

**APPENDIX E**

**ACKNOWLEDGEMENT OF CONFLICT OF INTEREST (COI) POLICY**

As a condition of performing plan review, the undersigned Certified Reviewer acknowledges that he/she has read and agrees to comply with the Conflict of Interest policy of the Expedited Review Program.

The undersigned declares that:

1. There is no conflict of interest on his/her part or the part of its regular or contract employees, consistent with the limitations on conflicts of interest imposed on County employees by § 7-5-101 of the County Code.
2. Employees or contractors with conflicts will be disqualified from the review process.
3. Employees or contractors are aware that they must report any changes to their COI status to their supervisors as soon as the employees or contractors are aware of the changes.
4. The applicant will handle any complaint promptly and will resolve all cases where conflicts are suspected or proven.
5. COI training is provided to all employees to ensure compliance with Applicants' written COI policies and procedures.
6. Certified Reviewers will not supervise, perform Expedited Reviews, or continue in an Expedited Review for the following projects:
  - A. Projects or business entities in which the CR, or any of his/her employees, subcontractors or agents has an interest, participated in the design, preparation of plans or construction.
  - B. Projects or business entities involving owners, contractors or subcontractors in which the CR or any of his /her employers, employees, subcontractors or agents has an interest. "Interest" includes the Certified Reviewer or their employers or employees performing any other work for an owner or consultant who engages the Certified Reviewer to conduct an Expedited Review.
7. Certified Reviewer and his/her employer will not engage in the design, construction, inspection, or sale of properties or structures for which he/she is performing Expedited Review services.

Certified Reviewer (print legal name) \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Department of Inspections and Permits, Attention: John Igbinovia, [ipigbi00@aacounty.org](mailto:ipigbi00@aacounty.org)