



Village of Liverpool

310 Sycamore Street, Liverpool, NY 13088

Phone: (315) 457-3441, Fax: (315) 457-5119

Email: codes@villageofliverpool.org

Third Party Inspector Application

All applicable sections of this application must be completed or the application will be returned.

OFFICE USE ONLY

License Number:

Date Received:

Approved By:

Date Approved:

Date Notified:

License Fee: \$

Denied By:

Date Denied:

Reason Denied:

APPLICANT

INSPECTOR NAME

DIRECT PHONE

ADDRESS

EMAIL

CITY

STATE

ZIP

EMAIL

COMPANY NAME

PHONE

ADDRESS

EMAIL

CITY

STATE

CITY

STATE

INSPECTION CATEGORIES

SCOPE

CATEGORIES

SUBCATEGORIES

OTHER

☐ Residential

☐ Structural

☐ Concrete

☐

☐ Commercial

☐ EIFS

☐ Foundations

☐ Industrial

☐ Electrical

☐ Masonry

☐ Fire Protection

☐ Soils

☐ Mechanical

☐ Steel

☐ Plumbing

☐ Wood

CERTIFICATIONS AND LICENSING

CERTIFIED OR LICENSED BY

TYPE OR TITLE

ISSUE DATE

EXPIRES

Has the applicant ever had any license revoked by the Village of Liverpool? ☐ Yes ☐ No
if yes, provide reason:

SUBMIT THE FOLLOWING WITH THE APPLICATION

☐ Copy of Certifications ☐ Copy of Licenses ☐ Insurance Certificates ☐ Company Fee Schedule

APPLICANT CERTIFICATION

I affirm under the penalty of perjury that all statements in this application are true to the best of my knowledge and belief. I accept full responsibility for all inspections I perform within the Village and for all reports that bear my name.

SIGN HERE

PRINT NAME

DATE

VILLAGE OF LIVERPOOL THIRD PARTY INSPECTOR APPLICATION

Basis for Third-Party Inspections.

Third party inspections are not allowed by right. They are intended to augment inspections mandated by the Village Code, NYS Uniform Codes and Title 19 NYCRR Part 1203. The Building Code of NYS authorizes the building official to accept reports by pre-approved inspection agencies. The building official shall make the required inspections, or the building official shall have the authority to accept inspection reports by approved agencies or individuals. Reports of such inspections shall be in writing and be certified by a responsible officer of such approved agency or by the authorized individual. The building official is authorized to accept reports of approved inspection agencies, provided such agencies satisfy the requirements as to qualifications and reliability. All Third Part Inspectors (TPI) shall possess the appropriate certifications or licenses.

Application.

Applicants for TPI shall file a written, signed application with the Village Code Official. The application shall set forth the following information:

- 1) The name of the individual requesting TPI status, contact information, company name and business address.
- 2) Proof of any required Certifications or Licenses.
- 3) Proof of attendance of any mandatory training to maintain certification or professional qualifications.
- 4) Such other reasonable information as the Code Official may deem necessary or advisable to facilitate the purposes of and enforcement of TPI provisions.

Insurance and indemnification.

In consideration of the Village issuing TPI status the applicant shall indemnify, hold harmless and defend the Village and its officers and employees from and against any and all claims, demands, losses, damages, costs, payments, actions, recoveries, judgments and expenses of every kind, nature and description, including without limitation all engineers' and attorneys' fees, fines, penalties resulting from any such claim, etc., arising out of or connected in any way with the applicant's acting as a Third Party Inspector.

The applicant must provide to the Code Official proof of the following insurance coverage:

- 1) Liability coverage of a minimum \$1,000,000 for bodily injury, death and property damage, including contractual coverage, naming the Village of Liverpool as an additional insured;
- 2) Automobile liability coverage for all owned, hired and non-owned vehicles; and
- 3) Worker's compensation coverage.

Each policy of insurance shall be endorsed to contain the following language: "The Village will be given 30 days' prior written notification of any cancellation, nonrenewal or modification of this policy which reduces coverage or limits at the following address: Village Clerk, Village of Liverpool, 500 Hickory Street, Liverpool, New York 13088."

Independence.

TPIs must be able to demonstrate and maintain independence from any person or firm responsible for construction of work they will inspect. The Inspector shall have no financial or personal relationship with the property owners, designers, permit holders, contractors or sub-contractors being inspected. Inspectors shall not have: 1. Accepted monies or any other item of value other than remuneration for third party inspection services; or 2. Performed services or other work other than third party inspections for the property owners, designers, permit holders, contractors or sub-contractors being inspected for a period of 2 years prior to performing such inspection. The TPI must always maintain a high degree professionalism, neutrality and autonomy necessary to secure the health, safety and welfare provisions of the NYS Uniform Codes and other related statutes, law or regulations. Although paid by the permit holder, the TPI is ultimately responsible to the Village Code Official. If the Inspector discovers any attempts by the responsible party to cover or conceal discrepancies or rejected work, the TPI shall immediately contact the Code Official. The TPI shall not perform any further inspections on the project until approval is obtained from the Code Official.

Annual Renewal of Third Party Inspector Qualification.

To maintain approval to conduct third party inspections in the Village, the Inspector shall submit, one month before their approval anniversary date:

- 1) Proof of attendance of any mandatory training to maintain registration or professional qualifications;
- 2) Proof of the required insurance.