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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 These measures are temporary, and will be repealed or amended as necessary.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 documentation to the Department of Permits, Licenses, and Inspections.
  - Permits issued to contractor shall include additional documents:
    - This letter of Temporary Procedures for TPA Electrical 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.
  - 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:**

- 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 and City of Pittsburgh codes.
- 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 Department of Permits, Licenses and Inspections.
- It is the responsibility of the TPA Inspector to provide 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.