



2664 Riva Road  
Annapolis MD 21401  
Phone: (410) 222-7730

### THIRD PARTY INSPECTIONS - CONFLICT OF INTEREST (COI)

- Third Party Individual and/or agency that elect to conduct Inspections as approved by the Anne Arundel County Department of Inspections and Permits shall faithfully discharge the duties entrusted to them by the Code Official, exhibit dedication to the protection of public health, safety, and welfare, and maintain the highest standards of honesty and integrity.
- Third Party Individual and/or agency shall not perform inspections of any kind on designs performed by them or their own firm, unless approved by the Code Official or designee.
- Third Party Individual and/or agency shall provide services only in the areas of their competence, consistent with their certification, experience and expertise.
- Third Party Individual and/or agency shall not be influenced by owners, developers, contractors and members of the design team in the performance of their duty.
- Third Party Individual and/or agency shall disclose to the Code Official all known or potential conflicts of interest that may, or appear to, influence their judgment, including but not limited to a familial or other relationship with an owner, developer, contractor, or member of the design team.
- Third Party Individual and/or agency may be retained at any stage of the construction process but must be authorized by the Code Official or designee prior to proceeding with the Third party certification.
- Other than their customary fee for services, Third Party Individual and/or agency shall not have financial interests in common with the owner/developer/contractor.

Any individual or agency found in violation of Conflict of Interest (COI) will be required to meet with the Code Official or designee. Based on the severity of the violations, the Code Official, shall reject all inspections reports and require re-inspection of work. Furthermore, the Code Official may reach out to the County Attorney to prosecute the Third Party Individual and/or agency and file a complaint with Maryland Department of Labor, Maryland Board for Professional Engineers.

By signing below, I affirm to abide by the above Conflict of Interest (COI) policy. I understand that I will be subjected to disciplinary action as stated in this COI and Anne Arundel County Ordinances.

Third Party Individual and/or agency (print legal name): \_\_\_\_\_

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

Agency name: \_\_\_\_\_

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

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

Seal: