



TOWN OF CARY
INSPECTIONS & PERMITS DEPARTMENT

Third-Party Inspections Procedure

** This form was last revised on 07.08.2021 **

NCGS§ 160D-1106 states that the form approved by the North Carolina Building Code Council shall be used when a licensed architect or licensed engineer performs a component or element inspection. **A copy of the form is attached.**

- Third-party inspections are not a substitute for Town of Cary inspections and therefore must have prior approval before acceptance.
- Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the code enforcement official or the approval and acknowledgement per NCGS 160D-1106.
- These requirements do **not** apply to the required Special Inspections and tests listed in chapter 17 of the NC Building Code.

Form Submission:

- **Inspections must still be scheduled by the permit holder and inspectors must do a site visit to verify the component or element of the Third-party inspection.**

The form must be submitted to the code official no later than upon the Code Official's arrival on the project site on the day of the scheduled inspection. An electronic (pdf) copy of the completed form is strongly preferred.

- [Contact List for the Inspections Department](#)
- [Who's My Inspector](#)
- If you are unsure which Code Official is assigned to your project:
 - Provide a **paper copy** of this completed form to the Code Official on the project site at the time of inspection.
 - **and/or**, submit the form to 311@townofcary.org at least 24 hours prior to the inspection and it will be routed to the appropriate Code Official.

Additional guidance and resources for completion and submission of the form:

GS§ 160D-1106 https://www.ncleg.gov/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_160d.html

OSFM Guidance Paper: Acceptance of Licensed Architect or Licensed Engineer Inspections
<https://www.ncosfm.gov/media/987/open>

TOWN of CARY

DESIGN PROFESSIONAL INSPECTION FORM

RECORD OF THE INSPECTION OF A **COMPONENT OR ELEMENT** BY A NC LICENSED ARCHITECT OR ENGINEER

Project Information:

Residential Single-Family Project: Y N	Commercial Project: Y N
Code Enforcement Project No:	Permit No:
Project Name:	Owner:
Project Address:	Suite No:
Date Inspected:	Contractor Name:
Component Inspected:	

Responsible Licensed NC Architect or NC Engineer

Name:		
Firm Name:		
Phone Numbers:	Office:	Mobile:
Email Address:		
Mailing Address:		

APPLICABLE CODE: _____

2018 NCBC = 2018 NC Building Code; 2018 NCRC = 2018 NC Residential Code

Describe Element/Component/Type of Inspection: *

*(subgrade form/letter may also be required)

Attestation/Signature:

By signing below, I certify that the component and/or element of the building as identified on this form has been inspected by me or someone under my direct supervision per subsection (a2) of NC GS§ 160D-1106 and is in compliance with the Code or other proposal of the architect or engineer for the project. This inspection is in compliance with all of the requirements of the above referenced Code. Attach any additional documents if needed.

Licensed Architect or Engineer



Inspection Department disclaimer:

Upon the receipt of a signed written document as required under subsection (b) of Article 160D-1106, Code Enforcement shall be discharged and released from any liabilities, duties and responsibilities imposed by this article or in common law from any claim arising out of or attributed to the component or element in the construction of the building for which the signed written document was submitted. Be aware that this inspection will be noted in all inspection records including the Certificate of Occupancy or Certificate of Compliance. This inspection does not address any local ordinances or zoning requirements.