

THIRD-PARTY INSPECTIONS

INFORMATION IS CHANGING RAPIDLY: PLEASE CHECK ATLANTAGA.GOV FOR UPDATES AND CURRENT ADVISORIES

ALL PROJECT TYPES MAY NOW USE INSPECTION SERVICES FROM A PRIVATE PROFESSIONAL PROVIDER



Applicants can now submit for third party inspections using the process defined here for all project types.

Executive Order 3.20.20.02, issued on March 20, 2020 by Governor Kemp, relaxed the restrictions of applicable projects due to Georgia's Public Health State of Emergency and **opened third-party inspections to all project types** within the City of Atlanta.

IMPORTANT NOTES ON ITEMS NEEDED FOR SUBMITTAL



INSURANCE COVERAGE

All private professional providers delivering inspection services pursuant to this subsection, shall secure and maintain insurance coverage for professional liability (errors and omissions insurance). The limits of such insurance shall be not less than \$1 million per claim and \$1 million in aggregate coverage.



CERTIFICATE OF OCCUPANCY

Nothing shall authorize any private professional provider to issue a certificate of occupancy. Only the City of Atlanta shall be authorized to issue a certificate of occupancy.

PROCESS FOR BECOMING AN APPROVED "PRIVATE PROFESSIONAL PROVIDER"

1. Complete the "Third-Party Inspection/Engineer Application" and include the following:

- Notarized Inspection/Engineer Affidavit(s)
- Proof of Insurance

2. Email the completed application to 3rdpartyinspection@atlantaga.gov with the subject line "Third-Party Inspections Request"

a. 3rd Party Inspections received after 3:00pm Monday–Friday or on holidays will be marked as received the following business day for intake processing.

b. For commercial projects utilizing 3rd Party Inspections, please have the job site superintendent (GC) contact the area building inspector to clarify inspection questions. Call (404) 865-8400 for inspector contact information.

3. Applications will then be reviewed by the Office of Buildings' Inspections Division. The Private Professional Provider will receive a response from the Inspections Division within five (5) business days.

NOTE: As a result of the Governor's executive order on 3/20/2020, customers can send this information along with their completed inspection report. To avoid delay, please ensure the application and all required documentation has been completed in its entirety prior to submission.

SUBMITTING INSPECTION REPORTS

1. After an inspection has been completed by the Third-Party Inspector/Engineer, they will need to complete the "Third-Party Code Compliance Inspection Report".

- Please ensure the report is completed *in its entirety* to avoid processing delays.

2. The completed report should be emailed to 3rdpartyinspection@atlantaga.gov with the subject line "Third-Party Inspection Report"

a. Third-Party Inspections received after 3:00pm Monday–Friday or on holidays will be marked as received the following business day for intake processing.

b. For commercial projects utilizing Third-Party Inspections, please have the job site superintendent (GC) contact the area building inspector to help clarify inspection questions. Call (404) 865-8400 for inspector contact information.

3. Reports will then be reviewed by the Office of Buildings' Inspections Division and the Third-Party Inspections/Engineer will receive a response from the Inspections Division within two (2) business days.

NOTE: To avoid delay, please ensure the report and any supporting documentation has been completed in its entirety prior to submission.

