



PRIVATE PROFESSIONAL INSPECTION PROGRAM AND PROCEDURES

I. GENERAL REQUIREMENT INFORMATION

- A. All construction in unincorporated Fulton County is required to conform to the provisions of the current codes adopted by the Fulton County Board of Commissioners, including but not limited to the Georgia Department of Community Affairs Construction Codes, Fulton County Zoning Resolution, the Metropolitan River Protection Act, Tree Protection Ordinance, Subdivision Regulations and the Erosion and Sedimentation Regulations. All approved Private Inspectors will be required to have copies of the above mentioned documents and perform all inspections with the intent to ensure conformity with these documents. Periodically, the Board makes amendments and/or adopts additional regulations.
- B. Private professional inspectors may provide inspections only in their field of expertise in accordance with the qualifications chart at the end of this document.
- C. **FULTON COUNTY WILL AUTHRIZE AND ACCEPT PRIVATE PROFESSIONAL INSPECTIONS FOR THE FOLLOWING:**
 - 1. Commercial (non one and two family dwellings): Mechanical and Electrical, if certified in accordance with the qualification chart.
 - 2. Residential: All inspections, if certified in accordance with the qualifications chart.
- D. Definitions:

1. **Principal Professional** - an officer of a firm or organization for which an application has been tendered to perform services within the scope of this program.
2. **Professional** - one who holds a license from the State of Georgia to practice engineering or architecture within a certain discipline or area of expertise.

II. PROCEDURES FOR APPROVAL AS PRIVATE PROFESSIONAL INSPECTOR FIRMS

- A. Applicants must complete a Private Professional Inspector Program application form and submit current résumé containing education and work history to:

Fulton County Department of Environment and Community Development
Attn: Lee Peek, Assistant Director
141 Pryor Street, S.W., Suite 2085
Atlanta, Georgia 30303

- B. Terms of approval for a firm will not be limited provided all required qualifications are maintained. Copies of certification(s) will be requested periodically.
- C. Requirements for Firms to be approved for the Private Professional Inspector Program for Fulton County are as follows:
1. The Principal Professional must be an officer of the company making application.
 2. All Engineers and Architects shall be registered in the State of Georgia.
 3. Professionals shall be certified by the International Code Conference (**Please note qualifications chart**).
 4. Professionals shall have completed "Fundamentals of Erosion and Sediment Control" course from the University System of Georgia.
 5. All participants of the program must be familiar with all Fulton County Codes and Regulations.
- D. If a Firm is removed from the approved list for any reason, employees working for the Firm will also be removed from the list.

- E. Only the approved Firm will submit inspection documents. Only a Principal in the Firm will respond to Fulton County when procedural or inspection problems occur.
- F. Insurance Requirements:
1. Comprehensive General Liability Insurance:
\$1,000,000 limit of liability per occurrence for bodily injury and property damage.
 2. Professional Liability Insurance:
\$500,000 limit per occurrence (insurer must be authorized to do business in the State of Georgia).
 3. The cancellation provision shall provide for 30 days notice to Fulton County.
 4. Certificate Holder shall read:
Fulton County Board of Commissioners
141 Pryor Street, S.W.
Atlanta, GA 30303
 5. Fulton County Board of Commissioners (and any applicable authority) shall be shown as an additional insured on general liability policy.
 6. Insurance company shall have an A.M. Best rating as of A-6 or higher or Lloyd's of London rating.
 7. Insurance Company shall be licensed to do business by the Georgia Department of Insurance.
 8. Insured shall submit certificate renewals annually.
- G. All participants must comply with the participation and training requirements as set forth herein. The disqualification for any reason of a principal engineer or licensed professional identified by the application of the firm for participation in the program will disqualify the firm.
- I. Fulton County will provide periodic training. Attendance at these sessions is mandatory.

III. PROCEDURES FOR CONDUCTING PRIVATE ENGINEER INSPECTIONS

- A. Builders may request inspections at their own discretion. The builder/developer will contact the Approved Firm directly to request an inspection.

- B. Prior to conducting a footing or plumbing slab inspection, the Firm must:
 - 1. Confirm all required permits have been issued for that site;
 - 2. Determine if there are any "holds" or "stop work orders" on the construction project.

- C. The firm shall not make any inspection of a project:
 - 1. Where all required permits have not been issued.
 - 2. If erosion control measures are not satisfactory.
 - 3. If a "stop work order" or "stop inspection order" is issued.
 - 4. If previous required inspections have not been approved.

- D. Once it has been verified that none of the conditions listed in paragraph C exist, the site may be visited and the inspection performed. The following must be verified at the job site before conducting the inspection:
 - 1. The building permit card is posted.
 - 2. Erosion Control measures are in place per the Soil Erosion and Sediment Control Ordinance (**Including silt fence and tree save fences**).

IF THESE ITEMS ARE NOT IN PLACE THE BUILDER AND FULTON COUNTY INSPECTIONS DIVISION MUST BE NOTIFIED.

- E. FLOOD PLAIN CERTIFICATION:

(Effective for all permits issued on, or after, March 1, 2005, all foundation type inspections will include, where applicable, requiring that the Flood Plain Elevation Certificate be provided.)

1. Upon arriving at the site the inspector will view the approved site plan to determine if an Elevation Certificate is required. When an Elevation Certificate is required it will be noted on the approved site plan. The notation method will be; a sticker stating "C.O.-Hold for: () Certificate of Elevation" "DH-C", "MFFE", or "LFFE" printed or written on the plan. The hold will also be noted on Permits Plus.
2. The inspector may perform the foundation inspection. If the foundation meets all other applicable requirements the inspector may grant a "partial approval" until the Elevation Certificate is provided.
3. An Elevation Certificate can only be accepted if it contains a valid seal (P.E., Registered Land Surveyor, or Registered Architect), signature and statement that the lowest floor level is a minimum of three feet above the flood plan.
4. When a partial approval is granted the inspector will enter the partial approval through the IVR system.
5. Once the inspector receives the Certificate of Elevation, and there are no other outstanding issues, the status is to be changed from partial approval to "Approved". .
6. All elevation certificates are to be sent to the attention to Lee Peek (arthur.peek@fultoncountyga.gov) for placement in Permits Plus.
7. Failure to comply with this policy once during one annual period will result in a notice of non-compliance asking for an explanation and plan for recompense.
8. As this is a Federal policy, the County has no flexibility in allowance of non-compliance. Therefore, no more than three total errors will be allowed and such accumulation will result in separation from the program without opportunity for reinstatement.

E. After an inspection has been completed, the following shall occur:

1. Sign the building permit card in the appropriate block to indicate

approval or denial (Effective January, 2003, stickers will no longer be allowed to indicate inspections).

2. If there are violations, convey your findings to the builder in writing.
3. For all permits issued after December 3, 2002, post the results via the Fulton County Interactive Voice Response (IVR) system within three (3) days date of the inspection.

F. Any inspection performed by a Private Professional Inspector that has been previously rejected by a Fulton County Inspector shall meet the following criteria:

1. Private Professional Inspector must document that items rejected by Fulton County inspectors were corrected. These items must be addressed individually (item by item) in a notarized letter.
2. Fulton County inspectors will review said notarized letter and will approve and post the report or perform a re-inspection within two (2) days.

G. Engineers must possess and carry Fulton County Photo Identification during any inspection. Said identification must be provided upon request.

H. There will be zero tolerance for inspections not performed by an approved professional. Such inspections will not be approved and elements that have been covered will be required to be uncovered. This will include, but is not limited to, drywall and/or concrete removal.

IV. PENALTIES FOR VIOLATION OF PROCEDURES

The following are the penalty procedures for violation of the guidelines as set forth in these Private Professional Inspector procedures for Approved Firms.

Citizen Complaint:

Firm will be notified by the County, with a set time for resolution.

Firm will provide response, i.e., if there is a violation, state the code(s) that were violated and in what way, and what the builder has done or is not willing to do to correct the problem.

If the builder complies, the issue is closed.

If the builder does not comply, a County Inspector will follow up, through court action, if necessary, and a warning letter will be sent to the **individual** who originally performed the inspections with copies to the Firm.

Two warning letters within a twelve-month period in a given discipline, for any individual, will result in a letter of reprimand.

A second letter of reprimand will result in suspension for one 24-month period.

If a third reprimand is issued, the individual will be dismissed from the program without the opportunity for reinstatement in that discipline.

The following is a non-exclusive list of problem areas:

- Inspection Report(s) Not Submitted on Time
- Inspection Report(s) Not Dated/Signed
- Professional's Seal Not on Inspection Report(s)
- Building Permit Card(s) Not Signed
- Erosion Control Measures Not Installed
- Performing Unauthorized Inspection(s)
- Inspection(s) Passed With Hold on Project
- Failure to Notify Department of Violation of Setback Requirements
- Failure to Attend the Required Training Sessions
- Any inspections are performed when a "stop work order" or "stop inspection order" is posted; or

Automatic dismissal from the program will occur if:

- Any inspections are performed on work in which the inspector and/or firm has a fiduciary interest; or
- Unauthorized Employees Performing Inspection(s)
- Falsification of records, i.e., certification of an inspection without actually going to the site and performing a personal on-site inspection personally.
- Errors and omissions which are clearly and obviously negligence of

the inspector.

**QUALIFICATIONS CHART
FOR PROFESSIONAL INSPECTION PROGRAM**

Type of Inspection to be Performed	Professional Qualifications
Footing inspections	State of Georgia Registered Civil/Structural Engineer
One and Two Family Residential Framing and Final Building Inspections	State of Georgia Registered Architect or Engineer and ICC Residential Building Inspector certification
One and Two Family Residential Electrical Inspection	State of Georgia Registered Architect or Engineer and ICC Residential Electrical Inspector certification
Commercial Electrical Inspections	State of Georgia Registered Architect or Engineer and ICC Commercial Electrical Inspector certification
One and Two Family Residential Mechanical Inspection	State of Georgia Registered Architect or Engineer and ICC Residential Mechanical Inspector certification
Commercial Mechanical Inspections	State of Georgia Registered Architect or Engineer and ICC Commercial Mechanical Inspector certification
One and Two Family Residential Plumbing Inspection	State of Georgia Registered Architect or Engineer and ICC Residential Plumbing Inspector certification