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## **18.02.107.15 Third party service providers.**

### **18.02.107.15.1 Purpose and authority.**

Third party service providers may conduct plan review and inspection services for the building industry to expedite service delivery for commercial or residential development, which may be provided by different entities or individuals and must be all inclusive as identified in Section 18.02.107.15.3. This section establishes the licensing procedure and requirements for qualification as a third party service provider. Any reference in this section to third party service providers shall apply equally to companies and individuals engaged in such services. This section does not apply to the hiring of such companies by the city to provide services relating to potential litigation or to provide services ancillary to compliance with local, state or federal laws. Such hiring shall be done in consultation with the city attorney and in accordance with the applicable requirements of local, state or federal law. [In the event of conflict regarding authority for third party plan review and third party inspections, between Subsection 18.02.107.15 \(Third Party Service Providers\) and Chapter 9.52 \(Fire Prevention Code\), Subsection 18.02.107.15 shall prevail.](#)

(Ord. No. 019528, § 1, 8-1-2023)

### **18.02.107.15.2 Procedures for third party service providers.**

The City of El Paso operates under the currently adopted edition of the International Building [and Fire](#) Codes published by the International Code Council (ICC) [to include all local amendments.](#) ~~Third party service providers shall be licensed by the city solely on the basis of their qualification and current certification of inspectors and plans examiners by the International Code Council.~~ [For all Fire Protection Systems, the third-party provider shall also meet all applicable National Fire Protection Association \(NFPA\) standards and required certifications.](#) Licenses shall be required for residential and commercial services. Services provided by third parties shall include all types of plan review and inspections for residential or commercial projects as licensed by the city. City licenses shall be renewed on an annual basis. Special inspections shall be provided in accordance and compliance with the currently adopted edition of the International Building [or Fire](#) Code.

(Ord. No. 019528, [019521](#) § 1, 8-1-2023)

### **18.02.107.15.3 Qualification requirements.**

The determination of a potential third party service provider's qualifications shall be based on the criteria set forth below. Third party service providers may also present other information which objectively demonstrates that the potential third party service provider has the capacity to perform plan review and inspections (except special inspections) as required under the provisions of this Code. Third party service providers must submit the following:

1. Third party service provider's history identifying previous experience in conducting residential or commercial plan review and inspection services.
2. Proof of International Code Council certification for each individual who will be performing plan review and/or inspections services as specified below:
  - a. Residential plan review.
    - 1) Residential plans examiner; and
    - 2) Residential energy inspector/plans examiner; and
    - 3) Accessibility inspector/plans examiner or TAS certification; and

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- b. Residential inspection.
    - 1) Residential combination inspector; or individual.
    - 2) Building/residential inspector.
    - 3) Plumbing inspector.
    - 4) Electrical inspector.
    - 5) Mechanical inspector.
    - 6) Current State of Texas plumbing inspector license.
  - c. Commercial plan review.
    - 1) Building plans examiner.
    - 2) Electrical plans examiner.
    - 3) Mechanical plans examiner.
    - 4) Plumbing plans examiner.
    - 5) Commercial energy plans examiner or commercial energy inspector/plans examiner with ASHRAE 90.
    - 6) Accessibility inspector/plans examiner or Texas registered accessibility specialist (TAS).
  - d. Commercial inspections.
    - 1) Commercial building inspector.
    - 2) Commercial electrical inspector.
    - 3) Commercial mechanical inspector.
    - 4) Commercial plumbing inspector.
    - 5) Fuel gas inspector.
    - 6) Med gas endorsement.
    - 7) Commercial energy inspector or commercial energy inspector/plans examiner with ASHRAE 90.
    - 8) Accessibility inspector/plans examiner or Texas registered accessibility specialist.
    - 9) Current State of Texas plumbing inspector license.
  - e. [Fire plan review](#)
    - 1) [Fire Plans Examiner](#)
    - 2) [NFPA Certified Fire Plans Examiner.](#)
    - 3) [NFPA Certified Water-Based Systems Professional](#)
    - 4) [NFPA Certified Fire Alarm ITM Specialist for Facility Managers](#)
    - 5) [Fire Plans Examiner Certification by the Texas Commission on Fire Protection](#)
  - f. [Fire inspections](#)
    - 1) [Fire Inspector I and II](#)
    - 2) [NFPA Certified Fire Inspector I and II](#)

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[3\) NFPA Certified Water-Based Fire Protection System Inspection, Testing, and Maintenance](#)

[4\) Basic Texas Fire Inspector Certification by the Texas Commission on Fire Protection](#)

3. Staff resumes including the identification, education, certification, and continuing education completed for each staff member who will be performing third party services.
4. Evidence of commercial liability, property damage liability, vehicle liability and errors and omissions insurance coverage with minimum combined bodily injury (including death), property damage, vehicle, and errors and omissions, limits of not less than one million dollars for each occurrence, and two million dollars annual aggregate. In addition, third party service providers must provide evidence of a bond as required by Section 18.02.04.7 of the El Paso City Code.
5. Any other information in support of the third party service provider's application.
6. Third party plumbing inspection services shall comply with Texas Occupations Code Tit. 18, Ch. 1301, and the Texas State Board of Plumbing Examiners Rules, as applicable and as may be amended. Pursuant to State Plumbing Code Section 1301.255(e), plumbing inspections must be paid directly by the city.

(Ord. No. 019528, § 1, 8-1-2023)

#### **18.02.107.15.4 Scope of services.**

Licensed third party service providers shall be required to provide complete site plan review, plan review, and inspection services for residential and commercial projects as determined by the city. These services must include zoning, grading, and site development review, plan review and inspection of private sector projects for which the building official determines that third party services would be appropriate.

Any agreements entered into between an approved third party service provider and the private sector are private contracts to which the City of El Paso is not a party.

Contractors desiring to use third party service providers for plan review/inspection services shall pay, at the time of permit issuance, the city established fees as set forth in Schedule C, as well as any plumbing inspection fees applicable.

[Contractors desiring or required by the fire code official to use third party service providers for fire plan review and fire inspections services must utilize both services and cannot use on service independently.](#)

Licenses will be renewed every three years using the same criteria identified in Section 18.02.107.15 and available information from previous audits.

(Ord. No. 019528, § 1, 8-1-2023)

#### **18.02.107.15.5 Third party service provider audits.**

Third party service providers shall be subject to the same quality review as City of El Paso employees performing the same service. An audit of a third party service provider's annual services including inspections and plan reviews may be conducted by the city to assure that inspections of ~~residential and commercial~~ [residential, commercial developments, and fire protection systems](#) were adequately and accurately performed. Third party service providers will be notified in writing of all audit findings with deficiencies.

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(Ord. No. 019528, § 1, 8-1-2023)

### **18.02.107.15.6 Third party service provider audit process.**

The city is authorized to conduct periodic unannounced audits of all services provided under this section. Site as well as plan review and inspection services may be audited. The following shall apply to all third party service providers:

1. Following written notice by the building [or fire code](#) official of an audit resulting in one or more deficiencies (failure to comply with code requirements), and for each written notice of deficient audit thereafter, the third party service provider shall:
  - a. Inform the respective builder/contractor of the specific code infraction(s) and the corrections required.
  - b. Following correction of the deficiencies, the city shall conduct a follow up plan review and/or inspection to assure compliance. The established fee for plan review and/or re-inspection shall be paid.
  - c. The city shall not be responsible for the cost of any corrections required and/or project delays.
2. Two audits with one or more deficiencies within any one-hundred-eighty-day period shall also result in:
  - a. A conference with the building [or fire code](#) official and the third party service provider in an effort to improve the performance of the third party service provider.
  - b. Prior to performing any further third party services, the third party service provider shall be required to show evidence of process improvements, internal correction procedures, methods, and/or training, and/or staff reassignments as appropriate to prevent recurrence of infraction.
3. Three audits with one or more deficiencies within any one-hundred-eighty-day period shall also result in:
  - a. Third party service provider being placed on probation for a period of one hundred eighty days.
  - b. Third party service providers that have been placed on probation more than once in any five-year period shall have their license for third party services terminated and be deemed non-qualified for a two-year period, in reference to subsequent request for qualification solicitations or license renewal or reinstatement.
4. Further audits with one or more deficiencies during the probationary period shall result in:
  - a. Suspension of third party service provider for a period of one hundred eighty days.
5. A third party service provider suspended pursuant to this section may appeal the building [or fire code](#) official's decision to the construction board of appeals, pursuant to Chapter 2.30 ~~and Chapter 18.380~~ of the City Code.

(Ord. No. 019528, § 1, 8-1-2023)

### **18.02.107.15.7 Third party service provider license fees.**

Applicants shall pay at the time of application or renewal a fee as set forth in Schedule C as adopted by the El Paso City Council.

(Ord. No. 019528, § 1, 8-1-2023)