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**Temporary Procedures for  
Third Party Agency (TPA) HVAC Inspections**

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 These measures are temporary, and will be repealed or amended as necessary.

**Residential Permits (One and Two- Family homes) will be inspected by a City of Pittsburgh Inspector.**

- All residential HVAC permits will continue to be assigned to, and inspections will be performed by, a City of Pittsburgh PLI Inspector.

**Commercial Cooking Hood Exhaust Systems will be inspected by a City of Pittsburgh Inspector.**

- All Commercial Cooking Hood Exhaust System permits will continue to be assigned to, and inspections will be performed by, a City of Pittsburgh PLI Inspector.

**Commercial Permits (with the exception of Commercial Cooking Hood Exhaust Systems) must be inspected by a Third Party Agency (TPA):**

- All new commercial HVAC permits will be required to be inspected by a Third Party Agency registered with the City of Pittsburgh.
- It shall be the responsibility of the permit holder to engage a registered TPA and provide documentation to the Department of Permits, Licenses, and Inspections.
  - Permits issued to contractor shall include additional documents:
    - This letter of Temporary Procedures for TPA HVAC Inspections
    - List of Currently Registered TPA's
    - Application for Third Party Agency Inspection form
    - Inspection Report and Compliance Statement form
  - The permit fee will be discounted by 15% for new permit applications.

**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:**

- The Application for Third Party Agency Inspection form must be submitted to the Department of Permits, Licenses, and Inspections TPA Coordinator for approval prior to inspections being performed.
- Copies of the valid permit, along with any approved drawings, must be located on the jobsite and made available for review to the TPA performing the inspection.
- Inspections shall be performed by the TPA as necessary throughout construction to verify compliance with the approved drawings and requirements of the Uniform Construction Code with City of Pittsburgh amendments.
- All inspections (including temp service, rough, final, partial, etc.) must be recorded by the TPA on the job site inspection card, and on the Inspection Report and Compliance Statement form.
- Notification of failed inspections shall be made immediately to the Bureau of Building Inspection.
- It is the responsibility of the TPA Inspector to provide required notification to utility companies as may be necessary.
- Upon passing final inspection, the TPA must send the completed Inspection Report and Compliance Statement form to the Department of Permits, Licenses, and Inspections TPA Coordinator.
- Failure to submit required forms will result in revocation of permits and denial of Final Occupancy.

REGISTERED  
THIRD PARTY AGENCIES

Third Party Agency	Energy Code Inspection	Electrical Inspection	HVAC Inspection	Fire Permit	Plan Review	Contact
<b>Allegheny Inspection Service, Inc.</b> PO Box 149 Karns City, PA 16041		Yes				Max Summerville (412) 719-5784 <a href="tel:(724)756-5011">fax: (724) 756-5011</a>
<b>Building Inspection Underwriters of PA, Inc. / Middle Atlantic Inspections, Inc.</b> 317 South Home Ave Avalon, PA 15202	Yes	Yes	Yes	Yes		Robert Kauer (412) 766-2565 <a href="mailto:rkauer@biuinc.com">rkauer@biuinc.com</a>
<b>Bureau Veritas North America, Inc.</b> 186 Blaney Road, Suite D Kittanning, PA 16201		Yes				Grant Kanish (866) 812-6283 <a href="mailto:grant.kanish@us.bureauveritas.com">grant.kanish@us.bureauveritas.com</a>
<b>CEA - Code Enforcement Associates, LLC</b> PO Box 103 Elizabeth, PA 15037	Yes	Yes	Yes	Yes		Craig I. McVicker (866) 410-4952 <a href="mailto:cmcvicker@ceacodes.com">cmcvicker@ceacodes.com</a>
<b>Code.Sys Code Consulting</b> 321 Grant Ave Pittsburgh, PA 15209	Yes	Yes	Yes	Yes		Jim Russell (412) 821-0337 <a href="mailto:jrussell@code-sys.com">jrussell@code-sys.com</a>
<b>Comfy House Conservation Services Inc.</b> 201 Center Ave Bellevue, PA 15202	Yes					Thomas J. Branch (412) 423-9034 <a href="mailto:comfyhouse@verizon.net">comfyhouse@verizon.net</a>
<b>Commonwealth Code Inspection Service, Inc.</b> 176 Doe Run Road Manheim, PA 17543		Yes				Maurice Thompson (717) 664-2347
<b>International Code Consultants, Inc.</b> 447 Nicholson Road Sewickley, PA 15143	Yes	Yes	Yes	Yes		Jeff Frazier (412) 654-5616 <a href="mailto:jf4113@verizon.net">jf4113@verizon.net</a>
<b>Middle Department Inspection Agency, Inc.</b> 101 N. Meadows Dr., Suite 130 Wexford, PA 19380	Yes	Yes	Yes	Yes		Brett Lutz (800) 580-6342 <a href="mailto:brettlutz@mdia.us">brettlutz@mdia.us</a>
<b>NIRA Consulting Engineers, Inc.</b> 950 5th Ave Coraopolis, PA 15108	Yes	Yes	Yes	Yes		Bruce Graff (412) 262-3970 <a href="mailto:bgraff@niraengineers.com">bgraff@niraengineers.com</a>
<b>Pennsylvania Construction Inspection, Inc.</b> 22554 Stein Hill Rd Cochranon, PA 16314			Yes	Yes		Tim Keller (724) 714-8364 <a href="mailto:timchel@windstream.net">timchel@windstream.net</a>
<b>Plans Examiners, Inc.</b> 1000 Church Hill Rd., Suite 210 Pittsburgh, PA 15205	Yes	Yes	Yes	Yes		David Brazelton (412) 787-1510 <a href="mailto:dbrazelton@plans-examiners.com">dbrazelton@plans-examiners.com</a>
<b>Professional Code Services, Inc.</b> 4035 Gibsonia Rd Gibsonia, PA 15044		Yes				John Nath (724) 449-2663 <a href="mailto:jnath@pcs-codes.com">jnath@pcs-codes.com</a> Mary-Ann Link <a href="mailto:malink@pcs-codes.com">malink@pcs-codes.com</a>
<b>Steel City Inspection Agency, Inc.</b> PO Box 18228 Pittsburgh, PA 15236		Yes				Carmen DeLucia (412) 653-2110 <a href="mailto:steel_city_inspections@verizon.net">steel_city_inspections@verizon.net</a>
<b>Stewart's Electrical Inspections</b> 305 Oak Street Irwin, PA 15642		Yes				John W. Stewart (724) 864-9260 <a href="mailto:stewarts.electrical.inspection@gmail.com">stewarts.electrical.inspection@gmail.com</a>
<b>Sunshine Electric &amp; Wireless, LLC</b> 124 Spring St McMurray, PA 15317		Yes				Norman Purkey (724)554-5038 <a href="mailto:npurkey@comcast.net">npurkey@comcast.net</a>
<b>TKL Code Inspection Service, Inc.</b> 5 Clover Lane Indiana, PA 15701	Yes	Yes	Yes	Yes		Kathy A. Lichtenfels (724) 801-8204 <a href="mailto:kathy@tklinspection.com">kathy@tklinspection.com</a>
<b>West Penn Energy Solutions, Inc</b> 1121 Savannah Ave Pittsburgh, PA 15218	Yes					Michael Merck 412-352-3245 <a href="mailto:michael.merck@gmail.com">michael.merck@gmail.com</a>