



SPECIAL INSPECTION AGENCY & SPECIAL INSPECTOR REGISTRATION

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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: \$207

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: \$51 Per Category (Max Fee of \$207)

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.