

City of Amarillo

Building Safety Department

Third-Party Inspector (TPI) Application

Instructions: Complete all fields and attach required documentation. Incomplete applications will not be processed. Submit this application and supporting documents to the City of Amarillo Building Safety Department for approval.

SECTION 1: APPLICANT INFORMATION

Full Name: _____

Business Name: _____

Business Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

Company Website (if applicable): _____

SECTION 2: LICENSES & CERTIFICATIONS

(Attach copies of all required certifications and licenses)

Texas Department of Licensing & Regulation (TDLR) Registration #: _____

☐ Copy of TDLR Certification Attached

International Code Council (ICC) Certification(s): _____

☐ Copy of ICC Certification(s) Attached

State of Texas Professional Engineer License # (if applicable): _____

☐ Copy of PE License Attached

Other Relevant Certifications (if applicable): _____

SECTION 3: EXPERIENCE & QUALIFICATIONS

(Attach supporting documentation for verification)

Years of Experience in Inspections: ____ Years

Years of Experience in Construction Supervision (if applicable): ____ Years

Areas of Expertise (check all that apply):

☐ Structural Inspections

☐ Electrical Inspections

☐ Mechanical Inspections

☐ Plumbing Inspections

☐ Fire Code Inspections

☐ Other: _____

☐ Resume/Experience List Attached

SECTION 4: INSURANCE REQUIREMENTS

(Attach proof of required insurance coverage)

General Liability Insurance Carrier: _____

Policy #: _____

Coverage Amount: \$_____ (Minimum \$1,000,000 per occurrence)

☐ Certificate of Insurance Attached

☐ City of Amarillo Named as Additional Insured

Professional Errors & Omissions Insurance Carrier: _____

Policy #: _____

Coverage Amount: \$_____ (Minimum \$1,000,000 per occurrence)

☐ Proof of E&O Insurance Attached

SECTION 5: AFFIDAVIT OF INDEPENDENCE

I, (print name) _____, affirm that:

I have no financial or personal relationship with property owners, designers, permit holders, contractors, or subcontractors associated with any project I will inspect.

I have not performed any work or services, other than third-party inspections, for the individuals or firms associated with the project for at least two (2) years prior to my application.

I will maintain compliance with all City of Amarillo TPIP policies and ordinances.

I will report any attempts to conceal discrepancies or noncompliance immediately to the Building Official.

Signature of Applicant: _____ Date: _____

SECTION 6: BUSINESS LICENSE

Business License Number (if applicable): _____

Issuing Authority: _____

Expiration Date: _____

☐ Copy of Business License Attached

SECTION 7: TRAINING & MEETINGS ACKNOWLEDGEMENT

I acknowledge that I am required to attend all mandatory City of Amarillo training sessions and meetings necessary to maintain my TPI approval. I understand that failure to attend required training may result in suspension or revocation of my TPI status.

Signature of Applicant: _____ Date: _____

SECTION 8: APPLICATION REVIEW & APPROVAL *(For Official Use Only)*

Date Application Received: _____

Required Documents Submitted: ☐ Yes ☐ No

Minimum Qualifications Met: ☐ Yes ☐ No

Training/Meeting Requirements Verified: ☐ Yes ☐ No

Insurance Coverage Verified: ☐ Yes ☐ No

Approved as TPI: ☐ Yes ☐ No

Approval Date: _____

Expiration Date: _____

Notes/Comments: _____

Building Official Name: _____

Building Official Signature: _____ Date: _____