

**THIRD PARTY AGENCY REGISTRATION FORM**

**Third Party Agency Information:**

Applicant's Name: \_\_\_\_\_

L&I UCC Agency #: \_\_\_\_\_ Expires: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact / Position: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Individuals Performing Inspection Services: (attach additional pages as needed)**

Name – Printed: \_\_\_\_\_ UCC# \_\_\_\_\_

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

Name – Printed: \_\_\_\_\_ UCC# \_\_\_\_\_

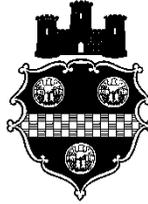
Signature: \_\_\_\_\_ Category: \_\_\_\_\_

Name – Printed: \_\_\_\_\_ UCC# \_\_\_\_\_

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

Name – Printed: \_\_\_\_\_ UCC# \_\_\_\_\_

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



MAY 2014

**Errors and Omissions Insurance Information:**

**Proof of \$1,000,000.00 professional errors and omission liability insurance pertaining to performance of construction code enforcement activities must be attached to this application. A certificate of insurance or a policy declaration page is acceptable. The City of Pittsburgh must be declared as the certificate holder.**

Insurance Carrier: \_\_\_\_\_

Policy #: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expires: \_\_\_\_\_

**Statement of Truth**

COMMONWEALTH OF PENNSYLVANIA

COUNTY OF ALLEGHENY

Deponent, being duly sworn, says that they are

Certifying that the information provided herein is accurate, and that this agency will fully comply with the requirements outlined in the "PROCEDURES FOR THIRD PARTY INSPECTION AGENCIES." I understand that any falsification of the information required above, or failure to comply with the City's procedures will result in this agency's disqualification as a recognized Third Party Inspection Agency.

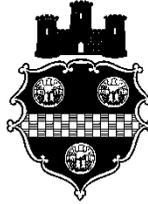
Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Printed: \_\_\_\_\_

**APPROVED BBI:**

**DATE:**



MAY 2014

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## **APPLICATION INSTRUCTIONS FOR THIRD PARTY AGENCY REGISTRATION**

Certification of Third Party Agencies is required through the State of Pennsylvania's Department of Labor and Industry. To perform inspections for The City of Pittsburgh, the TPA must also become registered with the Bureau of Building Inspection by returning a completed "Third Party Registration Application" to: **City of Pittsburgh, Department of Public Safety, Bureau of Building Inspection, Attention: TPA Coordinator, 200 Ross Street, Suite 320, Pittsburgh, PA 15219.**

Individuals holding the applicable UCC Certifications may not be an agent or consultant to the TPA; all TPA's listed certified individuals must be *employees* of the TPA, as defined by the United States Internal Revenue Service. Additional eligibility requirements apply as indicated on the Registration Application Form, and verification of UCC Certification, proof of insurance, and proof of employees' status are to be attached to the Application. The specifics of the aforementioned are outlined in the section below.

### **Requirements for Registration:**

1. Complete the attached Application for Third Party Inspection Agency Registration form.
2. The Third Party Agency Applicant must be UCC Certified by the State of Pennsylvania Department of Labor and Industry. Provide copy of the L&I Issued Third Party Agency certificate.
3. Per the attached registration form, complete the Agency Information section including the 'Agency number' as it appears on the L&I issued Third Party Agency Certificate.
4. All UCC Inspection Certifications must be held by employees of the Third Party Agency. Provide a complete listing of all UCC certified personnel employed by the applicant, and copies of their UCC Certification cards.
5. Any personnel changes in the TPA's staff are required to be reported to BBI within (30) days of the change.
6. Provide proof of \$1,000,000.00 Professional Errors and Omissions Liability Insurance pertaining to performance of construction code enforcement activities. Attach certificate of insurance with the City of Pittsburgh appearing as the certificate holder.
7. As required by the 'Pennsylvania Workers' Compensation Act', the certificate of insurance must list Workers' Compensation Insurance.
8. The TPA is required to notify BBI immediately of any changes in their professional errors and omissions liability insurance.
9. Notarization of the Registration Application is required as indicated.
10. Renewal of City of Pittsburgh BBI TPA registration is to include the annual submission of the above information by November 1<sup>st</sup> of each year.

If all of the above requirements are met, the applicant will be listed in BBI's database as an approved City of Pittsburgh Third Party Inspection Agency.