

**DPS**Montgomery County
Department of Permitting Services2425 Reedie Drive, 7th Floor
Wheaton, MD 20902
240-777-0311 or 311 in Montgomery County
montgomerycountymd.gov/dps

Third-Party Inspections Guidelines

When Third-Party (Special) Inspections are Required

Special Inspections by qualified Third-Party Inspectors/Inspection Agencies may be required on Commercial Building Projects with construction work requiring 3rd party or special inspections. Refer to DPS' [Commercial Building/Energy Inspection Report/Certification](#) for a complete list of applicable Third-Party inspections including the following:

- Structural steel framing (assembly & connections)
- Concrete inspection, sampling and testing,
- Soil compaction testing
- Soil bearing testing for over 2000 psf,
- Spray applied fire protection,
- Light gage steel framing utilized as bearing walls,
- Exterior Insulation and Finish System (EIFS),
- Spray/blown Insulation Installation (needs installer's Compliance Letter/Form at minimum),
- Other Energy Inspections

In addition, the building official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of Building Code and County laws enforced by the Department of Permitting Services.

Documentation of Third-Party Inspections

All field reports shall include the project address and DPS Permit Number. Inspection reports shall be signed and sealed by a designated engineer licensed in Maryland and shall be submitted to the County within ten (10) days from the date the inspection is conducted. Inspection reports with noted deficiencies shall be submitted to the DPS within five (5) working days from the date that the deficiency was identified.

Note that Third-Party Inspectors are charged with performance of required inspections **not observations** (as defined in the IBC) for the project's scope of work. Any inspection report with the term "observe" in-lieu of "inspection" for required inspection(s) will be rejected and required to be revised for DPS acceptance.

At the conclusion of each construction phase the inspection agency shall provide a [final certification](#) stating that the construction of that phase has been completed in accordance with the approved drawings, the job specifications and the Montgomery County Building Code. The certification shall have the seal and signature of the *responsible professional* registered in the State of Maryland.

Qualifications of Third-Party Inspectors

Third-Party inspection agencies and respective project assigned inspectors shall possess the competence and relevant experience or training to perform the project scope required 3rd party/special inspections and tests during construction. The responsible professional shall be licensed in Maryland and capable of signing and attaching professional seals to field reports and final certifications.

As per IBC 1704.2.1 “the registered design professional in responsible charge and engineers of record involved in the design of the project are permitted to act as the approved agency and their personnel are permitted to act as special inspectors for the work designed by them, provided they qualify as special inspectors.”

In addition, the building official is authorized to request third-party inspector resume and/or certifications to confirm inspector qualifications and active status for designated special inspections.

What the Applicant Shall do After Permit Issuance

For every commercial building permit not assigned to Complex Structures group, the owner or the owner’s authorized agent shall do the following:

1. The owner or his/her designee shall set-up a pre-construction meeting (Code 255) online or via 311 (240-777-0311 Outside Montgomery County). The meeting shall take place after issuance of permit, but prior to start of construction. The complete set of printed DPS approved plans and documents shall be at the site for DPS use.
2. Review and comply with the requirements of the Montgomery County Third Party Inspections including gathering inspection agency point of contact for DPS to confirm third-party inspection agency(ies) understand the project special inspections scope.
3. The owner or his/her designee to call 311 (240-777-0311 Outside Montgomery County) and request DPS performed inspections as required, at the proper time in accordance with the sequence of the work. No work shall proceed beyond the point where an inspection is required.
4. Schedule 3rd Party/Special inspections at appropriate intervals during construction. Obtain and have copies of inspection reports and inspection certifications ready to submit to the DPS Inspector at scheduled DPS inspections or through means determined at the Pre-con.

Pre-Construction Meeting

At the pre-construction meeting the DPS Commercial Building inspector will review the approved plans and documents and determine the type and extent of any applicable 3rd Party/special inspections for the scope of work. In addition, the Building Official is authorized to make or require other inspections of any construction work deemed to ascertain compliance with the provisions of Building Code and County laws enforced by the Department of Permitting Services.