



COBB COUNTY COMMUNITY DEVELOPMENT AGENCY

Mailing Address:
P.O. Box 649
Marietta, GA 30061-0649

Physical Address:
1150 Powder Springs St. Suite 400
Marietta, GA 30064

Kevin Gobble, CBO
Development & Inspections Division Manager

Cobb County Permitting Process for Private Professional Providers

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Prequalification

Private professional providers must be approved by the Chief Building Official (CBO). For information on the process please visit www.cobbcounty.org/building-permits

1

Visit the permitting office in person to submit a permit application affidavit and receive a permit number; the permit status is set to "applied."

Applicant will be directed to either residential, commercial, or site plan review to be given a routing sheet.

2

Applicants will be given a routing sheet clearly defining what approvals must be obtained for a complete application.

Request approvals from any or all of the following departments:

- » Water & Sewer
- » Stormwater Management
- » Fire Marshall
- » Health Department
- » DOT
- » Zoning
- » Erosion Control

Once all required documents have been submitted and site plan approvals have been received by the specified departments, applicant will submit these documents to Cobb County Plan Review.

Necessary →
documentation
verified by Plan Review

3

Applicant receives notification of a complete application in writing within 5 business days after submission.

Cobb County Plan Review process begins.*

Plan Review Complete ↓

4

Return to the permitting department to have the permit status changed to "issued."

Inspections checklist will be provided by permitting office

5

Submit all third party inspection reports via email to thirdpartysubmit@cobbcounty.org.

Applicant will be notified via email of both the receipt of the letter and of the upcoming inspection.

Inspections will be scheduled for the next business day. All power/gas releases will be inspected by the county and released by the county following normal procedures. **

6

Once all inspections have been completed, the CBO will approve the release of the Certificate of Occupancy or Letter of Completion.

Note:

*All site plans will be reviewed by the Plan Review Section in the Cobb County Development & Inspections Division.

** Cobb County Development & Inspections Division will perform inspections to verify code compliance.

**All erosion, zoning compliance, and utility release inspections must be performed by Cobb County only.



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**Third-Party Private Professional Provider
APPLICANT AFFIDAVIT**

Application Date: _____ **Applied Status Permit Number:** _____

Applicant Phone: _____ **Applicant Email:** _____

Project Address: _____

I, the undersigned applicant of the above referenced project, hereby certify that all the following are true and accurate:

- I have elected to use the voluntary private professional provider option as per GA House Bill 493 (2019) to secure my building permit, as well as to have all required inspections performed;
- I understand the Cobb County will nevertheless perform all standard plan reviews, and perform all required inspections of my project;
- I am aware that once my building permit has been issued, that I am obligated to continue the building process using the procedures specified by state law until the issuance of the CO;
- I am aware that once a private professional provider has been approved by Cobb County to perform plan review and/or inspection services on my project, that provider cannot be replaced without the approval of Cobb County;
- All private professional providers to be utilized under this permit have secured and will maintain valid insurance coverage as required by state law; and
- All individual plans presented for approval to Cobb County Development and Inspections which were approved by any and all other agencies, are identical and bear the same revision date and number.

Please list all private professional providers to be used on this project

Signature of Applicant: _____ **Printed Name of Applicant:** _____

Witness: _____

Notary Signature: _____



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All third-party inspections in unincorporated Cobb County are to be made under the requirements of the Cobb County Building Code which contains the titles and editions of all building codes that Cobb County enforces, the applicable sections of the Cobb County Zoning Code (this can be accessed from the Cobb County Government website) and following the Standard Operating Procedures of the Cobb County Development and Inspections Division. All approved third party engineer inspectors will be required to have copies of the above-mentioned Documents.

www.cobbcounty.org/building-permits

Third Party Private Professional Provider Authorization Requirements

Requirements for Registered Professional Engineers and Architects to be approved as Third-Party Private Professional Provider Inspectors or Plan Reviewers for Cobb County are as follows:

1. The Approved, Registered, Professional Engineer or Architect shall be an officer of the company submitting the third-party application; or have a notarized letter from the president of the company stating that the engineer or architect has the authority to discuss and resolve any issues which may arise during the inspection process with Cobb County;
2. Third party private professionals must be approved by the Chief Building Official before any inspections are performed. This process may take up to 7 business days;
3. The Registered Professional Engineer or Architect shall not be an officer, employee of or otherwise affiliated with, or financially interested in the person, firm, or corporation on whose behalf a third-party inspection is being performed;
4. The Registered Professional Engineer shall not have had his/her certification/license revoked in any other county/municipality and shall otherwise be in good standing with all pertinent certification and professional accreditation boards;
5. Applicant will provide to Cobb County a copy of their current, up-to-date business license, state license, driver's license, wet seal, CV or resume, examples of previous work, and proof of insurance. Cobb County retains the right to ask for further documentation as deemed necessary; and
6. The Professional Engineer or Architect may work in his or her area of expertise with corresponding ICC certifications only, and shall be licensed by the State of Georgia. Cobb County will authorize Registered Professional Engineers or Architects performing work within their "scope of expertise" as demonstrated through education, experience, certifications, or other information to demonstrate proficiency in the area. Indicate in the application and **check the boxes below** for categories and areas of expertise. Choose **only** from the following list:
 - ☐ Residential Building Inspector
 - ☐ Residential Electrical Inspector
 - ☐ Residential Mechanical Inspector
 - ☐ Residential Plumbing Inspector
 - ☐ Commercial Building Inspector
 - ☐ Commercial Electrical Inspector
 - ☐ Commercial Mechanical Inspector
 - ☐ Commercial Plumbing Inspector
 - ☐ Design work for which there is no engineer of record
 - ☐ Certification(s) for specialty inspections as listed
 - ☐ Plans Reviewer

Third Party Private Professional Provider Inspection Procedure

At the time of permit application submittal, the applicant will indicate the use of the House Bill 493 (2019) process by signing an affidavit. The permit shall remain in *applied status* until verification of a complete application is received.

Applicant will be given a routing sheet to determine all necessary approvals from outside agencies or departments. These approvals will need to be obtained prior to Development and Inspections plan review. Once all approvals have been obtained and a complete application has been verified by Development and Inspections, the permit can be moved into *issued status*.

After the building permit is placed in *issued status*, preauthorized engineers may begin the inspection process. All engineer reports will be submitted to Cobb County via email to thirdpartysubmit@cobbcounty.org. All engineer reports must be posted on-site in the permit box at all times. Receipt and approval of reports will be communicated to the principal engineer in writing, via email. Cobb County will then have two (2) business days to perform follow-up inspections as deemed necessary. Progress on the project may not move forward until Cobb County verifies each passing inspection. Cobb County retains the right to stop progress on the project at any time.

All erosion, zoning compliance and utility release inspections must be performed by Cobb County only.

After the final building inspections have been approved, all original engineer reports must be hand-delivered to Cobb County Community Development for review by the Chief Building Official. Once approved, a certificate of occupancy or letter of competition will be issued.

Third party inspections will not be accepted in place of inspections performed by agencies or departments other than the Cobb County Community Development Agency's Development & Inspections Division.

Third Party Inspection Requirements

Required items listed below are to be submitted by the Approved Third Party Inspector electronically:

1. All inspection reports must be posted in the permit box and electronically submitted to thirdpartysubmit@cobbcounty.org within (1) business day of the inspection being performed;
2. This inspection submittal must be on company or engineer letterhead, typed or neatly written on a standard form;
3. The report must include the property address, permit number, date of the inspection, name and credentials of the person that performed the inspection, and type of inspection;
4. Pictures of the inspection along with a description must be attached to the submittal before it will be accepted. The report must clearly state if the inspection is Approved or Denied. If denied clearly state, the reasons and provide details of why;
5. All reports must include a detailed description of what is being inspected and signed off on. The engineer must state exactly what they are approving. All pages must be wet signed and sealed by the engineer prior to the report being submitted. Cobb County will accept electronic copies until the final report packet of all original documents turned in at the completion of the project and prior to issuing the Certificate of Occupancy; and
6. All inspections and reports are to be completed only by the approved person under this Private Professional Provider policy.



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Penalties for Violations

The following are the penalty procedures for violation of the requirements as set forth in these third-party engineer/inspector requirements for engineers and their employees:

1. First violation – A “letter of warning” will be sent to the third-party engineer documenting the specific violation and copied to the permit holder.
2. Second violation – A “letter of reprimand” will be issued to the third-party engineer requesting a meeting to discuss specific concerns, violations, and copied to the permit holder.
3. If problems continue – A “letter of intent to dismiss” will be issued to the third-party engineer dismissing them from the project and removing the engineer from Cobb County’s approved list.

Letters of reprimand and dismissal will be copied to the Georgia State Board of Licenses.

The following is a partial list of violations of requirements for conducting a third-party engineer inspection:

- Original inspection report(s) not submitted on time within two (2) working days
- Original inspection report(s) not dated/signed correctly, incorrect address, incorrect lot and block, incorrect permit number
- Original engineers seal not on inspection report(s)
- Building permit card(s) not posted and clearly visible
- Unauthorized employee performing inspection
- Inspection(s) passed with holds on project
- Inspection(s) passed without permit card on job site
- Engineer report(s) not posted within permit box
- Inspection(s) passed when setback requirements are not in compliance with County Ordinance

Insurance Requirements

All Third-Party Private Professionals shall secure and maintain the following minimum insurance coverages and provisions as follows. A certificate of insurance that meets the following requirements shall be submitted at the time of application.

The insurance limits shall not be less than:

- Comprehensive general liability insurance for liability and property damage, in an amount not less than \$1,000,000.00 per occurrence;
- Professional liability insurance for errors and omissions in an amount of no less than \$1,000,000.00 per claim and \$1,000,000.00 in aggregate coverage for any project with a construction cost of \$5 million or less;
- Professional liability insurance for errors and omissions in an amount of not less than \$2,000,000.00 per claim and \$2,000,000.00 in aggregate coverage for any project with a construction cost of more than \$5 million; and
- Workers compensation with three (3) or more employees.

The policy may be a practice policy or project-specific. If the insurance is a practice policy, it shall contain prior acts coverage for the private Third-Party provider. If the insurance is project-specific, it shall continue in effect for 2 years following the issuance of the certificate of final completion of the project.

The cancellation provision shall provide for 30 days' notice of cancellation.

Cobb County, Georgia, its officers, officials, employees and representatives shall be named as additional insureds on the required insurance policies.

The required insurance coverages shall be provided by an insurance company licensed to do business by and in good standing with the Georgia Department of Insurance at all times.

The insurance company shall have an A.M. Best rating of A-6 or higher.

Certificate holder shall read:

Cobb County Board of Commissioners
100 Cherokee Street
Marietta, GA 30090

Renewals shall be submitted to the County via email at thirdpartysubmit@cobbcounty.org and shall be submitted annually by the insured.

Failure to maintain insurance coverage as required will result in removal from the list of approved Private Professional Provider Inspectors and Plans Reviewers.

Cobb County Contacts

Residential Permitting	770-528-2060
Commercial/Structural Permitting	770-528-2071
Site Plan Review	770-528-1074
Inspections	770-528-2051



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Private Professional Providers Application

Registered Professional Engineer or Architect Name:

LAST	FIRST	MIDDLE
Telephone #: _____		
E-mail: _____		
State License Number: _____		
Company Name: _____		
Street Address: _____		
City: _____	State: _____	Zip: _____
Company Telephone #: _____		
Cobb County Business License / Registration Number: _____		

A copy must be attached to this application

***PLEASE NOTE:** If you do not have a Cobb County business license or registration number you will need to obtain one. You may contact the Business License Division at 770-528-8410 or businesslicense@cobbcounty.org.

Professional Engineer or Architect License Number #, date of issuance and date of expiration

A copy must be attached to this application

Education (Relative to Construction/Inspection/Plans Review)

A copy must be attached to this application

Experience (Relative to Construction/Inspection/Plans Review)

The Professional Engineer or Architect may work in his or her area of expertise with corresponding ICC certifications only, and shall be licensed by the State of Georgia. **Check the boxes below for categories and areas of expertise:**

- | | |
|---|---|
| <input type="checkbox"/> Residential Building Inspector | <input type="checkbox"/> Commercial Electrical Inspector |
| <input type="checkbox"/> Residential Electrical Inspector | <input type="checkbox"/> Commercial Mechanical Inspector |
| <input type="checkbox"/> Residential Mechanical Inspector | <input type="checkbox"/> Commercial Plumbing Inspector |
| <input type="checkbox"/> Residential Plumbing Inspector | <input type="checkbox"/> Design work for which there is no engineer of record |
| <input type="checkbox"/> Commercial Building Inspector | <input type="checkbox"/> Certification(s) for specialty inspections as listed |
| | <input type="checkbox"/> Plans Reviewer |

List any certifications/credentials including State of Georgia, ICC, etc., and respective registration and/or certification numbers that you presently hold for each.

A copy must be attached to this application

Note: In addition to this completed and signed application, Applicants must provide a professional resume, a copy Professional Engineer or Architect License, and certificate of required insurance.

I hereby certify that all information contained above is true and accurate, and I hereby authorize the Cobb County Community Development Agency's Development and Inspection Division to make any inquiries that they deem necessary as to my qualifications, experience and knowledge. I verify that I am not an employee of, or affiliated with, the company constructing the structure being permitted.

I agree to follow all Cobb County policies and procedures as they pertain to plan review, permitting and inspections. I further certify that should any of the above information change, I will immediately notify the Cobb County Community Development Agency's Development and Inspection Division.

I understand that Cobb County maintains its responsibility for performing all plan review and inspections to ensure that site and fire codes are met.

I have reviewed and understand the Cobb County Private Professional Provider Policy Document, Application Process and Third Party Inspection Report Procedures.

Signature

Date

*****FOR OFFICE USE ONLY*****

In accordance with the Cobb County House Bill 493 (O.C.G.A. 8-2-26) Policy, the above listed individual has satisfied the requirements of the Cobb County Building Official as a Private Professional Provider, Inspector and/or Plans Reviewer: _____

Signature, Chief Building Official

Date

Revised 5/8/20



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Third-Party Professional Provider REQUIREMENTS FOR COMPLETED APPLICATION

Applications submitted following the House Bill 493 (2019) process will require a site plan. Site plans are reviewed by staff to ensure that there are no encroachments into or conflicts with state and local ordinances including but not limited to FEMA, floodplain, state water buffers, Zoning designated buffers and tree ordinance regulations.

Prior to Cobb County Building Department's determination of a complete application, compliance with state and local regulations must be verified and approved by but not limited to the following agencies:

- Zoning
- Erosion Control
- Fire Marshall's Office
- Water & Sewer
- Stormwater Management
- Health Department
- Department of Transportation

Since every project is unique, it is not feasible to provide a generic list of requirements for complete submission that would be applicable to each project; therefore, upon submittal of a building permit application for a House Bill 493 (2019) project, a routing sheet will be generated by county staff which will identify all specific departmental approvals and documentation required for the application to be considered complete.

In addition, specific documentation will be required to verify that all private professional providers utilized have met minimum qualifications and have followed the procedures as specified in House Bill 493 (2019).