
Third-Party Inspection Program

Attachment #1
Statement of Third-Party Inspections
Quick Tips

Overview

Owners of projects that are subject to the Third-Party Inspection Program (TPIP) must submit, as part of the permit application, Attachment #1 Statement of Third-Party Inspections (STPI) form. The STPI identifies the key members of the Third-Party Inspection Team, including the Design Engineers of Record (DERs), Third-Party Inspectors of Record (TPIRs), and the Inspection and Testing Agency retained by the Owner to provide inspections and/or testing services. An individual's signature on the STPI certifies that they have read and understood their role under the TPIP. Acceptance by DPIC of the STPI is required as a condition for permit issuance.

The TPIP Manual can be found on our [Third-Party Commercial Inspections](https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/inspections/commercial-inspections) (<https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/inspections/commercial-inspections>) webpage, which details the projects required to submit this form.

Completing TPIP Attachment #1

- Insert the application number and project name on every page, where designated.

Page 20:

<p>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 <u>COM-01307-2025</u></p>
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Pages 21–38:

<p><i>Application/Permit Number:</i> <u>COM-01307-2025</u></p> <p><i>Project Name:</i> <u>Mega Project</u></p>
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- If a discipline isn't needed, enter N/A, as no section or page can be blank.

Application/Permit Number: <u>COM-01307-2025</u>
Project Name: <u>Mega Project</u>
<p align="center"><u>DESIGN ENGINEERS OF RECORD</u></p>
GEOTECHNICAL ENGINEER OF RECORD (GER)**:
<div style="border: 1px solid black; padding: 2px; display: inline-block;">N/A</div>
<hr/> <p align="center">Full Legal Name (Printed)</p>

- Information entered on this form must match the application **exactly**.
 - If the application needs correction, the applicant must submit a revision through their Momentum Dashboard.
- Required individuals must completely fill out their designated page(s).
 - License numbers and expiration dates must be valid. They cannot be pending or expired.

Page 21 Building Address section — Must match the primary site address on the application.

TIPI:

Building / Project Address: <u>9400 Peppercorn Place</u>
<p align="center">Street Address</p>
<u>Largo, MD, 20774</u>
<p align="center">City, State, Zip Code</p>

Application:

COM-01307-2025			<div>MY FEES</div> <div>No Fees</div>
Added Date ⓘ 07/08/2025	Status ⓘ Waiting on Customer	Current Milestone ⓘ Upload Required Documents	<div style="border: 2px solid red; padding: 5px;"> Primary Site ⓘ 9400 PEPPERCORN PL UPPER MARLBORO MD 20774 </div>

If a unit(s), suite(s) or building number is provided on the application, it must be listed in this section of the TPIP as well.

APPLICATION FORM: Unit Number [Edit](#)

Does the property have a unit # or suite #?
No

If yes, then enter the Unit # or Suite #

Maryland SDAT Property Tax Account #
1425925

[CLICK HERE](#) to search Maryland SDAT Property Tax Account #

COM-01307-2025

I. Ownership

Page 21 Owner section — Owner or owners of the freehold premises or lesser estate therein; a mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, or lessee in control of a building or structure to be constructed/altered.

- Therefore, you are permitted to list either the actual property owner (as shown on SDAT's real property database) or the occupant. If the occupant is listed, then their company information must match the uploaded U&O (which must be current), or if use is included on the application, the "use and occupancy information" form.



TPIP:

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

Application:

APPLICATION FORM: Contacts Form  Edit	
Owner's Information CLICK HERE  to search owner information on SDAT	
Company/Trade or Last Name Your Company Name LLC	First Name
Street # 123	Street Name Main st
City Anywhere	State Maryland
Zip Code 20001	
Main Phone (555) 713-0000	Email Address owner@gmail.com

Page 21 Officer section — A person holding an office of authority, who is appointed by the board of directors of a firm, such as a president, chief executive officer, vice president, etc., to manage the day-to-day business of the firm and to carry out the policies set by the company's board may be listed.

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		

Page 21 Resident Agent/Program Contact section — The Owner's duly authorized representative (resident agent or program contact) may be listed.

Resident Agent/Program Contact:	N/A	
(Owner's On-Site Representative)	Name	Phone #
	Street Address	
	City, State, Zip Code	

Page 22 Owner section — Must be completed by the officer or the resident agent listed on page 21.

- The signee's name must be listed on the "print full legal name" line, as an entity cannot sign for itself.

Building Case/Permit Number: <u>COM-01307-2025</u>	
Project Name: <u>Mega Project</u>	
OWNER: <u>John Smith</u>	
Full Legal Name (Printed)	
<u>John Smith</u>	
Signature	
<u>124 Main Street</u>	
Street Address	
<u>Anywhere, MD 20001</u>	
City, State, Zip Code	
Telephone Number: <u>(555) 713-0000</u>	Date: <u>7 / 8 / 2025</u>

Page 38 Prepared by Owner/Owner's Rep. section — Must be completed by the Officer or the Resident Agent listed on page 21.

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>	

II. General Contractor

Page 24 General Contractor — Retained by the Owner and is responsible for the day-to-day oversight of the construction site, management of vendors and trades, scheduling of inspections, and communication of information to all involved parties throughout the project.

TIIP:

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)
	<i>Kevin Lee</i>
	Signature
Maryland Contractor License Number:	09875445
MD License Expiration Date:	7/10/2025
	123 Up Street
	Street Address
	Anywhere, MD 20001
	City, State, Zip Code
Telephone Number:	(555) 123-0234
Date:	7 / 8 / 2025

Application:

Contractor's Information	
Contractor Type Other Contractor (Commercial)	
NOTE: If you selected Property Owner as the Contractor Type, do not fill out the information below.	
License # or Homeowner Waiver # 09875445	License's Expiration 07/10/2025
Company Name General Contractors Unlimited	Trade Name General Contractors Unlimited
Last Name Lee	First Name Kevin
Street # 123	Street Name Up St
City Anywhere	State Maryland
Zip Code 20001	
Main Phone (555) 123-0234	Cell Phone 0000000000
Email Address GeneralContractor@email.com	

III. Design Team

Page 23 Architect of Record (AR) — The Licensed Design Professional retained by the Owner to design and specify architectural construction, whose signature and State of Maryland architectural seal appear on the County-approved architectural construction plans, and who certifies that all work complies with the approved plans and all applicable codes upon completion of a project.

Pages 25–29 Design Engineers of Record (DER) — The Licensed Design Professional retained by the Owner or primary design professional to design and specify construction and whose signature and State of Maryland seal appear on the County-approved construction documents. (Includes: Geotechnical Engineer of Record, Structural Engineer of Record, Fire Protection Engineer of Record, Fire Protection Systems Designer of Record, Electrical Engineer of Record, and Mechanical Engineer of Record).

TIIP:

Building Case/Permit Number: <u>COM-01307-2025</u>	
Project Name: <u>Mega Project</u>	
ARCHITECT OF RECORD (AR): <u>Engineering Firm LLC</u> Company Name (Printed)	
<u>Dean Jones - Principal Architect</u> Officer's Name and Title – Contact (Printed)	
<u>Dean Jones</u> Signature	
<u>098765</u> MD Registration Number:	<u>7 / 8 / 2025</u> Maryland Registration Expiration Date
Company Name: <u>Engineering Firm LLC</u>	
<u>123 Side Ave</u> Street Address	
<u>Anywhere, MD 21234</u> City, State, Zip Code	
Telephone Number: <u>(555) 555-0123</u>	Date: <u>7 / 8 / 2025</u>

Application:

Architect's Information	
<input checked="" type="checkbox"/> Check here if you have an Architect of record and please enter the Architect's information below.	
License # 098765	License's Expiration 07/08/2025
Company Name Engineering Firm LLC	Trade Name
Last Name Jones	First Name Dean
Street # 123	Street Name Side Ave
City Anywhere	State Maryland
Zip Code 21234	
Main Phone (5550 555-0123)	Cell Phone
Email Address Architect@email.com	

Page 38 Reviewed by Design Professional of Record — Must be signed by the AR or a DER.

Application:

Reviewed by Design Professional of Record:	
Dean Jones	7 / 8 / 2025
Type or Print Name	Date
Signature <i>Dean Jones</i>	

IV. Inspection Team

Pages 30–37 Third-Party Inspector(s) of Record (TPIR) — Qualified Professional(s) retained by the Owner named in the STPI and approved by the County to provide discipline-specific inspections and material testing services as required by the County-approved construction plans (includes: Electrical Inspector of Record, Fire Protection Inspector of Record, Fire Protection Systems Inspector of Record, Geotechnical Inspector of Record, Mechanical Inspector of Record and Structural Inspector of Record).

Building Case/Permit Number: <u>COM-01307-2025</u>	
Project Name: <u>Mega Project</u>	
ELECTRICAL INSPECTOR OF RECORD (EIR):	
<u>Sam Dole</u>	
Full Legal Name (Printed)	
<u>Sam Dole</u>	
Signature	
<u>17000</u>	
MD DLLR Master Electrician License Number	
<u>7 / 8 / 2025</u>	
MD DLLR Master Electrician License Expiration Date	
Company Name: <u>From DPIE Certified Inspectors LLC</u>	
<u>123 Main Street</u>	
Street Address	
<u>Anywhere, MD 20001</u>	
City, State, Zip Code	
Telephone Number: <u>(555) 713-2255</u>	Date: <u>7 / 8 / 2025</u>

The owner *is free to choose* any active Maryland-registered Professional Engineer (PE) for numbers 1–5 below:

1. Structural
 2. Geotechnical (if interior plumbing, trenches tunneled under structural components)
 3. Mechanical
 4. Commercial Building
 5. Project Manager (for large, complex commercial)
 6. Fire and Electrical must be selected from the approved lists provided on the [Third-Party Commercial Inspections | Prince George's County](#) webpage.
- 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. Please refer to the manual for additional details.

Lastly:

Page 38 Building Code Official section — Leave blank!
This is for DPIE staff.

Frequently Asked Questions

Question: Can you provide a list of Third-Party Inspection companies to choose from?

Answer: DPIE does not give referrals; you may consult with a fire or electrical inspector from the approved lists provided on the [Third-Party Commercial Inspections | Prince George's County \(princegeorgescountymd.gov\)](https://princegeorgescountymd.gov) webpage for assistance.

Question: Which Third-Party Inspectors do I need for my project?

Answer: If you need assistance with determining which inspectors are needed for your project, please consult with the primary design professional or call our Inspections Division at 301-636-2080 for advice.

Question: What if the property owner changed, and it's not reflected in SDAT yet?

Answer: To verify that a property has been transferred to a new owner, a recorded deed and/or land instrument intake sheet with recordation receipt must be uploaded to the application. This includes entity name changes as well.

Question: What should happen if there is more than one design professional in a discipline?

Answer: If there is more than one professional in a discipline, both individuals must fill out the specific discipline page and have approved documents in ePlan.

Question: How do you submit the TPIP Attachment #1?

Answer: Once completed, the applicant must upload the entire form in chronological order, from pages 19 through 38, as one PDF file into Momentum, selecting document type "TPIPATTMNT1".

Contact Information and Helpful Tools

- For further assistance with TPIP Attachment #1 related questions or inquiries, contact the Permit Office at 301–636–2050 or email eplan@co.pg.md.us.
- For technical assistance with Momentum, email dpiecustomer2@co.pg.md.us.
- [Third-Party Commercial Inspections | Prince George's County](#).
 - TPIP Manual
 - Sample TPIP Attachment #1
 - Revision Instructions
 - Transfer of Liability
- When ready to upload the TPIP Attachment #1, or if you must submit a revision, utilize [Home - Momentum](#).
- For all other TPIP-related inquiries, contact the Inspections Division at 301–636–2080.