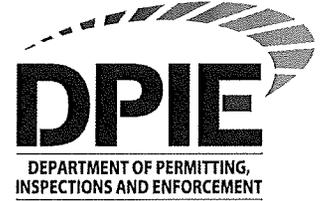




# THIRD-PARTY RESIDENTIAL SOLAR SYSTEMS INSPECTION



## BULLETIN 2015-01

August 7, 2015

**SUBJECT:** Requirements for Third-Party Residential Solar Inspections

**PURPOSE:** To clarify that the Prince George's County Department of Permitting, Inspections and Enforcement (DPIE) allows County approved Third- Party Electrical inspectors to perform both commercial and residential solar system inspections under DPIE's Third-Party Inspections Program (TPIP). In addition, any Maryland registered professional structural engineer may inspect and certify structural attachments to the solar system. Solar panel inspections shall be performed in accordance with all applicable Prince George's County Building codes in effect at the time of permit issuance.

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

**NOTIFICATION:** Effective immediately, all residential solar system installations shall be inspected and certified by a County approved Third-Party Electrical Inspector or a Maryland Registered Professional Structural Engineer. Certifications shall be wet sealed and signed originals (TPIP Attachment #6S). Of significant note, the Third Party Inspector cannot be affiliated with the installing contractor.

**PROCEDURE:**

- Project designees shall complete and sign a modified Attachment #1S Statement of Third-Party Inspection - Solar, prior to beginning work
- Contractor shall complete Attachment #1S for each project
- Upon completion and inspection of the project, the contractor shall complete and submit an inspection transmittal package to the Commercial Electrical Inspection Section, which includes:
  - Statement of Third-Party Inspection as modified (STPI Attachment #1S)
  - Copies of any interim inspection and testing reports
  - Final inspection report from each Third-Party Inspector
  - Modified Third-Party Inspection Program Certification Form - Solar (TPIP Attachment #6S)
- Electrical Code Official or his/her representative shall review the submittal and shall:
  - Approved submittals:
    - Scan TPIP Attachment #6S into the attachment section of the permit case
    - Enter a Third-Party Inspection Certification Final Approval in e-Permits
    - Prepare an Electrical Approval Sticker for pickup by the contractor

- Close the case
  
- Rejected submittals:
  - Enter a rejection of Third-Party Certification in e-Permits
  - Contact contractor with deficiencies
  
- Electrical 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 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 Quality Assurance personnel shall reject any Third-Party Inspection of a residential solar system not in compliance with the intent and scope of this Bulletin.

**APPROVED AND ISSUED:** Effective August 7, 2015.



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Haitham A. Hijazi  
Director



## ATTACHMENT #1S

### STATEMENT OF THIRD-PARTY INSPECTIONS



In an effort to encourage renewable energy and provide timely services to the public, Prince George's County allows the use of qualified third party inspectors to evaluate the work of solar 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 THIRD-PARTY RESIDENTIAL SOLAR SYSTEMS INSPECTION BULLETIN, 2015-01. The full definitions and qualifications for an individual referenced in the STPI can be found in the Prince George's County TPIP Manual (pages 2-5 and Attachment #2, page 23). 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 solar design firm desiring to use this program. Design Engineers of Record are not required to attend this meeting unless directed otherwise by the owner, solar 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. Only one (1) pre-application meeting is required annually unless requested by an owner or the County.

**NOTE:** It must be clearly understood that each TPIR Electrical Inspector of Record (EIR) and Structural Inspector of Record (SIR) selected must be unaffiliated with the Design Engineer of Record (DER) Electrical Engineer of Record (EER), and Structural Engineer of Record (SER) and the installer/contractor. It is assumed that the design professionals will field verify the installation of their design or specification documents; HOWEVER, this verification is not part of the TPIP process.

*Building Electrical Case/Permit Number:* \_\_\_\_\_

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

**STATEMENT OF THIRD-PARTY INSPECTIONS**

Building Address: \_\_\_\_\_

Address

\_\_\_\_\_  
City, State, Zip Code

Solar Company: \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

Officer: \_\_\_\_\_

Name

Title

Phone #

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

Resident Agent/Program Contact: \_\_\_\_\_

(Owner's Authority)

Name

Phone #

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

The authority for implementing this Third-Party Inspection Procedure is found in the 2012 IBC, Section 109, titled, "INSPECTIONS." The undersigned hereby agrees that inspections of the structure being constructed under Electrical Case Number \_\_\_\_\_ And Building Case Number \_\_\_\_\_ shall be carried out in compliance with the rules and procedures outlined in the TPIP Manual.

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. 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.

**PROPERTY OWNER:** \_\_\_\_\_  
Full Legal Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

*Building Case/Permit Number:* \_\_\_\_\_

**DESIGN ENGINEERS OF RECORD**

**ELECTRICAL ENGINEER OF RECORD (EER):**

\_\_\_\_\_ Full Legal Name (Printed)

\_\_\_\_\_ Signature

\_\_\_\_\_ MD Registration Number

\_\_\_\_\_ Company Name

\_\_\_\_\_ Address

\_\_\_\_\_ City, State, Zip Code

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**STRUCTURAL ENGINEER OF RECORD (SER):**

\_\_\_\_\_ Full Legal Name (Printed)

\_\_\_\_\_ Signature

\_\_\_\_\_ MD Registration Number

\_\_\_\_\_ Company Name

\_\_\_\_\_ Address

\_\_\_\_\_ City, State, Zip Code

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

*Building Electrical Case/Permit Number:* \_\_\_\_\_

**THIRD-PARTY INSPECTORS OF RECORD**

**ELECTRICAL INSPECTOR OF RECORD (EIR):**

\_\_\_\_\_ Full Legal Name (Printed)

\_\_\_\_\_ Signature

\_\_\_\_\_ MD Registration Number \_\_\_\_\_ Company Name

\_\_\_\_\_ Officer's Name (if different from Above) \_\_\_\_\_ Officer's Signature

\_\_\_\_\_ Address

\_\_\_\_\_ City, State, Zip Code

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**STRUCTURAL INSPECTOR OF RECORD (SIR):**

\_\_\_\_\_ Full Legal Name (Printed)

\_\_\_\_\_ Signature

\_\_\_\_\_ MD Registration Number \_\_\_\_\_ Company Name

\_\_\_\_\_ Address

\_\_\_\_\_ City, State, Zip Code

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Building Electrical Case/Permit Number:** \_\_\_\_\_

**Prepared by Owner:**

\_\_\_\_\_  
Type or Print Name Date

Signature \_\_\_\_\_

**Reviewed by Contractor:**

\_\_\_\_\_  
Type or Print Name Date

Signature \_\_\_\_\_

**Building Code Official's (or Representative's) Acceptance:**

\_\_\_\_\_  
Type or Print Name Date

Signature \_\_\_\_\_



**ATTACHMENT #6S**

**PRINCE GEORGE'S COUNTY**  
**THIRD-PARTY INSPECTION PROGRAM**  
**CERTIFICATION FORM**



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

To: Electrical Code Official for Inspection

Re: Address \_\_\_\_\_

Building Case Number(s): \_\_\_\_\_

This transmittal is to advise that the following actions are hereby in accordance with the provisions contained within the Prince George's County Department of Permitting, Inspections and Enforcement, Permitting and Licensing Division TPIP and associated Third-Party Inspection Agreement for the above-referenced project. This is to be certified as follows:

**By the Structural Inspector of Record and/or Architect of Record**

- Structural/Architectural Certification that the construction project is built according to approved plans and documents and Prince George's County's Building Code.

The above indicated certification(s) is/are made to the best of my belief and knowledge based on a field inspection of the subject work, that in my opinion the construction has been completed in accordance with the requirements of applicable approved plans, Prince George's County's Building Code, and State and local fire codes.

Certified By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*affix signature & seal*

MD Reg. No.: \_\_\_\_\_

Company Name: \_\_\_\_\_

Name of Agents/Technicians acting on behalf of above:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Electrical Case Number(s): \_\_\_\_\_

**By the Electrical Systems Inspector of Record**

- The construction project is complete and built according to the construction documents, the Prince George's County Electrical Code (Subtitle 9) and the electrical permits issued by Prince George's County.
- Certification that the electrical systems are ready for the structure's closing (if applicable).
- Certification that the electrical systems are ready for the power company to activate service.
- Verification that all electrical systems/installations have valid permits.

The above indicated certification(s) is/are made to the best of my belief and knowledge, based on actual field inspection and that in my opinion the construction has been completed in accordance with the requirements of applicable approved plans, the Prince George's County Building Code and State and local fire codes.

Certified By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*affix signature & seal*

MD Reg. No.: \_\_\_\_\_

Company Name: \_\_\_\_\_

Name of Agents/Technicians acting on behalf of above:

\_\_\_\_\_  
\_\_\_\_\_