

District of Columbia

THIRD PARTY PROGRAM Procedure Manual 2018



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I. INTRODUCTION AND OVERVIEW

The Government of the District of Columbia, through its Department of Consumer and Regulatory Affairs (DCRA), 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 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 DCRA's Third Party Program 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 DCRA for Third Party Agencies to ensure that all inspections or 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 DCRA's Third Party Program, and to provide DCRA with the flexibility to update these requirements as necessary, DCRA 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 or partnership or 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 DCRA 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 DCRA 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 DCRA'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 DCRA, 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
 - h. Properties located within a flood plain as determined by FEMA (Without written approval from DCRA)
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 DCRA
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. Application Process for New Agencies

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

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. A detailed statement of the Third Party Agency's qualifications pursuant to this Manual and the HomeStart Act, including the qualifications of all Professional(s)-In-Charge, Inspectors, and/or Plan Reviewers.
2. The application for Third Party Agencies must include a list of the 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.
3. A quality assurance plan that complies with Section II.D. of this Manual, that describes the method or plan that the Third Party Agency uses to maintain the quality of all plan review and inspection services it provides.
4. A 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.
5. Proof of errors and omissions insurance coverage as required by the District of Columbia.
6. Proof of licensure, professional degree, registration and certification of Professionals-In-Charge Inspector and/or Plan Reviewers are required 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 this licensure, degree, registration and/or certification will be a condition prior to approval as a Third Party Agency.
7. Proof of at least one Professional-in-Charge qualified in each discipline in which the Inspection Agency proposes to perform inspections and shall employ a sufficient number of qualified Inspectors and/or Plan Reviewers experienced in the inspection or plan review discipline.
8. Proof of a current General Business License.
9. The Third Party Agency certifies that it or its agents have been found not to have committed any ethics violations.
10. 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.

When an application is approved by DCRA, 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 DCRA in writing if any material information previously submitted to DCRA in its application has changed.

B. Recertification for Previously Approved Third Party Agencies

A person or entity who received prior approval from DCRA 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 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.

Recertification applications are to be submitted to DCRA on the even number years (i.e., 2018, 2020, etc.). The recertification of Third Party Agencies will be submitted by using the Application Recertification Schedule below, which is alphabetically structured. The first letter of Agency name determines what month the Recertification Application must be received.

Application Recertification Schedule

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

DCRA 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 DCRA Third Party Manager in the following timeline:

1. Within five business days of the removal, addition, or change of a Registered Professional-in-Charge
2. Within five 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 DCRA for review and approval before he/she can begin any work under the Third Party Program. If DCRA 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 DCRA. A Quality Assurance (QA) Plan will not be approved by DCRA unless it includes at a minimum the following elements or an equally effective QA plan:

- 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 once 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.
- Provision of an annual summary report to the DCRA 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.
- Retention of records relating to QA reviews by the Third Party Agency for a minimum 3-year period.

E. Conflicts of Interest

Each Third Party Agency, Professional-in-Charge, Inspector, and Plan Reviewer shall at all times remain in compliance with the independence and conflict of interest provisions set forth in the HomeStart Regulatory Improvement Amendment Act of 2002, codified as 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. In order 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 project¹.

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 conflicts 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 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

¹ This list includes examples of conflicts of interests; however, it is not exhaustive. DCRA reserves its right to investigate any allegation of an actual, potential or apparent conflict of interest of a Third Party Agency. DCRA shall issue discipline for any actual, potential or apparent conflict of interest.

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 Consumer and Regulatory Affairs, by certified mail with return receipt, addressed to the following address or such other address as the Third Party Manager may advise:

Third Party Program Manager
 Department of Consumer and Regulatory Affairs
 1100 4th Street, SW, Fourth Floor
 Washington, DC 20024

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 DCRA. Failure to do so shall result in the Agency’s removal from the Program.

III. QUALIFICATIONS OF THIRD PARTY PLAN REVIEW AND INSPECTION AGENCIES

In order to obtain DCRA 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 discipline as set forth below in Table 3.1.

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 Building²</i>		
Position	Minimum Qualifications	Authorized Work
Building Professional-in-Charge	<ul style="list-style-type: none"> Current registration in the District of Columbia as a Professional Engineer, Architect or current ICC Certification of Master Code Professional. At least four (4) years of experience in the field 	Oversee the work of the Building Plan Reviewer and Building Inspector.

² “Building” refers to projects governed by the *DC Building Code*.

<p>Building Plan Reviewer</p>	<p>of engineering or construction project design or construction management.</p> <ul style="list-style-type: none"> • Meet the qualifications for a certified building inspector and/or certified reviewer as defined in this Manual. • Current ICC Certification as a (B3) Building Plans Examiner, and (21) Accessibility Inspector/Plans Examiner. • At least three (3) years of experience in building plan review in a jurisdiction using any of the ICC codes. 	<p>Authorized to sign off on the “building review” and “structural review” for commercial and residential plans designed to the IRC or IBC.</p>
<p>Building Inspector</p>	<ul style="list-style-type: none"> • Current ICC Certification as a (B2) Building Inspector, and (21) Accessibility Inspector/Plans Examiner • At least three (3) years of experience in code compliance building inspection in a jurisdiction using any of the ICC codes. 	<p>Authorized to approve the following inspections: Commercial and residential buildings</p>
<p><i>Residential Building</i>³</p>		
<p>Position</p>	<p>Minimum Qualifications</p>	<p>Authority</p>
<p>Residential Only Professional-in-Charge</p>	<ul style="list-style-type: none"> • Current registration in the District of Columbia as a Professional Engineer or Architect or current ICC Certified Master Code Professional. • 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. • Meet the certification requirement for an (R5) ICC Combination Residential Inspector/Plan Reviewers. 	<p>Oversee the work of the Residential Plan Reviewer and Residential Inspector</p>
<p>Residential Only Plan Reviewer</p>	<ul style="list-style-type: none"> • Current ICC Certification as an (R3) Residential Plan Reviewer. • At least three (3) years of experience in code compliance building inspection in a jurisdiction using any of the ICC codes. 	<p>Authorized to sign off on “building review” and “structural review” of one (1) and two (2)</p>

³ “Residential” refers to projects governed by the *DC Residential Code*.

Residential Only Inspector	<ul style="list-style-type: none"> • Current ICC Certification as an (R5) Residential Combination Inspector. • At least three (3) years of experience in code compliance building inspection in a jurisdiction using any of the ICC codes. 	<p>family dwellings built under the IRC.</p> <p>Authorized to approve the following inspections: One (1) and Two (2) Family Dwellings built under the IRC.</p>
<i>Mechanical and Fuel Gas</i>		
Position	Minimum Qualifications	Authority
Mechanical Professional-in-Charge	<ul style="list-style-type: none"> • Current registration in the District of Columbia as a Professional Engineer, Architect, or current ICC Certification of Master Code Professional. • At least four (4) years of experience in the field of mechanical design, mechanical engineering, or mechanical project design, including their administrative provisions. • Meet the qualifications for a mechanical inspector and/or reviewer as defined in this Manual. 	Oversee the work of the Mechanical Plan Reviewer and Mechanical Inspector
Mechanical Plan Reviewer	<ul style="list-style-type: none"> • Current ICC Certification as an (M3) Mechanical Plans Examiner. • At least three (3) years of experience in code compliance inspection of mechanical systems in a jurisdiction using any of the ICC codes. 	Authorized to sign off on commercial or residential mechanical plans.
Mechanical Inspector	<ul style="list-style-type: none"> • Current ICC Certification as an (M1 or M2) Mechanical Inspector. • At least three (3) years of experience in code compliance inspection of mechanical systems in a jurisdiction using any of the ICC codes. 	Authorized to approve the following inspections: Residential or Commercial Mechanical Inspector dependent on Certification.
<i>Electrical</i>		
Position	Minimum Qualifications	Authority

Electrical Professional-in-Charge	<ul style="list-style-type: none"> • Current registration in the District of Columbia as a Professional Engineer, Architect or current ICC Certification of Master Code Professional. • At least four (4) years of experience in the field of electrical systems design and layout, including their administrative provisions. • Meet the qualifications for an electrical inspector and/or reviewer as defined in this Manual. 	Oversee the work of the Electrical Plan Reviewer and Electrical Inspector.
Electrical Plan Reviewer	<ul style="list-style-type: none"> • Current ICC Certification as an (E3) Electrical Plans Examiner. • 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. 	Authorized to sign off on commercial or residential electrical plans.
Electrical Inspector	<ul style="list-style-type: none"> • Current ICC Certification as an (E1 or E2) Electrical Inspector. • At least three (3) years of experience in code compliance inspection of electrical systems in a jurisdiction using any of the ICC codes. 	Authorized to approve the following inspections: commercial or residential electrical dependent on certification.
<i>Plumbing</i>		
Position	Minimum Qualifications	Authority
Plumbing Professional-in-Charge	<ul style="list-style-type: none"> • Current registration in the District of Columbia as a Professional Engineer, Architect or current ICC Certification of Master Code Professional. • 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. • Meet the qualifications for a plumbing inspector and/or reviewer as defined in this Manual. 	Oversee the work of the Plumbing Plan Reviewer and Plumbing Inspector
Plumbing Plan Reviewer	<ul style="list-style-type: none"> • Current ICC Certification as a (P3) Plumbing Plans Examiner, and (21) Accessibility Inspector/Plans Examiner. • At least three (3) years of experience in plumbing plan review in a jurisdiction using 	Authorized to sign off on residential or commercial plumbing plans.

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

<i>Residential Energy</i>		
Position	Minimum Qualifications	Authority
Residential Energy Professional-in-Charge	<ul style="list-style-type: none"> • Meet one of the following: <ul style="list-style-type: none"> a. Current license in the District of Columbia as either a (1) Professional Engineer or Architect, and have three (3) years of relevant experience. b. Current ICC Certification of Master Code Professional and have three (3) years of relevant experience. c. Five (5) years of relevant experience. • Current ICC certification as a (79) Residential Energy Inspector/ Plans Examiner. • 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). • Review Profession-in-Charge (PIC) must attend the Residential Energy Review DCRA RR13 training. Inspection PICs must attend the Residential Energy Inspection DCRA RE13 training. • Additional DCRA Green Building Division administered trainings may be required. 	Oversee the Residential Energy Plan Reviewer and Residential Energy Inspector
Residential Energy Plan Reviewer	<ul style="list-style-type: none"> • Current ICC Certification as a (79) Residential Energy Inspector/Plans Examiner. • At least two years of experience in energy systems and energy efficiency in a jurisdiction using the International Energy Conservation Code (IECC). • Attend DCRA Green Building Division administered trainings including but not limited to the following: <ul style="list-style-type: none"> ○ Residential Energy Review DCRA RR13 	Review and approve the “energy review” for construction plans to the DC Residential Energy Conservation Code
Residential	<ul style="list-style-type: none"> • Current ICC Certification as a (79) 	Inspect and approve

<p>Energy Inspector</p>	<p>Residential Energy Inspector/Plans Examiner.</p> <ul style="list-style-type: none"> • At least two years of experience in energy systems and energy efficiency in a jurisdiction using the IECC. • Attend DCRA Green Building Division administered trainings including but not limited to the following: <ul style="list-style-type: none"> ○ Residential Energy Inspection DCRA RE13 	<p>“insulation inspection” and “energy final” for construction projects required to comply with the DC Residential Energy Conservation Code.</p>
<p><i>Commercial Energy</i></p>		
<p>Position</p> <p>Commercial Energy Professional-in-Charge</p>	<p>Minimum Qualifications</p> <ul style="list-style-type: none"> • Meet one of the following: <ol style="list-style-type: none"> a. Current license in the District of Columbia as either a (1) Professional Engineer or Architect, and have three (3) years of relevant experience. b. Current ICC Certification of Master Code Professional and have three (3) years of relevant experience. c. Five (5) years of relevant experience. • Current ICC Certification as a Commercial Energy (CE) Inspector/Plans Examiner with ASHRAE 90.1. • 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). • Review PICs must attend the Commercial Energy Review DCRA CR13 training. Inspection PICs must attend Commercial Energy Inspection DCRA CE13 training. • Additional DCRA Green Building Division administered trainings may be required. 	<p>Authority</p> <p>Oversee the Commercial Energy Code Plan Reviewer and Commercial Energy Code Inspector.</p>
<p>Commercial Energy Plan</p>	<ul style="list-style-type: none"> • Current ICC Certification as a CE Inspector/Plans Examiner with ASHRAE 	<p>Review and approve the “energy review” for</p>

<p>Reviewer</p> <p>Commercial Energy Inspector</p>	<p>90.1.*</p> <ul style="list-style-type: none"> At least two (2) years of experience in energy systems and energy efficiency in a jurisdiction using the IECC. Attend DCRA Green Building Division administered trainings including but not limited to the following: <ul style="list-style-type: none"> Commercial Energy Review DCRA CR13 Current ICC Certification as a (CE) Commercial Energy Inspector/Plans Examiner with ASHRAE 90.1.* At least two (2) years of experience in energy systems and energy efficiency in a jurisdiction using the IECC. Attend DCRA Green Building Division administered trainings including but not limited to the following: <ul style="list-style-type: none"> Commercial Energy Inspections DCRA CE13. 	<p>construction plans to the DC Commercial Energy Conservation Code.</p> <p>Inspect and approve the insulation installation and energy installation for construction projects required to comply with the DC Commercial Energy Conservation Code.</p>
<p><i>Green Code</i>⁴</p>		
<p>Position</p> <p>Green Professional-in-Charge</p>	<p>Minimum Qualifications</p> <ul style="list-style-type: none"> Meet one of the following: <ol style="list-style-type: none"> Current license in the District of Columbia as either a (1) Professional Engineer or Architect, and have three (3) years of relevant experience. Current ICC Certification of Master Code Professional and have three (3) years of relevant experience. Five (5) years of relevant experience. Current ICC Certification as an (GC) IgCC Commercial Inspector/Plans Examiner w/ASHRAE 189- GC and (CE) Commercial Energy Inspector/Plans Examiner with ASHRAE 90.1.* At least five (5) years of experience in green building, energy systems and energy efficiency in a jurisdiction using the IECC and the IgCC. 	<p>Authority</p> <p>Oversee the Green Code Plan Reviewer(s) and Green Code Inspector(s).</p>

⁴ The Third Party Plan Review Agency conducting the “green review” must also conduct the “energy review”.

	<ul style="list-style-type: none"> Review PICs must attend the Commercial Energy DCRA CR13 and Green Review DCRA GR 13 trainings. Inspection PICs must attend the Commercial Energy Inspection DCRA CE13 and Green Inspection DCRA GI13 trainings. Additional DCRA Green Building Division administered trainings may be required. 	
<p>Green Inspector</p>	<ul style="list-style-type: none"> Current ICC Certification as an (GC) IgCC Commercial Inspector/Plans Examiner w/ASHRAE 189- GC and (CE) Commercial Energy Inspector/Plans Examiner with ASHRAE 90.1.* At least three (3) years of experience in green building, energy systems and energy efficiency in a jurisdiction using the IECC and the IGCC. Attend DCRA Green Building Division administered trainings including but not limited to all of the following: <ul style="list-style-type: none"> Commercial Energy Inspection DCRA CE13 Green Inspection DCRA GI13 	<p>Inspect and approve ting “green rough-in” and “green final” for construction projects required to comply with the DC Green Construction Code.</p>
<p>Green Plan Reviewer</p>	<ul style="list-style-type: none"> Current ICC Certification as an (GC) IgCC Commercial Inspector/Plans Examiner w/ASHRAE 189- GC and (CE) Commercial Energy Inspector/Plans Examiner with ASHRAE 90.1.* At least three (3) years of experience in green building, energy systems and energy efficiency in a jurisdiction using the IECC and the IGCC. Attend DCRA Green Building Division administered trainings including but not limited to all of the following: <ul style="list-style-type: none"> Commercial Energy Review DCRA CR13 Green Review DCRA GR13 	<p>Review and approve the “green review” for construction plans built to the DC Green Construction Code.</p>

Elevators (New Construction Only)⁵

Position	Minimum Qualifications	Authorized Work
Elevator Professional-in-Charge	<ul style="list-style-type: none"> • 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 • At least three (3) years of experience in building plan review in a jurisdiction using any of the ICC codes. • 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. 	Oversee the Elevator Plan Reviewer and Elevator Inspector(s).
Elevator Reviewer	<ul style="list-style-type: none"> • 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. • At least three (3) years of experience in building plan review in a jurisdiction using any of the ICC codes. • 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. 	
Elevator Inspector	<ul style="list-style-type: none"> • 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. 	

⁵ For annual Elevator Inspections See [Appendix I](#).

- 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.

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
- 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. The current version of the Special Inspections Model Program is herein adopted by reference for administration and implementation of all testing and special inspections required by Section 1704.1 of the International Building Code. This Manual adopts the Special Inspection Program Procedure Manual (2018), or any successor thereto, which can be found at dcra.dc.gov.

1. Special Inspector Qualification Standards (See [Special Inspection Policy Manual 2018](#))

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) to five (5) 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

<i>Special Inspections</i>	
Pre-Stressed Concrete	Qualifications Criteria
	<ul style="list-style-type: none"> • 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. • At least two (2) years of experience under the direct supervision of a PE in structural engineering. • Maintain a minimum of two relevant Continuing Education Units (CEU) every three years.

<p>Reinforced Concrete</p>	<ul style="list-style-type: none"> • Current ICC Certification as a (47) Reinforced Concrete Special Inspector or current WACEL certification as a Level I Concrete Technician. • At least two (2) years of experience under the direct supervision of a Professional Engineer in structural engineering. • Maintain a minimum of two (2) relevant CEUs every three years.
<p>Non-Destructive Testing</p>	<ul style="list-style-type: none"> • 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. • Personnel qualified in accordance with nationally-recognized NDT personnel qualifications practice or standard, such as ANSI/ASNT-CP-189 or SNT-TC-1. • Maintain a minimum of two (2) relevant CEUs every three years.
<p>Pier and Pile Foundations</p>	<ul style="list-style-type: none"> • 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. • At least two (2) years of experience under the direct supervision of a PE in structural engineering. • Maintain a minimum of two (2) relevant CEUs every three years.
<p>Post-Installed Structural Anchors in Concrete</p>	<ul style="list-style-type: none"> • Current ICC certification as a (B2) Commercial Building Inspector. • 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. • Maintain a minimum of two (2) relevant CEUs every three years.
<p>Soils</p>	<ul style="list-style-type: none"> • NICET II, III, IV, CT or ICC Certification as an (EC) Soils Special Inspector or current WACEL certification as a Level I Soils Technician. • At least three (3) years of experience directly related to soils testing and inspection under a licensed P.E. • Maintain a minimum of two (2) relevant CEUs every three years.

Spray-Applied Fireproofing	<ul style="list-style-type: none"> • 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. • Maintain a minimum of two (2) relevant CEUs every three years.
Bolting	<ul style="list-style-type: none"> • Current ICC certification as an (S1) Structural Steel and Bolting Special Inspector or current WACEL certification as a Level I Structural Steel Inspector. • Maintain a minimum of two (2) relevant CEUs every three years.
Welding	<ul style="list-style-type: none"> • Current ICC certification as an (S2) Structural Welding Special Inspector or current WACEL certification as a Level II Structural Steel Inspector. • Maintain a minimum of two (2) relevant CEUs every three years.
Structural Masonry Construction	<ul style="list-style-type: none"> • Current ICC certification as an (84) Structural Masonry Special Inspector or current WACEL certification as a Structural Concrete/Masonry Technician. • Maintain a minimum of two (2) relevant CEUs every three years.
Structural Wood Construction	<ul style="list-style-type: none"> • Current ICC Certification as a (B2) Commercial Building Inspector and (B2) Residential Building Inspector. • Maintain a minimum of two (2) relevant CEUs every three years.
Smoke Control	<ul style="list-style-type: none"> • Current ICC certification as a (67) Fire Inspector II and (B1) Commercial Building Inspector, an ICC Certification of Master Code Professional, or • A Professional Engineer in Fire Protection. • Maintain a minimum of two (2) relevant CEUs every three years.

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 DCRA. The Owner must execute the NOI, but the Third Party Agency may submit the NOI to DCRA 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

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

C. Training

All Third Party Agencies including Inspectors, Plan Reviewers, and Professionals-In-Charge must attend DCRA mandatory trainings as scheduled. Failure to attend mandatory trainings will be subject to disciplinary action as described in Section VII. 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 DCRA for each Project. The Third Party Manager within in his/her sole discretion may modify the reporting requirements and procedures 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 DCRA. 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 DCRA-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 DCRA for review and approval using the AMO system. Below are the required reports that must be submitted to DCRA within three (3) business days of the inspection:

1. Non-Compliance Report

The Inspection Agency shall produce a report that contains a specific list of non-complying items for each inspection. The report will list the required corrections that are a pre-requisite to the approval of a phase of construction. For each item designated non-compliant, the report shall cite the relevant code section(s), the nature of the deficiency and the location of the deficiency. These reports shall be uploaded into AMO under the Building permit. The report shall be on the Third Party Agency's letterhead in a PDF file. The report shall specify details specified in [Appendix F](#).

- Project address
- Building permit number
- Inspection Agency's name and address
- Name and contact information of the approved Third Party Professional-in-Charge and Inspectors who completed inspections
 - If another approved Agency was used as a subcontractor to complete any inspections (e.g., green code inspections), include information on the Agency, PIC and plan reviewer
- Type of inspection performed
- Phase of the project if a partial inspection is conducted
- List of items found to be non-compliant during the inspection citing the code reference
- Corresponding response from the construction team confirming how and where the non-conforming items were corrected, as well as the date they were corrected.

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 DCRA 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.

2. Reports Submission Requirements

Third Party Agencies shall upload reports directly to AMO.

- 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. **Rough Inspection Reports** shall be uploaded to AMO on Third Party letterhead and submitted within three (3) business days of the inspection. All information shall be complete along with the signature of the Inspector and the stamp and signature of the Professional-in-Charge. The Third Party Agency can only submit one (1) trade per Inspection Report. Reports shall be grouped by address and include only one (1) address per attachment. The Third Party Agency is not required to submit copies of the permit.
- c. **Temporary Pending Final (TPF) Inspection Reports** shall be sent to tpfreports.dkra@dc.gov and shall be submitted in the approved format within three (3) business days of the Inspection. All information submitted shall include the signature of the Inspector and the stamp of the Professional-in-Charge. TPF reports shall be identified by the address. The Third Party Agency is not required to submit copies of the permit. The Inspection Field Report and the Notice of Intent must be submitted.
- d. **Final Inspection Reports** shall be uploaded to AMO and shall be submitted in the approved format within three (3) business days of the inspection. All information submitted shall include the signature of the Inspector and the stamp of the Professional-in-Charge. The Third Party Agency can only submit one (1) trade per Inspection Report. Reports shall be grouped by address and only one (1) address per attachment. The Third Party Agency is not required to submit copies of the permit. An Inspection or Field Report and the Notice of Intent must be submitted. All deficiencies identified in oversight inspections performed by DCRA shall be brought into compliance, re-inspected and re-certified. Additionally, the final Inspection Certificate Report shall include an attachment noting how all the identified oversight items have been abated and are in full compliance with the DC Construction Codes.
- e. **Certificate of Occupancy Reports** shall be uploaded to AMO and shall be submitted in the approved format within three (3) business days of the inspection. All information submitted shall include the signature of the Inspector and the stamp of the Professional-in-Charge. Reports shall be grouped by address and only one (1) address per submittal. The Third Party Agency is not required to submit copies of the permit. All deficiencies identified in oversight inspections performed by DCRA shall be brought into compliance, re-inspected and re-certified. Additionally, the Final Inspection Certificate Report shall

include an attachment noting how all the identified oversight items have been abated and are in full compliance with the DC Construction Codes.

- f. **Elevator Annual Reports** shall be sent to dcra-tpi-elevator@dc.gov
- g. **Special Inspections Reports** shall be sent to specialinspection.dcra@dc.gov (see Special Inspections Model Program Manual. After AMO is introduced into the program, all reports shall be uploaded directly into AMO.

3. Inspection Certificate Report

The Third Party Agency must submit an Inspection Certificate Report to DCRA. The Inspection Certificate Report shall be in the approved format and submitted in a PDF file. The Inspection Certificate Report must contain the Professional-in-Charge seal. See [Appendix G1](#).

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 DCRA 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 DCRA or the Owner. Copies of plans utilized by a Third 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 and shop drawings and required documents issued by DCRA, 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, including by 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 DCRA 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.

V. DCRA OVERSIGHT PROTOCOL FOR THIRD PARTY AGENCIES

In order to provide oversight of the Third Party Program, DCRA will conduct periodic and random audits 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 DCRA during normal business hours and shall allow access by DCRA personnel to conduct compliance reviews and audits of the Agency. The Third Party Agency shall cooperate with DCRA 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 DCRA on projects for which it is providing plan review services.
- Newly approved plan reviewers will receive an audit by DCRA for the first seven (7) consecutive reviews he/she conducts. 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 randomly audited annually by DCRA on projects for which it is providing inspection services.
- Newly approved inspectors shall be audited by DCRA randomly with the exception of Green and Energy. Newly approved inspectors for green or energy inspections shall be audited by DCRA for the first seven (7) consecutive sites that he/she inspects.

Non-Compliance Protocol

- When a DCRA auditor finds initial non-compliance in plan review or inspections, an additional two (2) projects assigned to the same plan reviewer or inspector shall be audited by DCRA.
- After three (3) consecutive non-compliant projects, the plan reviewer or inspector shall receive DCRA audit for a minimum of the next seven (7) plan reviews or inspections, before resuming sampling of 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 and IX, 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 DCRA 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 DCRA THIRD PARTY PROGRAM

The DCRA 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 (5) five 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 in Section VIII.
5. Perform compliance review and audits of the Third Party Agencies as described in the 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 publically available on the DCRA website.
10. Issue disciplinary actions based on the process outlined in this Manual under section VIII.

VII. DUTIES AND RESPONSIBILITIES OF THE PROJECT OWNER

A. Execution of Notice of Intent (NOI)

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 DCRA. To use a Third Party Agency, the Owner or designated Agent of the Owner must fully execute, sign and submit an NOI Application to use a Third Party Agency and wait for DCRA'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. DCRA shall review the Notice of Intent to ensure compliance with this Manual and shall grant approval or disapproval within five (5) business days. If the NOI is incomplete or incorrect, DCRA will request additional information.

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. Scheduling of Inspections and Request for Inspections

The Owner is responsible for scheduling all Third Party Inspections. The Third Party Inspection Agency shall have TPIA approval prior to performing any inspections on the respective discipline.

D. Payments to Third Party Agencies

The Owner or his/her authorized representative is responsible for all payment for services rendered to the Third Party Agency. DCRA 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 DCRA. 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 DCRA.

VIII. THIRD PARTY PROGRAM DISCIPLINARY PROCESS

DCRA is authorized to discipline or remove a Third Party Agency from the Third Party Program for failure to comply with this Manual or the Construction Codes. Failure to comply with the Third Party Program may result in disciplinary actions that may include, but are not limited to the following: warning, probation, suspension, and/or removal. This Manual sets forth the policies and procedures for imposing discipline.

DCRA, within its sole discretion, shall issue disciplinary actions against a Third Party Agency and its agents. Specifically, DCRA is authorized to issue discipline against a Third Party Agency for actions associated with the Agency, plan review, and inspection activities for individual actions based on the trade activity.

It is the duty and responsibility of DCRA and Third Party Agencies to ensure that all construction in the District of Columbia is built in compliance with the DC Construction Codes. It is incumbent on the Third Party Agencies to appreciate the unique relationship it has with DCRA and the District's residents and businesses. In order to ensure that a Third Party Inspection Agency or Plan Review Agency is acting on behalf of the District of Columbia in its discharge of its duties, the Inspector or Plan Reviewer is obligated and required to report any instance in which he or she has reasonable cause to believe that a DC construction code violation has occurred within the building, structure or premises rendering it unsafe, dangerous or hazardous, whether or not it is outside of the Inspector or Plan Reviewer's contractual relationship. Therefore, to avoid Third Party Agencies focusing on the financial benefits of the Third Party Program and their relationships with their developers, owners, or expeditors, DCRA will ensure that all Third Party Agencies inspect or review the entire project for code compliance. Failure to do so may result in disciplinary action.

A. 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 DCRA Third Party approval as an Agency, Reviewer, and/or Inspector.
- 1.12 Failure to submit any requested documents to DCRA within a reasonably prescribed time frame.
- 1.13 Failure to exercise due diligence in safe keeping 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 Manual.
- 2.2 Failure to adhere to stated 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 DCRA 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 are the least severe and encompass failure to comply with basic administrative procedures and review protocols and do not impact the life safety 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.

B. Discipline Procedures

DCRA shall take the following steps in ensuring compliance with the Third Party Program, if there is a determination that misconduct has occurred. Upon receipt of a complaint or as part of its compliance oversight, the Third Party Manager shall conduct an investigation to determine if the Third Party Agency acted improperly. Upon determining that the Third Party Agency is not in compliance with this Manual or District law, DCRA shall in its sole discretion conduct an investigation that may include, but is not limited to, the following steps:

1. Upon making a determination of a violation, the Third Party Manager shall issue a written letter via first class mail and/or e-mail to the Third Party Agency and the Owner of the Project stating the basis for the disciplinary action and the Class violation.
2. Once the Third Party Agency has been given notice, the Third Party Agency may appeal the decision within ten (10) business days of the date of official notification of an impending disciplinary action to the Director of DCRA. The Third Party Agency may submit evidence supporting its position to the Director

of DCRA. Failure to file a written appeal within the ten (10) business days will result in the issuance of the disciplinary action.

- 3.** All appeals shall be heard by the DCRA Director or his/her designee. The Director of DCRA shall issue his/her final decision on the appeal within ten (10) business days.
- 4.** Decisions by DCRA Director regarding appeals are final.

APPENDIX A
Third Party Definitions
(Next page)

APPENDIX A

DEFINITIONS

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

Code Official: The Code Official is the Director of DCRA 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 DCRA: The District of Columbia Department of Consumer and Regulatory Affairs.

Discipline Notice: DCRA’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 hours of continuing education participation equals one (1) ICC CEU. For example, a typical one-day seminar has 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.

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

Non-Compliance Report: A list of non-complying items prepared by the Third Party Agency submitted to DCRA.

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).

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 DCRA.

Probation: A period of time in which the Third Party Agency will have all submissions monitored by DCRA. 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.

Warning: DCRA 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 Program Application

(Next three pages)

DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

THIRD PARTY PROGRAM APPLICATION
APPLICATION SUBMISSION PACKAGE

LANGUAGE PREFERRED English Spanish Chinese Vietnamese Amharic Korean Other: _____

The Department of Consumer and Regulatory Affairs 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 Package must be completed and is accepted only submitted within a 1" binder with all information organized in chronological order.

Section A APPLICANT/BUSINESS INFORMATION

AGENCY NAME _____
STREET ADDRESS _____ SUITE or APARTMENT NUMBER _____
CITY _____ STATE _____ ZIP CODE _____
PHONE NUMBER () _____ - _____ EMAIL _____ @ _____
FAX NUMBER () _____ - _____ WEBSITE _____
POINT OF CONTACT _____ POSITION _____

AUTHORIZED SIGNATURE _____ NAME _____
DATE _____

Section B THIRD PARTY PROGRAM STAFF ROSTER

Please complete the following section and also attach a separate PDF document detailing each individual's qualifications and experience.

NAME _____ POSITION _____ PE/ARC or MCP Number _____
CERTIFICATION(S) _____

NAME _____ POSITION _____ PE/ARC or MCP Number _____
CERTIFICATION(S) _____

NAME _____ POSITION _____ PE/ARC or MCP Number _____
CERTIFICATION(S) _____

NAME _____ POSITION _____ PE/ARC or MCP Number _____
CERTIFICATION(S) _____

NAME _____ POSITION _____ PE/ARC or MCP Number _____
CERTIFICATION(S) _____

THIRD PARTY PROGRAM APPLICATION

Section B THIRD PARTY PROGRAM STAFF ROSTER continued

NAME _____ POSITION _____ PE/ARC or MCP Number _____

CERTIFICATION(S) _____

NAME _____ POSITION _____ PE/ARC or MCP Number _____

CERTIFICATION(S) _____

NAME _____ POSITION _____ PE/ARC or MCP Number _____

CERTIFICATION(S) _____

NAME _____ POSITION _____ PE/ARC or MCP Number _____

CERTIFICATION(S) _____

NAME _____ POSITION _____ PE/ARC or MCP Number _____

CERTIFICATION(S) _____

NAME _____ POSITION _____ PE/ARC or MCP Number _____

CERTIFICATION(S) _____

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.

THIRD PARTY PROGRAM APPLICATION

PAGE 3

Section C Quality Assurance Plan

Provide a quality assurance plan, which includes details about the internal processes for ensuring that the agency will perform assigned inspections/reviews, report nonconforming or deficient items to the attention of the owner and contractor. Provide timely reports for each inspection/review and submit a final signed report to DCRA's Third Party Program. Attach additional sheets if necessary.

Section D CONFLICT OF INTEREST AFFIDAVIT

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

Section E PROOF OF INSURANCE

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

Section F AGENCY QUALIFICATIONS

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

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

APPENDIX C1

Third Party Plan Review Notification of Intent Form

(Next two pages)

NOTIFICATION OF INTENT TO USE THIRD PARTY PLAN REVIEW AGENCY

PAGE 2

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 Signature _____
Title of Signatory _____ Date _____

PROFESSIONAL-IN-CHARGE OF PRIMARY THIRD PARTY PLAN REVIEW AGENCY

Name _____ Signature _____
PE/Architect License No. of Signatory _____ Date _____

THIRD PARTY PLAN REVIEW AGENCY

Name _____ Signature _____
Title of Signatory _____ 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 DCRA BY:

Staff Name _____ Signature _____
Title _____ Date _____
Notice of Approval Certification No. _____

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 page)

DEPARTMENT OF CONSUMER & REGULATORY AFFAIR
NOTIFICATION OF INTENT TO USE THIRD PARTY INSPECTION AGENCY

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

SUBMIT ONLY THIS FORM. NO ATTACHMENTS ARE REQUIRED.

Section A Property Owner/Agent Information

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

Section B PRIMARY THIRD PARTY INSPECTION AGENCY (List only one third party agency per form.)

Third Party Agency: _____ Primary Agency? Yes No (Must check one.)
DCRA Certification Number: _____
Projected/Actual date of First inspection: _____ (DCRA may conduct audit inspections after project has begun.)

Section C PERMITS (List all permits and permit number issued for the above noted project.)

<input type="checkbox"/> Primary Building: _____	<input type="checkbox"/> Electrical: _____	<input type="checkbox"/> Plumbing: _____
<input type="checkbox"/> Building: _____	<input type="checkbox"/> Electrical: _____	<input type="checkbox"/> Plumbing: _____
<input type="checkbox"/> Mechanical: _____	<input type="checkbox"/> Mechanical: _____	<input type="checkbox"/> Fire: _____
<input type="checkbox"/> Fire: _____	<input type="checkbox"/> Elevator: _____	<input type="checkbox"/> Other: _____

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

Print Name: _____ Applicant Signature: _____
Title of Signatory: _____ Date: _____

THIRD PARTY INSPECTION AGENCY

Print Agent or PIC Name: _____ Agent or PIC Signature: _____
Title of Signatory: _____ Date: _____

I/We understand that, anyone who make a false statement on this form can be criminally prosecuted; and, if convicted, fined up to \$1,000, imprisoned up to 180 days, or both, under D.C. Official Code § 22-2405.

FOR OFFICIAL USE ONLY	
ACCEPTED FOR DCRA BY:	
Staff Name: _____	Signature: _____
Title: _____	Date: _____

APPENDIX D

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

(Next page)

DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

THIRD PARTY PLAN REVIEW APPROVAL CERTIFICATE AND REPORT

DCRA Notification Approval Number: _____

Date: _____

Permit Number: _____

Project Name: _____

Project Address: _____

Third party plan review has been provided for the discipline 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)

APPENDIX F

Third Party Inspection Non-Compliance Report

(Next page)

DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

THIRD PARTY INSPECTION NON-COMPLIANCE REPORT

Date: _____

Project address:	
Permit number:	

Inspection agency:	
Inspection agency address:	

Professional-in-charge:	
Professional-in-charge phone:	

Inspector:	
Inspector phone:	

Inspection Type: (Select all that apply)

Inspection Discipline: Electrical Plumbing Mechanical Building Fire Sprinkler Elevator

Inspection Type: Ground Work Footing Foundation Slab Rough Gas Insulation
 Final Hydro Hood Suppression

Code Violation No:	Violation Description:

Inspector Signature: _____
Time: _____
Date: _____

APPENDIX G1

Third Party Inspection Completion Certification

(Next page)

DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

THIRD PARTY INSPECTION COMPLETION CERTIFICATION

Date _____ Third Party Agency: _____ DCRA Notification Approval # _____

Professional- In- Charge _____ Inspector _____

Permit Number _____ Inspector Signature _____

Project Address _____

Complete a separate form for each discipline.

Inspection Discipline: Electrical Plumbing Mechanical Building Fire Sprinkler Elevator

Inspection Type: Ground Work Footing Foundation Slab Rough Gas Insulation
 Final Hydro Hood Suppression

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

CERTIFICATION

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

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

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

Signature _____ day of _____, 20____

Print Full Name and Title: _____

Professional Engineer/Architect or MCP Number: _____

Agency Approval ID Number: _____

Scope of Certification

Disclaimer

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

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

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

Email: tpiareports.dkra@dc.gov

APPENDIX G2

**Third Party Inspection Certificate of Occupancy
Certification**

(Next page)

DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

THIRD PARTY INSPECTION CERTIFICATE OF OCCUPANCY CERTIFICATION

Date _____ Third Party Agency: _____ DCRA Notification Approval # _____

Project Address _____

Professional-In-Charge _____

Building Permit # _____	Inspector _____	Date _____
Plumbing Permit # _____	Inspector _____	Date _____
Mechanical Permit # _____	Inspector _____	Date _____
Electrical Permit # _____	Inspector _____	Date _____
Fire Alarm Permit # _____	Inspector _____	Date _____
Sprinkler Permit # _____	Inspector _____	Date _____
Hood Suppression Permit # _____	Inspector _____	Date _____

CERTIFICATION

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

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

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

Signature _____ day of _____, 20____

Print Full Name and Title: _____

Professional Engineer/Architect or MCP Number: _____

Agency Approval ID Number: _____

Scope of Certification

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 DCRA and pursuant to provisions of the Homestart Regulatory Improvement Amendment Act of 2002, codified as DC Official Code, 2001 Ed §109.4.

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

Mail executed original certification to:
 Department of Consumer and Regulatory Affairs
 1100 4th St SW
 Washington, DC 20024

Email: tpiareports.dkra@dc.gov

APPENDIX H

Special Inspection Notification of Intent Form

(Next two pages)

DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

THIRD PARTY SPECIAL INSPECTIONS NOTIFICATION OF INTENT

LANGUAGE PREFERRED English Spanish Chinese Vietnamese Amharic Korean Other: _____

The purpose of this Notification is to advise the District of Columbia Department of Consumer and Regulatory Affairs (DCRA) of the Permit Applicant's intention to utilize third party special inspection 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 INSPECTION AGENCY

The following Third Party Agency or Agencies will be used for the Project.

1. AGENCY NAME _____
2. NAME OF PROFESSIONAL IN CHARGE First _____ Last _____
3. STREET ADDRESS _____ SUITE or APARTMENT NUMBER _____
 CITY _____ STATE _____ ZIP CODE _____
 PHONE NUMBER () _____ - _____ EMAIL _____ @ _____
 FAX NUMBER () _____ - _____ WEB ADDRESS _____
4. AGENCY APPROVAL ID NUMBER _____ DATE ISSUED _____
5. PROF. ENGINEER/ARCHITECT NUMBER _____ DATE ISSUED _____

Section C SECONDARY THIRD PARTY AGENCY or AGENCIES

The following Secondary Third Party Agency or Agencies will be used for the Project. (Attach additional sheets if necessary)

1. AGENCY NAME _____
2. NAME OF PROFESSIONAL IN CHARGE First _____ Last _____
3. STREET ADDRESS _____ SUITE or APARTMENT NUMBER _____
 CITY _____ STATE _____ ZIP CODE _____
 PHONE NUMBER () _____ - _____ EMAIL _____ @ _____
 FAX NUMBER () _____ - _____ WEB ADDRESS _____
4. AGENCY APPROVAL ID NUMBER _____ DATE ISSUED _____
5. PROF. ENGINEER/ARCHITECT NUMBER _____ DATE ISSUED _____

Section D SECONDARY THIRD AGENCY or AGENCIES

The names of the Professionals-in-Charge, along with the discipline to be inspected are as follows:

Discipline	Professional-in-Charge	Inspector

THIRD PARTY SPECIAL INSPECTIONS NOTIFICATION OF INTENT

Section 6 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 Signature _____

Title of Signatory _____ Date _____

PROFESSIONAL-IN-CHARGE OF PRIMARY THIRD PARTY INSPECTION AGENCY

Name _____ Applicant Signature _____

PE/Architect License No. of Signatory _____ Date _____

THIRD PARTY SPECIAL INSPECTION AGENCY

Name _____ Signature _____

Title of Signatory _____ 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 DCRA BY:

Staff Name _____ Signature _____

Title _____ Date _____

Notice of Approval Certification No. _____

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 I

**Third Party Elevator Annual Inspection
Completion Certification**

(Next two pages)

DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

THIRD PARTY INSPECTION ELEVATORS ANNUAL INSPECTIONS

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 DCRA'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/

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 DCRA within 10 days of being performed. Reports shall only be submitted on the approved DCRA 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 dcra-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 DCRA for investigation of illegal construction or other issues that arise on a daily basis. Once a report or reports are requested the agency shall provide the requested reports to DCRA within 24 hours or next business day. Return of the requested reports will be to the requestor.

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 DCRA, 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).

APPENDIX J

**Third Party Elevator Annual Inspection
Completion Certification**

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DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

THIRD PARTY ELEVATOR ANNUAL INSPECTION COMPLETION CERTIFICATION

Third Party Elevator Agency _____ Date _____

Elevator Inspector Supervisor _____ QEI# _____

Name of Inspector _____ QEI# _____

Unit #(s) _____

DCRA Certificate #(s) _____

Project Address _____

Project name (Optional) _____

Inspection Discipline: _____ Conveyance Equipment

Inspection Type: _____ Periodic _____ Category 1 Test/ Inspection
_____ FES and Smoke test _____ Category 5 Test/ Inspection
_____ Heat devices _____ Emergency Power
_____ Other _____

Certification

I, _____ elevator inspector supervisor of the third party inspection activities performed by _____ at the address(es) and for the conveyance units specified above, hereby certify and attest under oath that the inspections and/or tests noted above have been performed in compliance with: ASME Q.E.I.-1 and the applicable conveyance code for the types of units listed above, and in compliance with the requirements contained in the District of Columbia Construction Codes with respect to the periodic inspections and testing requirements of the International Property Maintenance Code § 606, and the DCRA 3rd party Inspection Program manual.

All violations are abated and the conveyance(s) is/ are recommended to be APPROVED for the issuance of the DCRA certificate of inspection.

Signature _____ day of _____, 20____

Print Full Name and Title: _____

Professional Engineer/Architect or MCP Number: _____

Agency Approval ID Number: _____

Scope of Certification

All inspections of checked disciplines/ type above

Disclaimer

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

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

Email: dcr-tpi-elevator@dc.gov