

Plymouth Township



Application for Third Party Agency
Registration

for

Structural Steel & Welding

Concrete

Fire Proofing

Geo-Tech/Soils/Environmental

All third party agency applicants that perform any Uniform Construction Code (UCC) services in the Commonwealth of Pennsylvania must be certified by the Pennsylvania Department of Labor and Industry and possess a current certification (UCC Certification) before performing these services.

A "Third Party Agency" is a person, firm, or corporation, certified by the Pennsylvania Department of Labor and Industry as a construction code official and contracted to perform plan review of construction documents, inspection construction or administer and enforce codes and regulations under the Pennsylvania Construction Code, Act 45 of 1999.

Every Third Party Agency must notify the Township (in writing) of the hiring of any new employees/agents or the dismissal of any employee/agent listed on the agency's current certification application. (This requirement applies only to employees or agents that administer or enforce any aspect of the Uniform Construction Code.) **This notice must be proved within five days of the hiring or dismissal.** This notification can be mailed to the address where the registration application is sent.

Registered Third Party Agencies are also required to notify the Township immediately of:

- A revocation of the UCC Certification.
- A cancellation of its errors and omissions liability insurance.
- A failure or refusal to renew its errors and omissions liability insurance.
- Any change of insurance carrier, policy dates or coverage amounts.

Upon notice of revocation of the UCC Certification or cancellation of insurance coverage, the Township will immediately initiate action to remove the third-party agency from the approval list.

CERTIFICATION REQUIREMENTS:

Whether seeking initial registration renewal, the following must be submitted to the Township:

- A check in the amount of \$250.00 made payable to Plymouth Township.
- A certificate of insurance or declaration page relation to professional errors and omissions liability insurance.
 - Note Carefully the following points:
 1. All third party agencies must carry errors and omissions liability insurance in at least the amount of \$1 million, to satisfy claims or judgements for property damage or personal injury, or both, related to its employees' performance of construction code inspections.
 2. Plymouth Township must be listed as an additional insured.

3. If the third party agency is an architectural or engineering firm, the certificate must also contain a statement indication the errors and omissions coverage extended to residential and/or commercial construction code inspections performed by the firm.
- A complete listing of the names and certification card numbers of all employees/agents who perform any aspect of UCC administration or enforcement. These names and credentials must be listed on a separate page attached to this form (if additional space is needed). Photocopies of all certification cards must be attached to this form also.

WHERE TO MAIL CERTIFICATION MATERIALS:

Mail your application, fee and required insurance information to:

Plymouth Township
Attn: Code Enforcement Department
700 Belvoir Road
Plymouth Meeting, PA 19462

Upon approval and registration as a Third Part Agency in Plymouth Township, all persons are required to be aware of certain sections and codes taken for the “Plymouth Township Code” that applicable to the building process. These sections of the Plymouth Township Code are to be enforced as strictly as all of the ICC Codes. Applicants must sign an Affidavit agreeing to enforce these additional requirements.

Applicant also acknowledges that they are independent contractor and shall be paid solely by the owner/developer, with no financial liability of Plymouth Township.

Applicant represents and warrants that they have no financial interest in the project they are inspecting.

1. Each project will be required to maintain the same inspection company/firm/inspector throughout the completion of the project. Different inspectors from the same firm can be utilized for inspection of different disciplines. These include but are not limited to, structural, mechanical, plumbing, electrical, fire, accessibility but continuity of inspection must be maintained for each building discipline.
If, for some reason, an inspection firm/company cannot maintain inspector continuity, the Township reserves the right, but not the obligation, to take over or reassign inspections.
2. There will be no field changes of any plans, without written approval by the Township.
3. Each Third Party Agency will be required to submit written reports to the Township, by noon Monday, for inspections completed the preceding week. The reports shall contain the job name, what was inspected and if it passed or failed the inspection. If the inspection failed, what is being done to correct the failure or deficiencies? The report shall also contain the

name and certification number of the inspector and shall be signed by a principal of the inspection firm and the inspector.

RELEASE AND INDEMNIFICATION AGREEMENT

In consideration for the right to perform construction inspections services in Plymouth Township, the Third Party Agency, its agents, servants, employees, heirs, executors, and its appointed and elected officials, officers, employees, agents and other representatives and their heirs, executors, administrators, successors and assigns, of and from any and all claims, causes of actions, suites, liability and/or damages arising from construction inspection services under applicable federal, state and local statutes, ordinances, codes, rules and regulations (“Applicable Laws”), including, but not limited to, the Pennsylvania Construction Code, Act 45 of 1999 (“Act”); the Pennsylvania Uniform Code Construction Rules and Regulations (“Regulations”); and, the Plymouth Township Code (“Code”) and the results thereof performed by the Third Party Agency; and, furthermore, to indemnify and hold harmless and defend the Township and its appointed and elected officials, officers, employees, agents and other representatives and their heirs, executors, administrators, successors and assigns, of and from any and all such claims, causes of action, suits, liability and/or damages, including court costs and attorneys’ fees. This Release and indemnification shall be binding upon Third Party Agency, its agents, servants, employees, heirs, executors, administrators, successors and assigns, and shall ensure to the benefit of the Township and its appointed and elected officials, officers, employees, agents and other representatives and their heirs, executors, administrators, successors and assigns. This Release and Indemnification shall be governed by and constructed in accordance with the laws of the Commonwealth of Pennsylvania.



700 Belvoir Rd.
 Plymouth Meeting, PA 19462
 610-277-4100 (Ph.)
 610-277-4335 (FX.)
 www.plymouthtownship.org

**3rd Party Agency
 Registration
 Application**

Please type or print clearly

| | |
|---------------|-------|
| FEE: \$250.00 | Date: |
|---------------|-------|

| I. Applicant | |
|---------------------|---------|
| Name | E-Mail |
| Address | Phone # |
| City, State, Zip | Fax # |

| II. Company Name | |
|-------------------------|---------|
| Name | E-Mail |
| Address | Phone # |
| City, State, Zip | Fax# |

The undersigned hereby verifies that the statements made in the foregoing Affidavit are true and correct to the best of my knowledge, information and belief. The applicant and/or the firm listed above has no financial interest in any projects that we will inspect.

I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. Section 4904, relating to unsworn falsification to authorities.

Applicant Signature: _____ Date: ____/____/____
 -----Do not write below this line-----

| III. APPROVAL | |
|----------------------|-------|
| By: | Date: |

| IV. Information | |
|----------------------------|----------------|
| Insurance [] | Date approved: |
| Proof of Certification [] | Reg. # |

| Type of inspection | Name of person doing inspection | Credentials |
|---|--|--------------------|
| Inspection of fabricators | | |
| Inspection of Steel Construction | | |
| Inspection of Concrete Construction | | |
| Inspection of Masonry Construction | | |
| Inspection of Wood Construction | | |
| Inspection of Soil Conditions | | |
| Inspection of Pile Foundations | | |
| Inspection of Pier Foundations | | |
| Inspection of Wood Panels & Veneers | | |
| Inspection of Sprayed Fire-Resistant Material | | |
| Inspection of Smoke Controls | | |
| Inspection of Exterior Insulation & Finish Systems (EIFS) | | |
| Structural Observations | | |
| Mastic & Intumescent Fire-Resistant Coatings | | |