



THIRD-PARTY UTILITY and MAINTENANCE INSPECTIONS



BULLETIN 2020-02

April 6, 2020

SUBJECT: Requirements for Third-Party Utility and Maintenance Inspections

PURPOSE: To clarify that the Prince George's County Department of Permitting, Inspections and Enforcement (DPIE) now requires all utilities, or their contractors doing compaction, right-of-way and roadway restoration and repaving work under a utility or small wireless facility permit or a maintenance permit to provide for an independent third-party inspector; whom must be approved by the County to perform an inspection to ensure that the permitted compaction, right of way and roadway restoration and repaving work is in compliance with the Prince George's County Code Subtitle 23, and Specifications in effect at the time of permit issuance.

AUTHORITY: Director of the Department of Permitting, Inspections and Enforcement

NOTIFICATION: Effective immediately, all Utility installations shall be inspected by a County approved Utility Designated Inspector or Third-Party Inspector. The Third-Party Inspector shall be currently working in the inspection field as an engineering technician with construction inspection work experience. Upon request from a utility, the Department shall provide training and approval to utility designated inspectors and third-party inspectors to inspect permitted work to verify that the compaction and roadway restoration and repaving work has been performed in compliance with the Prince George's County Code and Specifications. For non-emergency work, all utilities, or their contractors doing compaction, right-of-way and roadway restoration and repaving work under a utility permit or a maintenance permit are required to provide for a utility designated staff inspector or an independent third-party inspector both of whom must be approved by the County to perform an inspection to ensure that the permitted compaction, right of way and roadway restoration and repaving work is in compliance with the Prince George's County Code and Specifications. The permittee shall, during the hours of work, make available to the county inspector and to other employees of the Department the construction work, materials, plans, and specifications. **NOTE:** The utility designated inspectors and the third-party inspectors cannot be affiliated with the utility company, contractor and/or design consultant.

PROCEDURE:

- Project designees shall complete and sign a modified Attachment #1U Statement of Third-Party Inspection – prior to beginning work.
- Contractor shall complete Attachment #1U for each project
- Upon completion and inspection of the project, the contractor shall complete and submit an inspection transmittal package to the Construction Code Compliance Unit (CCCU) Inspection Section, which includes:
 - Statement of Third-Party Inspection as modified (STPI Attachment #1U)

- Copies of any interim inspection and testing reports
- Final inspection report from each Third-Party Inspector
- Building / Site Roads Code Official or his/her representative shall review the submittal and shall:
 - Approved submittals:
 - Scan TPIP Attachment #4U, and #5U into the attachment section of the permit case
 - Enter a Third-Party Inspection Final Approval in e-Permits
 - Close the case
 - Rejected submittals:
 - Enter a rejection of Third-Party Inspection Report in e-Permits
 - Contact contractor with deficiencies
 - Building / Site Roads Code Official or his/her representative may take up to (3) three business days to complete the review:
 - Reviewer reserves the ability to make quality assurance visits and evaluate the work of the Third-Party team
 - Failing quality assurance reviews will result in additional oversight of project, including disqualification of the responsible third-party inspector from the Program

RESPONSIBILITIES: Responsibilities shall be as follows:

- All DPIE Building Code Inspection supervisors shall disseminate a copy of this Bulletin to all Inspections personnel.
- DPIE Inspections Construction Code Compliance Unit (CCCU) personnel shall reject any Third-Party Inspection of a utility system not in compliance with the intent and scope of this Bulletin.

APPROVED AND ISSUED: Effective February 26, 2020.

Melinda M. Bolling/ gec

Melinda M. Bolling
Director

ATTACHMENT #1U

STATEMENT OF THIRD-PARTY INSPECTIONS

To encourage and provide timely services to the public, Prince George's County allows the use of qualified utility designated inspectors and third-party inspectors to evaluate the work of utility contractors and report the results of those inspections to the property owner and the County.

Permit applicants are required to submit a Statement of Third-Party Inspections (STPI) as a condition for final inspection. This statement shall certify that all Third-party inspections shall occur in accordance with the Third-Party Inspection Program (TPIP). The STPI shall include a list of the individuals (agents), approved agencies, and firms intended to be retained for conducting such inspections and the function in which each Third-Party Inspector is serving must be clearly designated. AN INDIVIDUAL'S SIGNATURE ON THE STPI CERTIFIES THAT HE/SHE UNDERSTANDS THE ROLE THEY ARE UNDERTAKING IN THE TPIP. Prince George's County reserves the right to require notarization of any signature included in this document.

This Attachment may be used "as is" or modified to accommodate unique requirements of a specific project. The STPI must be submitted with the inspection documents. These pages must identify the location, owner, Third-Party Inspectors of Record (TPIR) and the contractor.

The qualifications of the TPIR are outlined in the County Council of Prince George's, Maryland 2018 Legislation Bill # CB-17-2018. The full definitions and qualifications for an individual referenced in the STPI can be found in the aforementioned council bill. Documentation supporting any individual's qualifications may be requested at any time and is to remain on file with DPIE.

To help assure a complete understanding of responsibilities and reporting requirements, the TPIR identified on this STPI, select DPIE representatives, the prime contractor and other appropriate parties must attend a pre-application conference coordinated by the utility systems design firm desiring to use this program. Design Engineers of Record are not required to attend this meeting unless directed otherwise by the owner, utility design firm or County representative. This STPI and the qualifications of the TPIR and/or any inspection and testing agency must be reviewed by County Code officials and approved at the pre-application meeting prior to the application of this procedure. A pre-construction meeting is required for each project; unless a written waived permission has been issued by the DPIE Inspection Division Supervisor.

NOTE: It must be clearly understood that each TPIU Utility Designated Inspector and Third-Party Inspector of Record (IR) selected must be unaffiliated with the contractor and/or design consultant. It is assumed that if applicable, the design professionals will field verify the construction of their design or specification documents; HOWEVER, this verification is not part of the TPIP process.

Utility / Site Roads Case/Permit Number: _____

**PRINCE GEORGE'S COUNTY
DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT**

STATEMENT OF THIRD-PARTY INSPECTIONS

Project Address: _____

Address

City, State, Zip Code

Installation Company: _____

Address

City, State, Zip Code

Company Officer: _____

Name

Title

Phone #

Address

City, State, Zip Code

Resident Agent/Program Contact: _____
(Utility Company Authority)

Name

Phone #

Address

City, State, Zip Code

The authority for implementing this Third-Party Inspection Procedure is found in the County Council of Prince George's, Maryland 2018 Legislation Bill # CB-17-2018. The undersigned hereby agrees that inspections of the project being constructed under Utility / Site Roads Case Number _____ shall be carried out in compliance with the following limited rules and procedures outlined in this Bulletin, and the Prince George's County, Maryland Department of Permitting Inspections and Enforcement (DPIE) Third Party Inspection Program (TPIP) Manual:

1. DEFINITION OF TERMS-modified per this document, and Legislation Bill # CB-17-2018
2. PROFESSIONAL INSURANCE REQUIREMENTS
3. FEES AND COSTS
4. RELEVANT CODES AND STANDARDS-modified per this document
5. PERFORMANCE REVIEWS
6. CONFLICTS OF INTEREST
7. DISCIPLINARY ACTIONS AND PROCEDURES
8. PRE-CONSTRUCTION MEETING -modified per this document
9. CONSTRUCTION PHASE
10. POST-CONSTRUCTION PHASE-modified per this document
11. RESPONSIBILITIES AND QUALIFICATIONS-modified per this document
12. ATTACHMENT #1U - STATEMENT OF THIRD-PARTY INSPECTIONS-modified per this document
13. RESPONSIBILITIES AND QUALIFICATIONS-modified per this document, and Legislation Bill # CB-17-2018
14. ATTACHMENT #4U - INSPECTION REPORT-modified per this document
15. ATTACHMENT #5U - FINAL INSPECTIONS REPORT-modified per this document
16. INSPECTOR FINAL INSPECTION FORM-modified per this document
17. INSPECTIONS LOG

Utility / Site Roads Case/Permit Number: _____

The signatory further agrees that compliance with this agreement and procedures during construction is required for the issuance of final inspection approval.

This Statement of Third-Party Inspections is submitted as a condition for final inspection approval in accordance with TPIP requirements. Utility Designated Inspectors and Third-Party Inspectors of Record shall keep records of inspections and testing. They shall furnish inspection and test reports to the County and to the Registered Design Professionals of Record, as appropriate. All discrepancies shall be brought to the attention of the contractor for correction. Design documents for corrective work must be prepared, signed and sealed by the appropriate registered design professional and must carry the County's stamp of approval. Discrepancies must be corrected and re-inspected prior to inspection approval. Discrepancies not corrected within a reasonable period of time shall be brought to the attention of the Building Code Official and to the Registered Design Professionals of Record, as appropriate.

Routine Inspection Reports, the Final Inspection Report and the Third-Party Inspection Certification shall be submitted as part of the transmittal package.

UTILITY COMPANY: _____

Full Legal Name (Printed)

Title

Signature

Address

City, State, Zip Code

Telephone Number: _____ Date: _____

Utility / Site Roads Case/Permit Number: _____

THIRD-PARTY INSPECTOR OF RECORD

INSPECTOR OF RECORD (IR):

_____ Full Legal Name (Printed)

_____ Signature

_____ I.D. #

_____ Company Name

_____ Officer's Name (if different from Above)

_____ Officer's Signature

_____ Address

_____ City, State, Zip Code

Telephone Number: _____ Date: _____

ATTACHMENT #4U

INSPECTION REPORT

Inspection Report Number: _____ Date: _____

Case Number: _____

Other Case Number(s): _____

Project Address: _____

Street Address

City, State, Zip Code

Project Name: _____ Company: _____

Inspector: _____ Signature: _____

Inspection:

Type	Location	Result
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Results:

PASSED – the work I inspected meets the Prince George’s County Code and the approved construction documents.

REJECTED – the work I inspected does not meet the Prince George’s County Code or the approved construction documents.

NONCOMPLIANCE ITEMS – Narrative (Required for failed inspection, use additional pages if needed):

ATTACHMENT #5U

FINAL INSPECTIONS REPORT

Case Number: _____ Date: _____

Other Case Number(s): _____

Project Address: _____
Street Address

City, State, Zip Code

Project Name: _____

THIRD-PARTY INSPECTOR OF RECORD: _____

The following discrepancies identified in the last Inspection Report dated: _____
have been corrected:

(Attach continuation sheet(s) if required to complete the description of corrections)

Inspection reports numbered _____ to _____, and testing reports numbered _____ to _____,
submitted prior to this final report from a basis for, and are to be considered an integral part of
this final report.

To the best of my information, knowledge and belief, the inspections specified for this project,
have been completed. In my professional opinion, the inspections have been found to follow
County-approved plans and the Prince George's County Building Code.

Respectfully submitted,

Signature Date

Third-Party Inspector of Record - Printed Name

