

Contents

2 Executive Summary

3 Part 1 – Scope and Administration

3 SECTION 101: GENERAL

3 SECTION 102: SCOPE

4 SECTION 103: ADMINISTRATION

8 Part 2 – Provider Application

8 SECTION 201: NEW PROVIDER APPLICATION

8 SECTION 202: RENEWAL APPLICATION

8 SECTION 203: ACTION ON APPLICATION

9 SECTION 204: DUTY TO UPDATE APPLICATIONS AND APPROVALS

9 SECTION 205: QUALIFICATIONS OF PROVIDERS

14 Part 3 – Duties and Responsibilities

14 SECTION 301: GENERAL

15 SECTION 302: DUTIES AND RESPONSIBILITIES OF PROVIDER

18 Part 4 – Duties and Responsibilities of Development Services

18 SECTION 401: GENERAL

19 Part 5 – Third Party Program Compliance

19 SECTION 501: GENERAL

19 SECTION 502: CONSEQUENCES

20 SECTION 503: ENFORCEMENT PROCEDURES

22 Appendix A

22 DEFINITIONS

24 Exhibit “A”: Notice of Appointment of Provider

25 Exhibit “B”: Authorization of Developer’s Agent

27 Exhibit “C”: Application for Third Party Provider Designation

28 Exhibit “F”: Recommendation for Building Permit

29 Certificate of Occupancy

102.2 Prohibited Scope

The following are outside the scope of services of a Provider:

1. Granting or approval of alternative materials, design and methods of construction and equipment, or modifications, from any provision of the applicable codes, standards, regulations and policies. Approval
2. of work within dedicated or planned public right of way.
3. Approvals by the Hall County Planning Commission (HCPC) and the Board of Commission (BOC)
4. Projects within a Federal Emergency Management Agency (FEMA) and/or the Hall County Floodplain Study Area.
5. Work in right-of-way licensed to public utilities including utility easements.
6. Issuance of permits and certificates of occupancies.
7. Other work as determined by the Building Official in writing as adopted by administrative rule.

SECTION 103: ADMINISTRATION

103.1 Site Infrastructure and Utilities

Privately owned site infrastructure and utilities shall be reviewed by the Provider for compliance with County ordinances, standards and policies, and best engineering practices. The Provider shall coordinate the site infrastructure layout with the building site plan, and incorporate any platting easement, dedication, and agreement requirements with the zoning review. The Provider shall also coordinate any Development Process or floodplain development work as discussed in subsections 103.1.1 and 103.1.2.

The Provider shall:

1. Review site, Development Process and floodplain development plans to coordinate with the building permit and zoning site plans;
2. Submit a recommendation to P&D to issue the LDP Permit (Exhibit "D"); and
3. Submit three sets of the infrastructure site plans.

103.1.1 Development Review Process

Where a project requires associated public infrastructure work, approval of the infrastructure development is prerequisite to the filing of a building permit application and recommendation to issue the building permit. The Provider is not authorized to approve Development Review plans for privately funded public infrastructure improvements that are associated with the development project. Developer shall coordinate submittal of an Development Review application through Hall County Engineering Department for staff review and approval. Further details of the Development Review process are available on the Hall County website.

APPENDIX A

DEFINITIONS

Authorized Provider: An independent third party inspector who holds a current and valid Authorized Provider Inspector License or its equivalent as issued by the State of Georgia Construction Licensing Board (CIB).

Building Code: The currently adopted State of Georgia Building Code Department of Community Affairs and the Hall County local building code title 15.

Building Official: The officer or other designated authority charged with the administration and enforcement of the Hall County Building codes.

Developer: The owner of the construction project seeking permitting services.

Development Administrator: Director of Planning and Development Department.

Manual: This document outlining the Third Party Review and Inspection Program.

Owner: See “Developer”

Permitting services: Plan review and inspections services for a construction project.

Probation: A period of time in which the Provider found in violation of this Program is directly monitored while permitted to continue to conduct review and inspection services.

Program: See “Third Party Plan Review and Inspection Program”.

Project: The construction development that is reviewed, approved, inspected, and finalized as provided under this Program.

Project Owner: See “Developer”

Provider(s): Persons and entities approved to provide third party permitting services pursuant to a contract with a Developer.

Qualified Professional: Any person possessing the qualifications and credentials as described in Section 205 of this Manual relating to a “Qualified Professional”.

Removal: Revocation of a Provider’s ability to provide permitting services as authorized by this Program.

Special Inspections: Field inspections of certain types of construction, in accordance with Chapter 17 of the International Building Code, requiring specialized expertise, including EIFS, reinforced concrete, reinforced masonry, reinforced gypsum, welding, pre-cast concrete, structural steel, and engineered fill.

Suspension: A period of time that the Provider shall not provide services under this Program.

Third Party: The person or entity providing third party services described in this Manual.

Exhibit “A” – Notice of Appointment of Provider

To:

Building Inspections Division
Planning and Development Department
Hall County, Georgia
2875 Browns Bridge Road, 3rd Floor
Gainesville, GA 30504

RE: NOTICE OF APPOINTMENT OF PROVIDER

This notice of appointment is submitted to request approval to use Third Party Provider services for the following Project in Hall County. Developer and Provider acknowledge that participation in the Third Party Plan Review and Inspection Program is elective and is not required, and that the Developer is responsible for payment of all fees and costs associated with Third Party Provider services.

NAME OF PROJECT

ADDRESS OF PROJECT

DESCRIPTION OF PROJECT

REPRESENTING the parties in this notice of appointment are:

DEVELOPER (PRINT)

TITLE

SIGNATURE

DATE

DEVELOPER'S AGENT (IF APPLICABLE)

TITLE

SIGNATURE

DATE

THIRD PARTY PROVIDER (PRINT)

TITLE

SIGNATURE

DATE

SCOPE of Services (Per Section 102.1 of the Third Party Plan Review and Inspection Manual):

OFFICE USE

APPROVED BY

DATE

Exhibit “B” – Authorization of Developer’s Agent

KNOWN ALL BY THESE PRESENTS;

The Developer and Agent as evidenced by our signatures below show forth that Developer authorizes Agent to represent Developer with respect to participation in the Third Party Program for the following development project (Project) on the following described real estate and premises: (Legal Description; Tax Parcel Number and Address (if one is assigned):

The Developer authorizes Hall County to treat any act or statement of the Agent designated herein as being the act or statement of the Developer with respect to the Third Party Program and Project described above.

In the event that agency is revoked, Developer shall notify Building Inspections Department by letter on company letterhead of such revocation.

DATED this _____ day of _____, 20_____

NAME OF DEVELOPER

BY: _____
AUTHORIZED SIGNATURE

TITLE

STATE OF GEORGIA)

) ss.

COUNTY OF HALL)

Acknowledgment

This instrument was acknowledged before me this _____ day of _____, 20_____, by

_____, [*and, if on behalf of entity:*] as _____ of

NAME OF ENTITY

(SEAL)

NOTARY PUBLIC

MY COMMISSION EXPIRES _____

COMMISSION NO. _____

Exhibit “C” – Application for Third Party Provider Designation

New Application Renewal Application

NAME OF FIRM _____

TYPE OF LEGAL ENTITY: Corporation Partnership LLC Other _____

ADDRESS _____

PHONE _____

FAX _____

CONTACT PERSON _____

PHONE _____

FAX _____

SERVICES TO BE PROVIDED: Plan Review Inspections

SCOPE OF WORK: Site Infrastructure/Utilities Zoning
 Architectural/Structural/Fire Accessibility
 Mechanical/Electrical/Plumbing Energy Conservation
 Other _____

PLEASE INCLUDE: Application
 Professional staff experience and technical certification
 Certificate of Professional Liability Errors and Omissions and Workers Compensation insurance

OFFICE USE

APPLICATION APPROVED BY _____

DATE _____

RENEWAL DEADLINE _____

PROVIDER NO. _____

COMMENTS _____

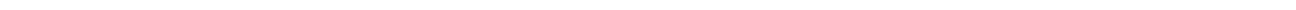


Exhibit “F” – Recommendation for Building Permit and Certificate of Occupancy

RECOMMENDATION FOR: Building Permit Certificate of Occupancy

A/P NO.

PROVIDER NO.

PROJECT ADDRESS

THIRD PARTY PROVIDER

IF for a Building Permit:

I have reviewed the project and hereby certify that the proposed Project is in full compliance with the requirements of the Hall County development ordinances, construction codes, and standards. I further certify that all plans for the Project have been coordinated for conformity and none is in contradiction.

IF for a Certificate of Occupancy:

I have reviewed the completed Project and hereby certify that the Project, as constructed, is in full compliance with the requirements of Hall County zoning ordinances, construction codes, regulations and standards, and that all required inspections have been performed and approved.

I recommend approval of the Building Permit; Certificate of Occupancy; with the following record:

ZONING CLASSIFICATION

STREET ADDRESS

OCCUPANCY TYPE

CONSTRUCTION TYPE

BUILDING SQUARE FOOTAGE

TOTAL FIRE AREA

OCCUPANT LOADS:

NAME OF SPACE:	SQ FT AREA:	OCCUPANT LOAD NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

