



City of Salisbury – MD

Infrastructure & Development

125 N Division St., Rooms 202 & 304

Salisbury, MD 21801

www.salisbury.md/

410-548-3170

Third-Party Inspector Certification Program

Notice to apply for and become certified as a Third Party Inspector

The City of Salisbury, MD Department of Infrastructure & Development – Buildings, Permits, and Inspections (DID-BPI) accepts Third Party Inspector Certification for footing, backfill, and slab inspections from City approved Third Party Inspectors. To become a City approved third-party inspector, please see the instructions in this notice.

Process to become an approved third-party inspector

The third-party inspector must be approved by DID-BPI **prior** to being engaged by the owner for services. DID-BPI is not involved with contractual agreements between third-party inspectors and owners including scheduling and pay, however, the third-party inspector **must be** independent of the contractor. In order to be considered, the third-party inspector must email infdev@salisbury.md:

1. Code of Conduct Statement signed below:
2. Proof of Professional Liability Insurance and Hold Harmless class (statement can be provided in email) – See Below
3. Notice of interest to become an approved third-party inspector.
4. Minimum qualification (copy of certification) and experience provided in a resume as listed below.

Building - Residential (one and two-family dwelling units, townhouses built under IRC)

- Maryland Registered Professional Engineers or Registered Architects Licensed in the State of Maryland or Current ICC Certification as a (B1) Residential Building Inspector.
- At least three (3) years of experience in code compliance building inspection in a jurisdiction using the ICC codes.

Building - Commercial



- Maryland Registered Professional Engineers or Registered Architects Licensed in the State of Maryland or Current ICC Certification as a (B2) Building Inspector, and (21) Accessibility Inspector/Plans Examiner
- At least three (3) years of experience in code compliance building inspection in a jurisdiction using the ICC codes.

DID - BPI will review all documentation and request additional information as needed. DID-BPI reserves all rights to approve and deny applicants. An email will be sent if the application is approved or denied. A phone or virtual interview may be conducted at the discretion of DID-BPI.

Procedures for third-party inspection

The third-party inspector must be approved by DID-BPI prior to conducting any inspection. Upon completion of the inspection, the third-party inspector must submit all documentation to the email infdev@salisbury.md

Certification reports: Detailed reports with pictures shall be provided by the third-party inspection agency. Handwritten field reports will not be accepted. All reports shall be signed by a project manager with the required credentials or P.E.

The third-party inspector must provide a signed dated letter with the following: the third-party inspector's contact info (direct phone and email); Third party inspector Approval ID, third-party inspector license number (PE, RA, ICC certification), permit number, inspection type, job address, date and time of inspection conducted, description of the inspection conducted, any correction item(s), results, photos, etc.

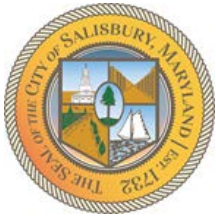
Once third-party inspection results are received, DID-BPI staff will review and enter the results in the City permit system. If additional information is needed, staff will contact the third-party inspector. Please note that DID-BPI has the right to audit all inspections onsite at any given time or stage prior to and including final inspections. If violations are found, no further third-party inspections will be accepted on the project until violations are corrected.

The City Building Official, at their discretion, may issue a stop work order. The owner and the contractor will be responsible for making any corrections as directed by a third-party inspector or a City inspector. DID-BPI will not be responsible for any delay or cost associated with making corrections.

List of approved third-party inspectors

The Department will publish a list of the approved third-party inspectors, names, and contact information on the website.

For questions regarding this program, please email infdev@salisbury.md.



THIRD-PARTY INSPECTIONS - CODE OF CONDUCT (COD)

- Third-Party Individual and/or agency that elect to conduct Inspections as approved by the City of Salisbury Department of Infrastructure & Development shall faithfully discharge the duties entrusted to them by the Code Official, exhibit dedication to the protection of public health, safety, and welfare, and maintain the highest standards of honesty and integrity.
- Third-Party Individual and/or agency shall not perform inspections of any kind on designs performed by them or their own firm, unless approved by the Code Official or designee.
- Third-Party Individual and/or agency shall provide services only in the areas of their competence, consistent with their certification, experience and expertise.
- Third-Party Individual and/or agency shall not be influenced by owners, developers, contractors and members of the design team in the performance of their duty.
- Third-Party Individual and/or agency shall disclose to the Code Official all known or potential conflicts of interest that may, or appear to, influence their judgment, including but not limited to a familial or other relationship with an owner, developer, contractor, or member of the design team.
- Third-Party Individual and/or agency may be retained at any stage of the construction process but must be authorized by the Code Official or designee prior to proceeding with the Third-party certification.
- Other than their customary fee for services, Third-Party Individual and/or agency shall not have financial interests in common with the owner/developer/contractor.

Any individual or agency found in violation of Conflict of Interest (COI) will be required to meet with the Code Official or designee. Based on the severity of the violations, the Code Official, shall reject all inspections reports and require re-inspection of work. Furthermore, the Code Official may reach out to the City Attorney to prosecute the Third-Party Individual and/or agency and file a complaint with Maryland Department of Labor, Maryland Board for Professional Engineers.

By signing below, I affirm to abide by the above Conflict of Interest (COI) policy. I understand that I will be subjected to disciplinary action as stated in this COI and the City of Salisbury Ordinances.

Third Party Individual and/or agency (print legal name): _____

Title: _____

Agency name: _____

Date: _____

Signature: _____

Maryland PE or RA Seal:



THIRD PARTY INSPECTION - INSURANCE & HOLD HARMLESS

Each Third-Party inspector must provide a valid insurance policy in an amount the Inspections and Permits Code Official determines is necessary to protect the public interest but not less than \$1,000,000 general liability insurance and \$1,000,000 professional liability insurance naming The City of Salisbury, Maryland as additional insured. If using subcontractors for any work performed pursuant to this policy, the Third-Party inspector will be responsible for verifying subcontractor insurance and coverages.

The Third-Party inspector and agency agree to protect, defend, indemnify and hold the City and elected officials, officials, officers, employees, and agents free and harmless from and against any and all losses, penalties, injuries, liabilities, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of the performance of any work pursuant to this policy. Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or actual or alleged violation of any other tangible or intangible personal or property right, or actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. The Third-Party inspector and agency further agree to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his/her sole expense and agree to bear all other costs and expenses related thereto, even if such claim is groundless, false or fraudulent. Provide copy of the insurance certificate, a written statement (as part of the email) and the application to infdev@salisbury.md or authorization, prior to proceeding with the third party certification.