

## ATTACHMENT #1

### STATEMENT OF THIRD-PARTY INSPECTIONS

***\* Only Original Signatures and Seals Will be Accepted \****

Permit applicants are required to submit a Statement of Third-Party Inspections (STPI) as a condition for permit issuance. This statement shall certify that all third-party inspections shall occur in accordance with the Third-Party Inspection Program. 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 this STIP certifies that they have received and read the TPIP Manual and understand 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. Acceptance by DPIE of the STPI is required as a condition of permit issuance.

The Third-Party Inspection Agency (TPIA) shall obtain and maintain a minimum Errors and Omissions Insurance coverage for each occurrence in the amount of one million dollars (\$1,000,000). This requirement is not to be interpreted to mean that the TPIA needs to provide a certificate of Errors and Omissions Insurance coverage for each project. The insurance shall be cancelable by the TPIA only after thirty (30) days' notice to DPIE.

This Attachment may be used "as is" or may be modified to accommodate unique requirements of a specific project. The STPI must be submitted with plans and specifications as part of the permit application process. These pages must identify the project name, location, Owner, Design Engineers of Record, Third-Party Inspectors of Record (TPIR), any Inspections and Testing Agency of Record (if different from the TPIR), and the General Contractor.

The qualifications of TPIRs and/or any Inspections and Testing Agency are reviewed and approved by the Building Code Official or their designee as part of the permitting process. The definitions and qualifications for individuals referenced in this STPI can be found in the Prince George's County TPIP Manual (Definition of Terms and Attachment #2). 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 TPIA identified on this STPI, select DPIE representatives, and other appropriate parties must attend a pre-construction conference coordinated by the Owner. Design Engineers of Record are not required to attend this meeting unless directed otherwise by the Owner or County representative.

The Fire Protection System Designer(s) of Record (FPSD) is/are not required to be listed in the STPI. It is the responsibility of the Owner and General Contractor to make the County-employed Quality Assurance Inspector aware of their contact information within five (5) business days of their contract approvals.

**NOTE: Third-party inspectors must not be affiliated with the respective design engineers and/or plan reviewers for the same permitted work, to prevent firms or individuals from inspecting their own design work. For example, the third-party inspector must not be an individual employed by the same company, business, or firm that employs the design engineer for the same permitted work. Firms that serve as a construction contractor or**

# \*\*\*SAMPLE\*\*\*

**installer must not be able to provide third-party inspectors for the same project work. Prince George's County will permit an engineer of record to serve as inspector of record, but not within the same discipline, if they document and demonstrate required expertise in the inspection discipline, e.g., the structural engineer of record cannot serve as the structural inspector of record and the geotechnical engineer of record cannot serve as the geotechnical inspector of record, and so on with each trade, on commercial construction projects.**

The authority for implementing this Statement of Third-Party Inspections is found in the Prince George's County Code, Subtitle 4, Subtitle 9, Subtitle 11, and IBC, Section 110, titled, "INSPECTIONS." The undersigned hereby agrees that inspections of the structure being constructed under Application/Permit Number COM-01307-2025

will be carried out in compliance with the rules and procedures outlined in the Prince George's County TPIP Manual.

The Owner further agrees that compliance with this agreement and procedures during construction is a requirement for the issuance of a valid Use and Occupancy Certificate at the completion of construction; and that the final certifications of ALL building construction components are completed within one year of issuance of the first Temporary Use and Occupancy Certificate. Continued Site Development accomplishments may be the only outstanding issue allowed to grant any additional Temporary Use and Occupancy Certificate(s) beyond one year; unless otherwise approved by the Building Code Official or his/her designee. The Site Development accomplishments shall be completed within two years of completion of the building construction components, unless otherwise approved by the Building Code Official or his/her designee.

*Application/Permit Number:* COM-01307-2025

*Project Name:* Mega Project

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

**STATEMENT OF THIRD-PARTY INSPECTIONS**

Building / Project Address: 9400 Peppercorn Place  
Street Address

Largo, MD, 20774  
City, State, Zip Code

Owner: Your Company Name LLC (555) 713-0000  
Company's Legal Name Phone #

123 Main Street  
Street Address

Anywhere, MD 20001  
City, State, Zip Code

Officer: John Smith Owner, manager, agent, etc. (555) 713-0000  
Name Title Phone #

124 Main Street  
Street Address

Anywhere, MD 20001  
City, State, Zip Code

Resident Agent/Program Contact: N/A  
(Owner's On-Site Representative) Name Phone #

Street Address

City, State, Zip Code

\*\*\*SAMPLE\*\*\*

*Application/Permit Number:* COM-01307-2025

*Project Name:* Mega Project

**OWNER:** John Smith

Full Legal Name (Printed)

*John Smith*

Signature

124 Main Street

Street Address

Anywhere, MD 20001

City, State, Zip Code

Telephone Number: (555) 713-0000 Date: 7 / 8 / 2025

\*\*\*SAMPLE\*\*\*

*Application/Permit Number:* COM-01307-2025

*Project Name:* Mega Project

**ARCHITECT OF RECORD (AR):** Engineering Firm LLC  
Company Name (Printed)

Dean Jones - Principal Architect  
Officer's Name and Title – Contact (Printed)

Dean Jones  
Signature

098765 7 / 8 / 2026  
MD Registration Number: Maryland Registration Expiration Date

Company Name: Engineering Firm LLC

123 Side Ave  
Street Address

Anywhere, MD 21234  
City, State, Zip Code

Telephone Number: (555) 555-0123 Date: 7 / 8 / 2025

\*\*\*SAMPLE\*\*\*

Application/Permit Number: COM-01307-2025

Project Name: Mega Project

GENERAL CONTRACTOR (GC): General Contractors Unlimited  
Full Legal Name of Company

Kevin Lee  
On Site Representative's Full Legal Name (Printed)

Kevin Lee  
Signature

Maryland Contractor License Number: 09875445  
7/10/2025

MD License Expiration Date: \_\_\_\_\_

123 Up Street  
Street Address

Anywhere, MD 20001  
City, State, Zip Code

Telephone Number: (555) 123-0234 Date: 7 / 8 / 2025

*Application/Permit Number:* COM-01307-2025

*Project Name:* Mega Project

**DESIGN ENGINEERS OF RECORD**

**GEOTECHNICAL ENGINEER OF RECORD (GER)\*\*:**

N/A

Full Legal Name (Printed)

N/A

Signature

MD Registration Number

Maryland Registration Expiration Date

Company Name:

Street Address

City, State, Zip Code

Telephone Number:  Date:

\*\*If a professional engineer is listed above, a Geotechnical Report must be uploaded in ePlan as its apart of the permit set

\*\*\*SAMPLE\*\*\*

*Application/Permit Number:* COM-01307-2025

*Project Name:* Mega Project

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

Jane Doe

Full Legal Name (Printed)

Jane Doe

Signature

903167

11/3/26

MD Registration Number

Maryland Registration Expiration Date

*Company Name:* Doe Bridge Engineering, LLC

1432 Deer Lane STE 301

Street Address

Anywhere, VA 89756

City, State, Zip Code

Telephone Number: 703-555-7845 Date: 7/9/25



*Application/Permit Number:* COM-01307-2025

*Project Name:* Mega Project

**FIRE PROTECTION ENGINEER OF RECORD (FPER):**

N/A  
Full Legal Name (Printed)

N/A  
Signature

MD Registration Number Maryland Registration Expiration Date

Company Name:

Street Address

City, State, Zip Code

Telephone Number:  Date:

\*\*\*SAMPLE\*\*\*

*Application/Permit Number:* COM-01307-2025

*Project Name:* Mega Project

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

N/A  
Full Legal Name (Printed)

N/A  
Signature

MD Registration Number Maryland Registration Expiration Date

Company Name:

Street Address

City, State, Zip Code

Telephone Number:  Date:

*Application/Permit Number:* COM-01307-2025

*Project Name:* Mega Project

**MECHANICAL ENGINEER OF RECORD (MER):**

N/A  
Full Legal Name (Printed)

N/A  
Signature

MD Registration Number Maryland Registration Expiration Date

Company Name:

Street Address

City, State, Zip Code

Telephone Number:  Date:

*Application/Permit Number:* COM-01307-2025

*Project Name:* Mega Project

**THIRD-PARTY INSPECTORS OF RECORD**

**COMMERCIAL BUILDING INSPECTOR OF RECORD (CBIR):**

N/A

Full Legal Name (Printed)

N/A

Signature

MD Registration Number

Maryland Registration Expiration Date

Company Name:

Street Address

City, State, Zip Code

Telephone Number:  Date:

\*\*\*SAMPLE\*\*\*

*Application/Permit Number:* COM-01307-2025

*Project Name:* Mega Project

**GEOTECHNICAL INSPECTOR OF RECORD (GIR):**

N/A

Full Legal Name (Printed)

N/A

Signature

MD Registration Number

Maryland Registration Expiration Date

Company Name:

Street Address

City, State, Zip Code

Telephone Number:  Date:

\*\*\*SAMPLE\*\*\*

*Application/Permit Number:* COM-01307-2025

*Project Name:* Mega Project

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

Geraldine Adams

Full Legal Name (Printed)

Geraldine Adams

Signature

796520

12/19/2026

MD Registration Number

Maryland Registration Expiration Date

Company Name: Lewis Associates, Inc.

3577 Content Way Suite A

Street Address

Anywhere, MD 20781

City, State, Zip Code

Telephone Number: 301-505-5555 Date: 7/9/25

*Application/Permit Number:* COM-01307-2025

*Project Name:* Mega Project

**FIRE PROTECTION INSPECTOR OF RECORD (FPIR):**

N/A

Full Legal Name (Printed)

N/A

Signature

MD Registration Number

Maryland Registration Expiration Date

Company Name:

Street Address

City, State, Zip Code

Telephone Number:  Date:

*Application/Permit Number:* COM-01307-2025

*Project Name:* Mega Project

**FIRE PROTECTION SYSTEMS INSPECTOR OF RECORD (FPSIR):**

N/A

Full Legal Name (Printed)

N/A

Signature

MD Registration Number

Maryland Registration Expiration Date

Company Name:

Street Address

City, State, Zip Code

Telephone Number:  Date:



Application/Permit Number: COM-01307-2025

Project Name: Mega Project

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

Sam Dole

Full Legal Name (Printed)

Sam Dole

Signature

17000

MD DLLR Master Electrician License Number

7 / 8 / 2026

MD DLLR Master Electrician License Expiration Date

Company Name: From DPIE Certified Inspectors LLC

123 Main Street

Street Address

Anywhere, MD 20001

City, State, Zip Code

Telephone Number: (555) 713-2255

Date: 7 / 8 / 2025

\*\*\*SAMPLE\*\*\*

*Application/Permit Number:* \_\_\_\_\_ COM-01307-2025

*Project Name:* \_\_\_\_\_ Mega Project

**MECHANICAL INSPECTOR OF RECORD (MIR):**

\_\_\_\_\_  
N/A

Full Legal Name (Printed)

\_\_\_\_\_  
N/A

Signature

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

\_\_\_\_\_  
Maryland Registration Expiration Date

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

\_\_\_\_\_  
Street Address

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

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

\*\*\*SAMPLE\*\*\*

*Application/Permit Number:* COM-01307-2025

*Project Name:* Mega Project

**PROJECT MANAGER INSPECTOR OF RECORD (PMIR) (for large, complex commercial projects):**

N/A

Full Legal Name (Printed)

N/A

Signature

MD Registration Number

Maryland Registration Expiration Date

Company Name:

Street Address

City, State, Zip Code

Telephone Number:  Date:

*Application/Permit Number:* COM-01307-2025

*Project Name:* Mega Project

This Statement of Third-Party Inspections is submitted as a condition for permit issuance in accordance with the Prince George's County TPIP requirements. Third-Party Inspectors of Record shall preserve records of their inspections and testing for 10 years. They shall maintain a list of their approved field inspection personnel performing inspections. They shall retain their inspection personnel resumes and required certifications per DPIE's requirements. This information shall be made available to DPIE within five (5) business days upon request.

Third-Party Inspectors of Record shall furnish inspection and test reports to the County electronically upon request and to the Licensed Design Professionals of Record in accordance with the TPIP Manual. Observed discrepancies shall be brought to the attention of the contractor for correction. Documents for corrective work must be prepared, signed and sealed by the appropriate Licensed Design Professional and must carry the County stamp of approval. Discrepancies must be corrected and re-inspected prior to advancing to the next stage of construction. If the discrepancies are not corrected within a reasonable period, the discrepancies shall be brought to the attention of the Building Code Official and to the Licensed Design Professionals of Record, as appropriate.

Inspection Reports shall be submitted periodically at a frequency agreed upon by the Owner prior to the start of work (typically at the Pre-Construction Meeting). Inspection and test reports shall be preserved by the TPIP inspector for 10 years and be made available electronically upon request. A Final Report of Third-Party Inspections documenting completion of required inspections and correction of documented discrepancies shall be submitted prior to the issuance of the Final Use & Occupancy permit electronically.

**Prepared by Owner(s), or owner's duly authorized representative:**

<u>John Smith</u>	<u>7 / 8 / 2025</u>
Type or Print Name	Date
Signature <u>John Smith</u>	

**Reviewed by Design Professional of Record:**

<u>Dean Jones</u>	<u>7 / 8 / 2025</u>
Type or Print Name	Date
Signature <u>Dean Jones</u>	

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

<u></u>	<u></u>
Type or Print Name	Date
Signature <u></u>	