies).



**THIRD-PARTY ELEVATOR ANNUAL INSPECTION COMPLETION CERTIFICATION**

Date: \_\_\_\_\_ Third-Party Elevator Agency: \_\_\_\_\_

Elevator Professional-in-Charge: \_\_\_\_\_ QEI \$: \_\_\_\_\_

Inspector \_\_\_\_\_ QEI \$: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Project Address: \_\_\_\_\_

Inspection Discipline:  Conveyance Equipment  New  Alteration

Inspection Type:  Periodic  FES and Smoke Test  Heat Devices  Category 1 Test/Inspection

Category 5 Test/Inspection  Other

**Certification**

I, \_\_\_\_\_, Elevator Supervisor 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 DOB. This certification includes the discipline checked above.

The inspected conveyance system was checked for compliance with the construction documents approved by DOB and, in my professional opinion, are deemed to be compliant and complete. In reliance thereof, the installation/construction of the specified scope at these premises is recommended to be **APPROVED** for the inspected discipline.

Signature: \_\_\_\_\_

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

**Disclaimer**

The scope of this certification is restricted to the code and/or regulatory compliance inspection performed by the Inspection agency on behalf of DOB and pursuant to provisions of the Homestart Regulatory Improvement Amendment Act of 2002, codified as DC Official Code, 2001 Ed DCMR 12A §109.4, 6.1405.04(a).

The conveyance system was inspected only for consistency with the approved plans and for compliance with the minimum requirements of the codes and regulations enforced by DOB. 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.

Email: [dob-tpi-elevator@dc.gov](mailto:dob-tpi-elevator@dc.gov)



**DEPARTMENT OF BUILDINGS**

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 **GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
MURIEL BOWSER, MAYOR**