



Third Party Program Application

Department of Planning & Development Review, Bureau of Permits and Inspections
900 East Broad Street, Room 108
Richmond, Virginia 23219
Office: (804) 646-4169

<https://www.rva.gov/planning-development-review/permits-and-inspections>

Application Submission Package

Participation in the Third-Party Program requires certification for all program participants. The Third -Party Program Application submission package must be submitted electronically to Daniel.mouer@rva.gov

Section A – Applicant/Business Information

Agency Name: _____

Street Address: _____ Suite/Room/Unit: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Phone: _____ Fax Number: _____

Email Address: _____ Website: _____

Primary Contact: _____ Position: _____

Print Name: _____ Date: _____

Authorized Signature: _____

Section B – Third Party Program Staff

Please complete the following section and attach PDF documentation detailing each individual’s qualifications and relevant experience.

Name: _____ PE/ARC/MCP Number: _____

Position: _____

Certification(s): _____

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Name: _____ PE/ARC/MCP Number: _____

Position: _____

Certification(s): _____

Name: _____ PE/ARC/MCP Number: _____

Position: _____

Certification(s): _____

Section B – Third Party Program Staff (continued)

Name: _____ PE/ARC/MCP Number: _____

Position: _____

Certification(s): _____

Name: _____ PE/ARC/MCP Number: _____

Position: _____

Certification(s): _____

Name: _____ PE/ARC/MCP Number: _____

Position: _____

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Position: _____

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Position: _____

Certification(s): _____

Section C – Quality Assurance Plan

Provide a quality assurance plan, which includes details about the internal processes for ensuring that the agency will perform a minimum random 10% sampling of all assigned inspections and reviews. Third Party shall report non-conforming or deficient items to the attention of the owner and contractor. Provide timely reports for each inspection/review and submit a final signed report to Daniel.Mouer@rva.gov . Attach additional sheets if necessary.

Section D – Conflict of Interest Affidavit

Provide a notarized affidavit, signed by the Inspection Agency, attesting that the Third-Party Program Agency, Professional(s)-in-Charge, Supervisory Inspector(s) (if different from the Professional(s)-in-Charge), and its inspectors shall while performing duties related to the City of Richmond Third Party Inspection Program and except as related specifically to the Third-Party Program. Submit affidavit with this application package.

Section E – Proof of Insurance

Submit a copy of the agency’s insurance policy clearly identifying a Minimum General Liability and Errors and Omissions Coverage for each occurrence in the amount of One Million Dollars (\$1,000,000) with this application package.

Section F – Agency Qualifications

Provide a brief statement of the agency’s qualifications and background. Attach additional sheets if necessary.

CITY OF RICHMOND - FOR OFFICIAL USE ONLY

Received By: _____ Received Date: _____ Review Date: _____

Approved Notification Date: _____ Certification Number: _____

Disapproved Notification Date: _____ Certification Number: _____

Additional Information Required:

NOTICE OF NON-DISCRIMINATION:

The City of Richmond is an equal opportunity entity. We are firmly committed to non-discrimination and equal opportunities for all applicants. Approval and/or disapproval decisions are made solely on the basis of occupational qualifications.