



2664 Riva Road
Annapolis MD 21401
www.aacounty.org/ip
Phone: (410) 222-7790

Third Party Inspector Certification Program

Notice to apply for and become certified a Third Party Inspector

The Anne Arundel County Department of Inspections and Permits (I&P) manages a Third Party Inspector Certification program for footing, backfill, and slab inspections. To become an 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 I&P **prior** to being engaged by the owner for services. I&P is not involved with contractual agreements between third party inspectors and owners including scheduling and pay, however the third party inspector **must be** independent from the contractor. The third party inspector must email the following to be considered to ipbpri@aacounty.org:

1. Conflict of Interest Statement as published on the County website:
<https://www.aacounty.org/departments/inspections-and-permits/permit-center/forms-and-publications/COI-inspections.pdf> - See [Blue Notice IP-21-03](#)
2. Proof of Professional Liability Insurance and Hold Harmless class (statement can be provided in email) – See [Blue Notice IP-21-05](#)
3. Notice of interest to become an approved third party inspector.
4. Minimum qualification (copy of certification) and experience provided in resume as listed below.

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

- Maryland Registered Professional Engineers or Registered Architects Licensed in the State of Maryland or Current ICC Certification as an (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 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.



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I&P will review all documentation and request for additional information as needed. I&P reserves all rights to approve and deny applicants. An email will be sent if approved (with approval ID number) or denied. A phone or virtual interview may be conducted at the discretion of I&P.

Procedures for third party inspection

The third party inspector must be approved by I&P prior to conducting any inspection. Upon completion of the inspection, the third party inspector must submit all documentation to the email ipbpri@aacounty.org

Certification reports can be on the website for [footing](#), [backfill](#) and [slab](#)

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, I&P staff will review and enter the results in the County permit system. If additional information is needed, staff will contact the third party inspector. Please note that I&P 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 County inspector, 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 County inspector. I&P 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, name and contact information on the website.

Click here for a list of [Approved Third Party Inspectors](#).

For questions regarding this program, please email ipbpri@aacounty.org.