



**Forsyth County Third Party Inspector & Plans Review Program**  
**Application for Approval**

**Application Instructions**

Complete and sign this document application form and submit it with the required documents, including a current resume containing education and work history as well as copies of certifications, registrations, or other documents to the Forsyth County Department of Building and Economic Development, 110 East Main Street, Suite 100, Cumming, Georgia 30040, Attention: Chief Building Official for consideration.

Requirements for Registered Professional Engineers and Architects to be approved as Third Party Inspectors or Plans Reviewers for Forsyth County are as follows:

1. The Registered Professional Engineer or Architect approved shall be an officer of the company making the application or have a notarized letter from the president of the company stating that the engineer or architect has the authority to discuss and resolve any problems that may occur during the inspection process with Forsyth County.
2. The Registered Professional Engineer or Architect shall not be an officer, employee of, or otherwise affiliated with, or financially interested in the person, firm, or corporation on whose behalf a third-party inspection is being performed.
3. The Registered Professional Engineer or Architect shall be approved to work in his or her area of expertise and shall be licensed by the State of Georgia in his or her area of expertise.
4. The Registered Professional Engineer shall not have had his/her certification/license revoked in any other county/municipality and shall otherwise be in good standing with all pertinent certification and professional accreditation boards.

Registered Professional Engineers, Architects, and field technicians may only perform work within their "scope of expertise" as demonstrated through education, experience, certifications, or other information that can be provided to the Building Official to demonstrate proficiency in the area.

The following categories are available. Indicate in the application the category that is being requested for each individual.

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|-------------------------------------|--|
| 1. Residential Building Inspector   | 7. Commercial Mechanical Inspector                       |
| 2. Residential Electrical Inspector | 8. Commercial Plumbing Inspector                         |
| 3. Residential Mechanical Inspector | 9. Design work for which there is no engineer of record  |
| 4. Residential Plumbing Inspector   | 10. Certification(s) for specialty inspections as listed |
| 5. Commercial Building Inspector    | 11. Zoning Compliance Inspection                         |
| 6. Commercial Electrical Inspector  | 12. Plans Reviewer                                       |

**Insurance Requirements:**

All Third Party Inspectors and Plans Reviewers shall secure and maintain the following minimum insurance coverages and provisions as follows. A certificate of insurance that meets the following requirements shall be submitted at the time of application.

The insurance limits shall not be less than:

- Comprehensive general liability insurance for liability and property damage in an amount of not less than \$1,000,000.00 per occurrence.

- Professional liability insurance for errors and omissions in an amount of not less than \$1,000,000.00 per claim and \$1,000,000.00 in aggregate coverage for any project with a construction cost of \$5 million or less.
- Professional liability insurance for errors and omissions in an amount of not less than \$2,000,000.00 per claim and \$2000,000.00 in aggregate coverage for any project with a construction cost of more than \$5 million.

The policy may be a practice policy or project-specific. If the insurance is a practice policy, it shall contain prior acts coverage for the private Third Party provider. If the insurance is project-specific, it shall continue in effect for 2 years following the issuance of the certificate of final completion of the project.

The cancellation provision shall provide for 30 days' notice of cancellation.

Forsyth County, Georgia, its officers, officials, employees, and representatives shall be named as additional insureds on the required insurance policies.

The required insurance coverages shall be provided by an insurance company licensed to do business by and in good standing with the Georgia Department of Insurance at all times.

The insurance company shall have an A.M. Best rating of A-6 or higher.

Certificate holder shall read:

Forsyth County Board of Commissioners  
110 East Main Street, Suite 100  
Cumming, Georgia 30040

Renewals shall be submitted to the County at the address listed above and shall be submitted annually by the insured.

Failure to maintain insurance coverage as required will result in removal from the list of approved Third Party Inspectors and Plans Reviewers.

## **Application**

Registered Professional Engineer or Architect Name:

LAST

FIRST

MIDDLE

Telephone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Telephone #: \_\_\_\_\_

Business License / Registration Number: \_\_\_\_\_

**\*PLEASE NOTE:** If you do not have a business license or registration number, you will need to obtain one through your local jurisdiction.

Professional Engineer or Architect License Number #, date of issuance, and date of expiration

\_\_\_\_\_

Education (Relative to Construction/Inspection/Plans Review)

\_\_\_\_\_

\_\_\_\_\_

Experience (Relative to Construction/Inspection/Plans Review)

\_\_\_\_\_

\_\_\_\_\_

List any certifications/credentials, including State of Georgia, ICC, etc., and respective registration and/or certification numbers that you presently hold for each.

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## **Field Technician Information**

Name, applicable education, experience, and certifications of all field technicians performing inspections under the direct supervision of the Professional Engineer or Architect (attach additional sheets as necessary). Indicate the type of inspection or plans review that is being requested for each field technician.

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**Applicants must provide, in addition to this completed and signed application, a professional resume, a copy of his or her Professional Engineer or Architect License, and a certificate of required insurance.**

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I hereby certify that all information contained above is true and accurate, and I hereby authorize the Forsyth County Department of Planning & Development to make any inquiries that they deem necessary as to my qualifications, experience, and knowledge. I further certify that should any of the above information change; I will immediately notify the Forsyth County Department of Planning and Development.

I have reviewed and understand Ordinance 177 (Forsyth County Code of Ordinances, Article VII, Chapter 18, Third Party Inspection Ordinance), Forsyth County Unified Development Code, the Third Party Inspector General Information, Third Party Inspection Report and Certification, and Third Party Inspector Affidavit.

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**Signature**

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**Date**

<b>FOR OFFICE USE ONLY</b>
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In accordance with the requirements of Ordinance 64, Ordinance 74, Ordinance 117, and the Unified Development Code, the above-listed individual has satisfied the requirements of the Forsyth County Building Official as a Third Party Inspector and/or Plans Reviewer:

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**Signature, Chief Building Official**

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**Date**

Revised 10/31/2024