



## SPECIAL INSPECTION AGENCY & SPECIAL INSPECTOR REGISTRATION

Visit our website at [www.phila.gov/li](http://www.phila.gov/li)

EFFECTIVE **JANUARY 1, 2018**, ALL NEW BUILDING PERMIT APPLICATIONS REQUIRING SPECIAL INSPECTIONS MUST INCLUDE THE IDENTIFICATION OF A REGISTERED SPECIAL INSPECTION AGENCY.

THE DEPARTMENT WILL BEGIN ACCEPTING REGISTRATION APPLICATIONS FOR SPECIAL INSPECTION AGENCIES AND INSPECTORS ON **OCTOBER 1, 2018**.

### SPECIAL INSPECTION AGENCY

**ALL AGENCIES PERFORMING SPECIAL INSPECTIONS MUST BE REGISTERED WITH THE DEPARTMENT AS A SPECIAL INSPECTION AGENCY FOR EACH CATEGORY OF INSPECTION.**

#### APPLICATION REQUIREMENTS:

The following information is required to make application:

- Philadelphia Business Income and Receipts Tax Number. The legal entity must be current on all City of Philadelphia Taxes.
- Commercial Activity License Number.
- Certificate of Insurance demonstrating compliance with the following requirements:
  - Professional Liability Insurance Policy for a minimum amount of \$500,000.
  - Workers Compensation Insurance Policy reflecting statutory limits. If the agency is exempt for any reason, proof of exemption must be provided.
- Identification of all registered Special Inspectors in requested categories, with proof of employment  
or

Proof of accreditation in requested category.

*Registration applications for individual Special Inspectors must be submitted prior to or in conjunction with the Special Inspection Agency registration.*

- Identification of at least one supervisor who is a registered design professional or a registered special inspector registered in the requested categories.
  - The supervisor may not be retained by another special inspection agency.
  - An engineer-in-training, geologist-in-training, or supplemental inspector must work under the direct supervision of a licensed PA Professional Engineer registered to perform relevant special inspections.

TERM OF REGISTRATION: Three Years

REGISTRATION FEE: \$200

## SPECIAL INSPECTOR

**INDIVIDUALS PERFORMING SPECIAL INSPECTIONS ON BEHALF OF AGENCIES MUST BE REGISTERED. THE INSPECTOR MUST HOLD AND MAINTAIN THE QUALIFICATIONS ASSOCIATED WITH EACH CATEGORY.**

**A SPECIAL INSPECTOR MAY NOT PERFORM INSPECTIONS UNLESS ASSOCIATED WITH A REGISTERED SPECIAL INSPECTION AGENCY.**

### APPLICATION REQUIREMENTS:

- Proof of qualification for related category

or

Equivalent registration with another jurisdiction with compatible requirements.

Qualifications for each category are available at <https://business.phila.gov/special-inspections-program/>.

TERM OF REGISTRATION: Three Years

REGISTRATION FEE: \$50 Per Category (Max Fee of \$200)

## APPLICATION SUBMISSION

Applications may be submitted:

- On-line at <https://eclipse.phila.gov/>

or

at the Public Services Concourse located in the Municipal Services Building (1401 JFK Blvd)

Applications will be reviewed within 5 business days.

**Please review section 9-1306 of the Philadelphia Code and associated regulations (<http://regulations.phila-records.com>) for a complete listing of licensing requirements and conditions.**