

Third Party Inspections Agreement

Planning and Development Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500



Third party inspections agreements must be approved prior to construction. For questions or to submit the form please email bryan.robinson@raleighnc.gov.

THIS AGREEMENT, in accordance with North Carolina Administrative Code 107.4, made and entered this ___ day of _____, 20___, by and between (name) _____
(address) _____ (phone) _____
the party of the first part; (name) _____
(address) _____ (phone) _____
the party of the second part; (name) _____
(address) _____ (phone) _____
the party of the third part; (name) _____
(address) _____ (phone) _____
the party of the fourth part; and the City of Raleigh, the party of the fifth part.

WITNESSETH

THAT WHEREAS, the party of the first part is the owner of the property known as _____
located at _____
Subdivision or Map _____, Block _____, Lot _____; Deed book _____, and Page _____

WHEREAS, the party of the second part is the project contractor; and

WHEREAS, the party of the third part is an individual, partnership, or corporation registered in the State of North Carolina, who will perform inspections in the absence of the City inspector; and

WHEREAS, the project engineer, registered in the State of North Carolina, is the party of the fourth part; and

WHEREAS, the party of the first part and the party of the second part desire the use of an approved third party inspection agency to perform required inspections in the absence of the City inspector; and

WHEREAS, the party of the first part and party of the second part both attest:

That the contractor will continue to schedule the required inspections with the Planning and Development Department; and

That the work to be inspected by the Third Party Inspection Agency is for the following purpose (provide a detailed description):

That the Third Party Inspection Agency will be utilized if, and only if, the City inspector cannot be present for the above-described work; and

That if the Third Party Inspection Agency is utilized, they will provide sealed reports weekly to the Planning and Development Department; and

That upon termination of this (the Third Party Agreement), the Planning and Development Department will be notified in writing prior to the termination.

WHEREAS, the party of the fourth part has reviewed this Agreement and attests to its accuracy and intent.

NOW, THEREFORE, if the terms of this agreement are violated, the Planning and Development Department shall consider the inspections made in violation of this document and this document null and void.

IN TESTIMONY THEREOF, the party of the first part, the party of the second part, the party of the third part, and the party of the fourth part, have hereunto set their hand and seal the day and year first above written.

ATTEST

Property Owner _____ Date _____ Corporate Secretary _____	SEAL
Property Owner _____ Date _____ Corporate Secretary _____	SEAL
Third Party Inspections Agency _____ Date _____ Corporate Secretary _____	SEAL
Project Engineer _____ Date _____ Corporate Secretary _____	SEAL

PROPERTY OWNER: USE 1 OF 3 BELOW

INDIVIDUAL

SEAL

State of North Carolina, County of _____
I, _____, a Notary Public, do hereby certify that
_____ personally appeared before me this day
and acknowledged the due execution of the foregoing instrument.
This the ____ day of _____, 20__.
Notary Public _____
My commission expires _____

PARTNERSHIP

SEAL

State of North Carolina, County of _____
I, _____, a Notary Public, do hereby certify
that _____, general partner of
_____, personally appeared before me
this day and acknowledged the execution, with proper authorization, of the foregoing
instrument, all in accordance with partnership instruments recorded in
Book _____ Page _____ in the _____ County registry and that the
instrument is the act and deed of the partnership.
This the ____ day of _____, 20 ____.
Notary Public _____
My commission expires _____

CORPORATE

SEAL

State of North Carolina, County of _____
This is to certify that on the ____ day of _____, 20 ____,
before me personally came _____, with whom I am personally
acquainted, who, being by me duly sworn, says that (s)he is the (assistant)
secretary, and _____ is the (vice) president
of _____, the corporation described in and which executed the foregoing instrument; that
(s)he knows the common seal of said corporation; that the seal affixed to the
foregoing instrument is said common seal, and the name of the corporation was
subscribed thereto by the said (assistant) secretary, and that the said (assistant)
secretary and (vice) president subscribed their names thereto, and said common
seal was affixed, all by order of the Board of Directors of said corporation, and that
the said instrument is the act and deed of said corporation.
WITNESS my hand and official seal this the _____ day of ____, 20 ____.
Notary Public _____
My commission expires _____

PROJECT CONTRACTOR: USE 1 OF 3 BELOW

INDIVIDUAL

State of North Carolina, County of _____
I, _____, a Notary Public, do hereby certify that
_____ personally appeared before me this day and
acknowledged the due execution of the foregoing instrument.
This the ____ day of _____, 20 ____.
Notary Public _____
My commission expires _____

SEAL

PARTNERSHIP

State of North Carolina, County of _____
I, _____, a Notary Public, do hereby certify
that _____, general partner of
_____, personally appeared before me
this day and acknowledged the execution, with proper authorization, of the foregoing
instrument, all in accordance with partnership instruments recorded in
Book _____ Page _____ in the _____
County registry and that the instrument is the act and deed of the partnership.
This the ____ day of _____, 20 ____.
Notary Public _____
My commission expires _____

SEAL

CORPORATE

State of North Carolina, County of _____
This is to certify that on the ____ day of _____, 20 ____, before me
personally came _____, with whom I am personally acquainted, who, being
by me duly sworn, says that (s)he is the (assistant) secretary, and _____
is the (vice) president of _____, the corporation
described in and which executed the foregoing instrument; that (s)he knows the
common seal of said corporation; that the seal affixed to the foregoing instrument is
said common seal, and the name of the corporation was subscribed thereto by the
said (assistant) secretary, and that the said (assistant) secretary and (vice) president
subscribed their names thereto, and said common seal was affixed, all by order of
the Board of Directors of said corporation, and that the said instrument is the act and
deed of said corporation.
WITNESS my hand and official seal this the ____ day of _____, 20 ____.
Notary Public _____
My commission expires _____

SEAL

THIRD PARTY INSPECTION AGENCY: USE 1 OF 3 BELOW

INDIVIDUAL

State of North Carolina, County of _____
I, _____, a Notary Public, do hereby certify that
_____ personally appeared before me this day and
acknowledged the due execution of the foregoing instrument.
This the ____ day of _____, 20 ____.
Notary Public _____
My commission expires _____

SEAL

PARTNERSHIP

State of North Carolina, County of _____
I, _____, a Notary Public, do hereby certify
that _____, general partner of
_____, personally appeared before me
this day and acknowledged the execution, with proper authorization, of the foregoing
instrument, all in accordance with partnership instruments recorded in
Book _____ Page _____ in the _____
County registry and that the instrument is the act and deed of the partnership.
This the ____ day of _____, 20 ____.
Notary Public _____
My commission expires _____

SEAL

CORPORATE

State of North Carolina, County of _____
This is to certify that on the ____ day of _____, 20 ____,
before me personally came _____, with whom I am personally
acquainted, who, being by me duly sworn, says that (s)he is the (assistant)
secretary, and _____ is the (vice) president
of _____, the corporation
described in and which executed the foregoing instrument; that (s)he knows the
common seal of said corporation; that the seal affixed to the foregoing instrument
is said common seal, and the name of the corporation was subscribed thereto by
the said (assistant) secretary, and that the said (assistant) secretary and (vice)
president subscribed their names thereto, and said common seal was affixed, all
by order of the Board of Directors of said corporation, and that the said instrument
is the act and deed of said corporation.
WITNESS my hand and official seal this the ____ day of _____, 20 ____.
Notary Public _____
My commission expires _____

SEAL

PROJECT ENGINEER: USE 1 OF 3 BELOW

INDIVIDUAL

State of North Carolina, County of _____
I, _____, a Notary Public, do hereby certify that
_____ personally appeared before me this day and
acknowledged the due execution of the foregoing instrument.
This the ____ day of _____, 20 ____.
Notary Public _____
My commission expires _____

SEAL

PARTNERSHIP

State of North Carolina, County of _____
I, _____, a Notary Public, do hereby certify
that _____, general partner of
_____, personally appeared before me
this day and acknowledged the execution, with proper authorization, of the
foregoing instrument, all in accordance with partnership instruments recorded in
Book _____ Page _____ in the _____ County registry and that
the instrument is the act and deed of the partnership.
This the ____ day of _____, 20 ____.
Notary Public _____
My commission expires _____

SEAL

CORPORATE

State of North Carolina, County of _____
This is to certify that on the ____ day of _____, 20 ____,
before me personally came _____, with whom I am
personally acquainted, who, being by me duly sworn, says that (s)he is the
(assistant) secretary, and _____ is the (vice)
president of _____, the corporation
described in and which executed the foregoing instrument; that (s)he knows the
common seal of said corporation; that the seal affixed to the foregoing instrument
is said common seal, and the name of the corporation was subscribed thereto by
the said (assistant) secretary, and that the said (assistant) secretary and (vice)
president subscribed their names thereto, and said common seal was affixed, all
by order of the Board of Directors of said corporation, and that the said
instrument is the act and deed of said corporation.
WITNESS my hand and official seal this the ____ day of _____ 20 ____.
Notary Public _____
My commission expires _____

SEAL

I have reviewed this Third Party Inspections Agreement for the property known as _____
located at _____, and find it
to be in compliance with the policies of the Planning and Development department of the City of Raleigh.

Building Inspector Supervisor _____ Date _____

Construction Inspection Administrator _____ Date _____