



**PRIVATE PROFESSIONAL ENGINEER INSPECTION PROGRAM AND PROCEDURES**

I. GENERAL INFORMATION

- A. All construction in the City of Sandy Springs is to be made under the provisions of the current codes adopted by the Sandy Springs City Council, including but not limited to the Sandy Springs Zoning Resolution, the Metropolitan River Protection Act, Tree Protection Ordinance, Subdivision Regulations, and the Erosion and Sedimentation Control Ordinance. All approved Private Engineer Inspectors will be required to have copies of the above mentioned documents. Periodically, the Council makes amendments and/or adopts additional regulations.
- B. Employees of private professional firms may only allow work by their employees within their "scope of expertise" in accordance with the qualifications chart attached.
- C. Sandy Springs will authorize and accept Private Engineer Inspections for the following:
  - 1. Commercial: All inspections, if certified in accordance with the Qualifications Chart. Note however, that ALL building final inspections, the 80% and final Fire Marshall inspections shall be performed only by City inspectors. Note that IBC Chapter 17 Special Inspections are required and are initiated and paid for by the OWNER and will be monitored by City staff.
  - 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.
  - 3. GASWCC – Georgia Soil and Water Conservation Commission

4. ICC Inspector – One who holds a certification from the International Code Council to perform inspections.

## **II. PROCEDURES FOR APPROVAL AS PRIVATE ENGINEER INSPECTOR FIRMS**

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

Sandy Springs Community Development Department  
Building and Development Division  
ATTN: Inspections Section  
Morgan Falls Office Park  
7840 Roswell Road, Bldg. 500  
Sandy Springs, Georgia 30350

- B. Terms of approval for a Firm will be a one (1) year period. Review for compliance and qualifications will occur regularly.
- C. Requirements for Firms and Individual Inspectors to be approved for the Private Engineer Inspector Program for the City of Sandy Springs are as follows:
  1. The Principal Professional must be an officer of the company making application and should be registered with the Secretary of State-Corporations Division.
  2. Inspectors conducting inspections must demonstrate that they are ICC certified inspectors in their respective disciplines and working within a company/firm whose Principal Professional is also a licensed Professional Engineer or Registered Architect in the State of Georgia. Inspectors may only perform inspections in accordance with the attached Qualifications Chart. Registered Professionals conducting inspections who are not ICC certified inspectors may only perform those inspections allowable per the Qualifications Chart. Professionals shall have completed "Fundamentals of Erosion and Sediment Control" course from the University System of Georgia or an equivalent course approved in advance by the City, which shall be renewed bi-annually. As of December 31, 2006, Professionals shall be a Level IB Inspector certified by the GASWCC. All participants of the program must be familiar with all City of Sandy Springs Codes and Regulations.

Engineers and/or Architects must possess and carry a City of Sandy Springs Photo Identification during any inspection. Said identification must be provided upon request.

- D. Signature and seal of the Professional “in charge” must appear on the regular summary of inspections report.
- E. Insurance Requirements:
  - 1. WORKERS COMPENSATION - STATUTORY (In compliance with the Georgia Workers Compensation Act)
    - EMPLOYER'S LIABILITY INSURANCE:
    - BY ACCIDENT - EACH ACCIDENT - \$500,000.
    - BY DISEASE - POLICY LIMIT - \$500,000. (Aggregate)
    - BY DISEASE - EACH EMPLOYEE - \$500,000.
  - 2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)
    - Bodily Injury and Property Damage Liability Each Occurrence - \$1,000,000.
    - (Other than Products/Completed Operations) General Aggregate - \$2,000,000.
    - Products \Completed Operation Aggregate Limit - \$1,000,000.
    - Personal and Advertising Injury Limits - \$1,000,000.
    - Fire Damage Limits- \$ 100,000.
  - 3. BUSINESS AUTOMOBILE LIABILITY INSURANCE
    - Combined Single Limits
    - Each Occurrence - \$1,000,000.
    - (Including operation of non-owned, owned, and hired automobiles).
  - 4. PROFESSIONAL LIABILITY Each Occurrence - \$1,000,000.

**III. PARTICIPATION REQUIREMENTS**

- A. All participants must comply with the participation and training requirements as set forth herein. The disqualification for any reason of a Principal Professional or Professional identified by the application of the firm for participation in the program will disqualify the firm and all employees of said firm previously certified to perform inspections for Sandy Springs.
- B. All participants must provide the City with evidence that they have accumulated appropriate professional training to maintain their license (and/or registration in their respective disciplines), if so requested by the City.
- C. Sandy Springs will offer up to three (3) meetings/training sessions per year. Attendance at each one of these sessions by each inspector is mandatory. In the event of an emergency, the Principal Professional of the firm must notify the City of any absences prior to the commencement of the meeting. An arrangement may be made for remedial training to makeup the time missed by

the individual inspector. This appeal may be requested for each inspector for only one of the three mandatory meetings within one calendar year.

#### **IV. 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. The foundation, footing and plumbing slab inspections for any site MUST be approved prior to conducting any other inspection. In addition, the Firm must:
  - 1. Confirm all required permits have been issued for that site;
  - 2. Verify if there are any "holds" or "stop work orders" on the construction project; and,
  - 3. Verify all other required inspections have been completed. (All rough inspections must be approved before a framing inspection may be approved).
- C. Neither the Firm, nor any of the employees thereof shall make an inspection on a project which has not been issued all required permits (including any separate trade permits) if erosion control measures are not satisfactory, or if a Notice of Violation, "Stop Work Order" or Citation is issued.
- D. Once it is determined there are no "HOLDS" on the project and 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 with the approved and sealed site plan is posted.
  - 2. Erosion Control measures are in place per the Soil Erosion and Sediment Control Ordinance (including silt fence and tree save fences).
  - 3. IF THESE ITEMS ARE NOT IN PLACE THE BUILDER AND SANDY SPRINGS INSPECTIONS DIVISION MUST BE NOTIFIED IN WRITING IMMEDIATELY (INSPECTION DIVISION FAX # 770-730-5055)
- E. After the inspection has been completed, the following shall occur:
  - 1. The inspector will sign their name on the building permit in the appropriate block to indicate approval or denial.
  - 2. If there are discrepancies, findings should be conveyed to the builder in writing.

3. A paper summary of the inspections bearing an original signature and seal of the Professional as well as an electronic file labeled on CD media, (Word or Excel software) must be received via regular mail or delivery at the Sandy Springs Inspections Section for file maintenance no later than the 5<sup>th</sup> of the month following the date of the inspection, or seven (7) days prior to a request for Certificate of Occupancy and/or final inspections by the City.
4. Only the Principal Professional in the Firm or another registered Professional who is a Principal of the firm will respond to Sandy Springs when procedural or inspection problems occur.

F. Any inspection performed by a Private Engineer Inspector that has been previously rejected by a Sandy Springs Inspector shall meet the following criteria:

1. Private Engineer Inspector must document in detail that items rejected by Sandy Springs inspectors were corrected. These items must be addressed individually (item by item) in a letter or email message addressed to the Sandy Springs Inspector that denied the inspection.
2. The Sandy Springs Inspectors will review said letter and, if acceptable, will approve and post the report or perform a follow up inspection along with the Private Engineer Inspector within two (2) days of the receipt of the letter.
3. If the Sandy Springs Inspector is unable to accept the inspection, the Private Engineer Inspector will be contacted to devise a plan for resolution. This plan is to be communicated to the builder by the Private Engineer Inspector. The Private Engineer must require the builder to meet the standards assessed by the City Inspector. The Private Engineer must re-inspect and document compliance in a follow-up letter or email to the Sandy Springs Inspector. The Sandy Springs Inspector will review said follow-up letter and will either approve and post the report or perform a re-inspection within two (2) days.
4. The Private Engineer Inspector shall not post the inspection to the City. To do so may be grounds for immediate dismissal from the program without the opportunity to be reinstated.

G. AFTER THE FACT INSPECTIONS:

1. When called upon to conduct an inspection of any element that has been covered up prior to inspection or which falls in succession to an inspection that is not posted for approval pursuant to a previous inspection, the Private Engineer Inspector is to contact the Sandy

Springs Lead Inspector and ask in writing, (preferably by email), for permission to perform the inspection. In this request, the Private Engineer Inspector is to specify in what way they will ensure that the elements that have been covered will be assessed to be in compliance with applicable codes. Not until that inspector receives written permission from the Sandy Springs Lead Inspector are they to proceed with the inspection.

2. If the Private Engineer Inspector is found to be responsible for the fact that a previous inspection they performed was not properly posted and are now required to assess the compliance to code for an element that has been subsequently covered up; that inspector shall provide a written report, sealed with the Professional's seal for the Sandy Springs Lead Inspector stating the steps that will be taken to ensure that the previous standards were in place prior to any additional work being done in that area or discipline. Not until the City has accepted the report can the inspection be posted or any subsequent inspections be posted to the permit by the Private Engineer Inspector. This is not considered an "After-The Fact" inspection as described above.

#### H. FLOOD PLAIN CERTIFICATION:

All foundation type inspections will include, where applicable, the Flood Plain Elevation Certificate. Note that a Foundation Forms Survey is separately required and must be sealed by a State of Georgia Registered Professional Engineer or Land Surveyor verifying that the outer edge of the foundation is within the setbacks shown on the permitted site plan.

1. Upon arriving at the site, the inspector will view the approved, sealed 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 the Permits System.
2. The inspector may then perform the foundation inspection. If the foundation meets all other applicable requirements, the inspector may grant a "partial approval" until the Elevation Certificate and Foundation Forms Survey are provided.
3. An Elevation Certificate (blank copy included) can be accepted only if it contains a valid seal (P.E., Registered Land Surveyor, or Registered Architect), signature, and a statement that the lowest floor level is a minimum of three feet above the flood elevation.
4. When a partial approval is granted, the inspector will enter the partial approval on the permit card. Private Engineers will send an

email to the City Inspections Section stating that an Elevation Certificate is required, identify any other issues found, and send this information for Permits System entry by the City of Sandy Springs staff.

5. Once the inspector receives the Elevation Certificate and there are no other outstanding issues, the status is to be changed from partial approval to "Approved" and the staff notified, via email that the "HOLD" is to be released.
6. All Elevation Certificates are to be delivered to the attention of Tina Loren for placement in Permits System.
7. Failure to comply with this policy once during any 12 month period will result in a notice of non-compliance. An explanation will be requested and the firm will be placed on probationary status in the program.
8. As this is a Federal policy, the City has no flexibility in allowing non-compliance.

#### IV. PENALTIES FOR VIOLATION OF PROCEDURES

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

1. Code Violations:
  - A. The individual will be notified by the City with a set time for resolution.
  - B. The individual will provide a written response within the set time for resolution, explaining in what way, what they have done, or what they are willing to do to correct the problem.
  - C. If they comply, the issue is closed.
  - D. If the individual does not perceive the notice to be valid based on sound engineering, architectural, or life safety practices, a meeting with the Director of Community Development will be convened to discuss and resolve the issue.
2. The following is a non-exclusive list of problem areas that will result in disciplinary action:
  - Inspection Report(s) Not Dated/Signed
  - Professional's Seal Not on Monthly Inspection Report(s)
  - Building Permits Not Signed
  - Conducting an Inspection When Erosion Control Measures are Not Properly Installed

- Inspection(s) Passed With Hold on Project

3. Automatic dismissal from the program will occur if:

- Any inspections are performed when a "stop work order" or "stop inspection order" is posted; or
- Any inspections are performed on work in which the inspector and/or firm has a fiduciary interest; or
- Unauthorized employees perform inspection(s); or
- Unauthorized inspections are performed; or
- Failure to follow procedure by posting a passing inspection to the Permits System when re-inspecting following a "turn-down" by a City Inspector; or
- Failure to follow procedures for mandatory attendance at Required Training Sessions; or
- Falsification of records, i.e., certification of an inspection without actually going to the site and personally performing an onsite inspection; or
- Errors and omissions are found which are clearly and obviously due to the negligence of the inspector.

**QUALIFICATIONS CHART**  
**FOR PROFESSIONAL ENGINEER INSPECTION PROGRAM**

<b>Type of Inspection to be Performed</b>	<b>Professional Qualifications</b>
Commercial Footing Inspections	State of Georgia Registered Professional Engineer or State of Georgia Registered Architect
Commercial Inspections not disallowed elsewhere herein	ICC certified Commercial Building Inspector or State of Georgia Registered Professional Engineer or State of Georgia Registered Architect
Residential Inspections – Footing and Framing Inspections	ICC certified Residential Building Inspector or State of Georgia Registered Professional Engineer or State of Georgia Registered Architect
Electrical Inspections	ICC certified Residential or Commercial Electrical Inspector as appropriate, or State of Georgia Registered Professional Engineer or State of Georgia Registered Architect
Mechanical Inspections	ICC certified Residential or Commercial Mechanical Inspector as appropriate, or State of Georgia Registered Professional Engineer or State of Georgia Registered Architect
Plumbing Inspections	ICC certified Residential or Commercial Plumbing Inspector as appropriate, or State of Georgia Registered Professional Engineer or State of Georgia Registered Architect