Third-Party Inspection Program

Attachment #1 Statement of Third-Party Inspections QuickTips

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 DPIE of the STPI is required as a condition for permit issuance.

The TPIP Manual can be found on our <u>Third-Party Commercial Inspections</u> (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:

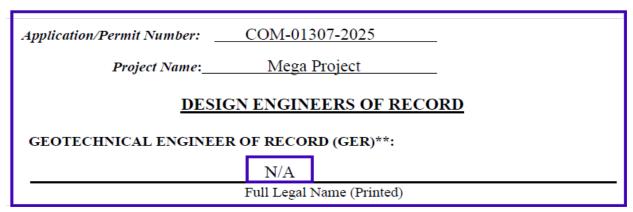
The authority for implementing this Statement of Third-Party Inspections is found in the Prince George's County Code, Subtitle 4, Subtitle 9, Subtitle 11, and IBC, Section 110, titled, "INSPECTIONS." The undersigned hereby agrees that inspections of the structure being constructed under Application/Permit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

Pages 21-38:

Application/Permit Number: COM-01307-2025

Project Name: Mega Project

If a discipline isn't needed, enter N/A, as no section or page can be blank.



- 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.

TPIP:



Application:



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.



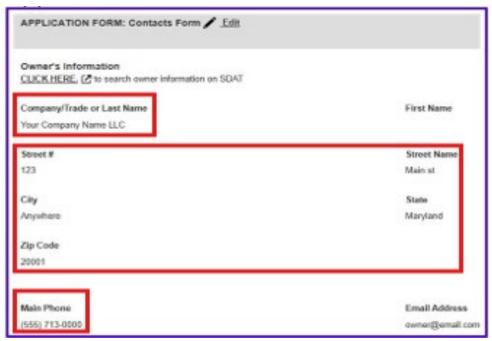
I. Ownership

- 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:



Application:



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	:COM-01307-20	COM-01307-2025		
Project Name:_	Mega Project		-4	
OWNER:	John Smith			
	Full Legal Name (_
	John Sn	rith		
-	Signature			2
	124 Main Stre	eet		
	Street Addre	SS		×
Anywhere, MD 20001				
City, State, Zip Code				
Telephone Number: (555)	713-0000	Date: _	7 / 8/ 2025	2

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	e:
John Smith	7 / 8 / 2025
Type or Print Name	Date
Signature John Smith	

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.

TPIP:

Application/Permit Number: COM	1-01307-2025			
Project Name: Mega Project				
GENERAL CONTRACTOR (GC): General Contractors Unlimited Full Legal Name of Company				
Kevin L	ee			
On Site Representative's Full Legal Name (Printed)				
Hervin 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				

Application:



III. Design Team

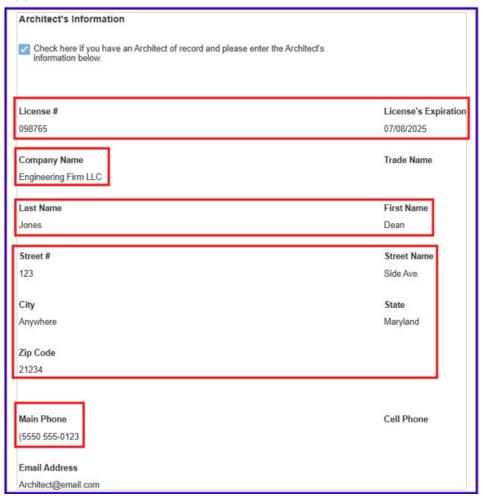
- Page 23

 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).

TPIP:

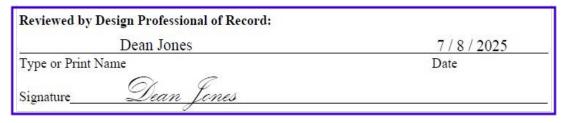
Building Case/Permit Number: <u>COM-01307</u>	-2025			
Project Name: Mega Project				
ARCHITECT OF RECORD (AR):	Engineering Firm LLC			
	Company Name (Printed)			
Dean Jones - Princi	pal Architect			
	Title - Contact (Printed)			
Dean Jones				
Signa	ature			
098765	7 / 8 / 2025			
MD Registration Number:	Maryland Registration Expiration Date			
F	110			
Company Name: Engineering Firm	LLC			
123 Side A	Ave			
Street Address				
Anywhere, l				
City, State,	, Zip Code			
Telephone Number: (555) 555-0123	Date:7 / 8 / 2025			

Application:



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

Application:



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: 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 / 2025	_
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 / 202	5

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 <u>Third-Party Commercial Inspections | Prince George's County</u> 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 <u>Third-Party Commercial Inspections</u> | <u>Prince George's County</u> (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.