



Effective: April 1, 2019

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### **Temporary Procedures for Third Party Agency (TPA) Electrical Inspections**

The City of Pittsburgh, Department of Permits, Licenses, and Inspections is requiring the following procedures on new and existing electrical permits. These measures are temporary, and will be repealed or amended as necessary.

#### **All New Electrical Permits, Residential and Commercial, must be inspected by a Third Party Agency (TPA):**

- It shall be the responsibility of the permit holder to engage a registered TPA and provide an [Application for Third Party Agency Inspection](#) to the Department of Permits, Licenses, and Inspections prior to the issuance of a permit.
  - The permit fee will be discounted by 15% for new permit applications.
  - Permits that have both Plan Review and Inspection performed by a Third Party Agency will be charged administrative costs only.

#### **Existing Issued Permits assigned to a City Inspector:**

- Inspection by a City Inspector may continue. Scheduling of inspections will be limited, with priority given to critical need.
- A registered Third Party Agency (TPA) may be engaged by the permit holder to complete any required inspections.
  - The [Application for Third Party Agency Inspection](#) form must be submitted to PLI for approval.
  - Instructions for TPA Inspections apply.
  - No reimbursement of the permit fee on existing permits will be made.
  - City inspector will make notes of previous inspections available to the TPA as necessary.

#### **Instructions for TPA Inspections:**

- Starting **4/1/2019** a completed [Application for Third Party Agency Inspection](#) form that includes the inspector(s)'s name, UCC# and contact information must be submitted to the Department of Permits, Licenses, and Inspections **prior to the issuance of an electric permit**.
  - If the permit holder would like to change which Third Party Inspector will be used for the permit, he must submit a revised third party inspection form.
- A valid permit and approved drawings must be onsite and made available for review to the identified TPA.
- It is the responsibility of the TPA inspector(s) to verify that all work is in compliance with the approved drawings and in conformance with Uniform Construction Code and City of Pittsburgh codes.
- All inspections (including temporary service, rough, final, partial, etc.) must be recorded by the TPA on the job site inspection card and the [Inspection Report and Compliance Statement](#) form.
  - This report must be submitted to the individually assigned **TPA Dropbox** no later than **2 business days from the date of the inspection**.
- All of the following [Inspection Report and Compliance Statement](#) fields must be completed:
  - The **Electric permit number** and associated **job address**.
  - The **Inspection description** is to include:
    - Type of inspection (temporary service, rough, final, partial, etc.)
    - Location if partial inspection is performed (e.g., rough inspection of 17<sup>th</sup> floor).
  - **Final Inspection Approval** is not to be signed until the end of the project.

- Reports must be submitted to the TPA's assigned Dropbox conforming to the following:
  - File Name: Permit number only in the appropriate format; 19-E-01234
- **Working without an issued permit, working outside the approved scope and violations or dangerous conditions created due to poor practices are to be reported to the Department of Permits, Licenses and Inspections, IMMEDIATELY.**
- **Third Party Inspectors who do not follow this procedure or conduct inspections in violation of the UCC (such as approving work outside the approved permit, or inspecting work completed prior to the issuance of the permit) may face discipline up to and including suspension or removal from the approved third party inspector list.**