



Washington County, Maryland  
Division of Public Works  
Policy Manual

---

**Subject:** Third Party Inspection Procedures for S-3 Policy and SWM Ordinance

**Category:** Land Development Engineering

**Number:** 7-5.1

**Date:** October 17, 2008

**PURPOSE:**

To describe a structured approach to implementation of the third party construction inspection requirements set for in the *Construction of Subdivision Infrastructure of Acceptance and Ownership by Washington County (S-3 Policy)* and the *Stormwater Management Ordinance of Washington County, Maryland (SWM Ordinance)*. The purpose of these policies is to assure that public road infrastructure and public and private stormwater management systems are constructed in accordance with the approved construction plans. To prevent non-compliance and the potential for inadequate construction, reduce delays in County acceptance, reduce potentially expensive reconstruction or repairs, and reduce the time required from the County to resolve construction discrepancies that should have been identified and prevented during the construction inspection process, a more structured inspection approach is warranted.

**POLICY:**

The Division of Public Works desires to rely on the professional judgment of a designated Qualified Professional to attest to the fact that the public road infrastructure and public and private stormwater management facility(s) have been constructed in accordance with the approved construction plans. To do this requires that the appropriate inspection and testing is performed, and that physical measurements are taken at critical stages during the construction of the infrastructure. This policy describes this structured approach and its requirements.

**Qualified Professional**

The Qualified Professional that will be performing the construction inspections and verifying that the construction is in accordance to the approved plans shall be identified to the County project construction standards inspector prior to the pre-construction meeting. The Qualified Professional must be in attendance at the pre-construction meeting. No grading permit that falls under the S-3 Policy or the SWM Ordinance will be issued until the Qualified Professional has attended a County pre-construction meeting. If the Qualified Professional verifying the as-built plans differs from the Qualified Professional performing the construction inspections, both individuals shall attend the pre-construction meeting. The Developer must provide the County in writing within 7 days of termination of the Qualified Professional, the name and contact information of the new project Qualified Professional.

### **Inspection Schedule and Reports**

Inspections shall be required bi-weekly and at critical stages of construction of road and stormwater management infrastructure. Based on Section 8.2 of the SWM Ordinance, Section III.D.7 of the S-3 Policy, the NRCS *MD-378 Manual for Pond Small Pond Construction*, and the *2000 MDE Stormwater Management Design Manual*, the critical inspections identified in the attached documents shall be performed. During the pre-construction meeting, the County construction standards inspector will go over the minimum inspection requirements and provide copies of inspection lists and reporting forms to the Qualified Professional. A copy of the approved plans for the project must be kept on site at all times in a location accessible by the County construction standards inspector and the Qualified Professional.

Inspection reports in the format shown in Attachment A are required to be submitted for both bi-weekly and critical inspections to the County within five (5) working days of the inspection date. All information identified on Attachment A must be completed in order for the inspection report to be accepted by the County. The inspection reports shall be submitted directly to the County construction standards inspector responsible for the project.

During the preconstruction meeting, the County construction standards inspector will identify what critical inspections will require the presence of the County inspector. For these critical inspections, the Qualified Professional must schedule the inspection with the County construction standards inspector.

If the project is to be in a non active mode for some time, the Qualified Professional can submit a request to the County to suspend the project from the requirement of bi weekly inspections for a predefined period. Upon written authorization, the Qualified Professional can suspend inspection requirements until the predefined date or until the project construction resumes. The Qualified Professional must notify the County within five (5) days of resuming the project construction.

### **Correction Notice**

During critical inspections, anything that is not in accordance with the approved plans and outside the limits of acceptable construction tolerances, must be identified and submitted to the County for acceptance prior to proceeding to the next stage of work. The County construction standards inspector will issue a correction notice for any portion of the work which does not comply. The corrections must be made, inspected and accepted by the County prior to proceeding to the next stage of work.

### **Final Inspection**

As stated in the S-3 Policy and the SWM Ordinance, a final inspection is required prior to acceptance of the infrastructure by the County. The County will not entertain requests for final inspection until all paper work is received by the County including:

**WASHINGTON COUNTY, MARYLAND  
DIVISION OF PUBLIC WORKS  
POLICY MANUAL**

1. All required weekly and specific inspection reports;
2. Deed description and four (4) copies of plats;
3. Approved As-built plans.

In addition, the Maintenance Bond must be submitted fourteen (14) days after the final inspection is completed. The developer is required to notify DPW within thirty (30) days of the date the Maintenance Bond is to be released.

**Enforcement Actions**

In accordance with Section 8.2.B of the *Stormwater Management Ordinance for Washington County, Maryland*, the County may use any one of a combination of the following actions when violations of these procedures occurs:

1. A stop work order inclusive of all buildings served by the affected infrastructure;
2. The County's refusal to issue building permits or certificates of occupancy for dwellings served by the improvements in question;
3. Claims against the performance or maintenance security posted or referral for legal action;
4. Civil or criminal prosecution for any person in violation of the Stormwater Management subtitle (Md. Code, Environment Article, Section 4-201, et seq.) or the *Stormwater Management Ordinance of Washington County, Maryland*.

The Qualified Professional is strongly encouraged to contact the appropriate County staff with any questions they may have, and do so as early as possible. For inspection and testing matters, contact the Construction Standards Inspectors. All questions pertaining to stormwater management structures shall be directed to the County Stormwater Management Coordinator.

Attachments