

**CHARLES COUNTY  
GENERAL CERTIFICATION GUIDELINES**

November 20, 1996  
Revised: January 14, 2020

**FOR THE CONTRACT INSPECTION AGENCY TO PROPERLY REVIEW, AND CHARLES COUNTY CODES, PERMITS, AND INSPECTION SERVICES TO CORRECTLY FILE YOUR CERTIFICATION, CERTIFICATIONS SHOULD CONTAIN ALL OF THE FOLLOWING INFORMATION:**

1. NAME, ADDRESS, AND PHONE NUMBER OF CERTIFYING ENGINEER AND/OR COMPANY.
2. DATE OF CERTIFICATION.
3. IDENTIFICATION OF THE SUBJECT PROPERTY AND STRUCTURE:
  - A. FULL STREET ADDRESS
  - B. SECTION, LOT, SUBDIVISION
  - C. BUILDING PERMIT NUMBER WITH PROPERTY NUMBER
4. NAME AND ADDRESS OF BUILDER AND/OR PROPERTY OWNER.
5. DESCRIPTION OF THE TYPE OF INSPECTION AND THE CONSTRUCTION PHASE OF THE SUBJECT STRUCTURE AT THE TIME OF THE CERTIFICATION.
6. DESCRIPTION OF WHO WAS ON SITE FOR THE CERTIFICATION AND THE LOCATION AND DESCRIPTION OF THE TEST SITES.

NOTE: THIS SHOULD INCLUDE EITHER ONE OR ALL OF THE FOLLOWING AS APPROPRIATE:

- A. FOOTPRINT            B. FLOOR PLAN            C. SECTION
7. LIST THE RESULTS OF THE INSPECTION AND ALL OBSERVATIONS.
8. CERTIFYING STATEMENT, FOR EXAMPLE:

Based on visual observations, testing performed and previous inspection experiences, we hereby certify that the structure, footing, microlam, etc. of the above referenced commercial (or residential) building complies with the 2018 International Building Code (or 2018 International Residential Code). It is also (my) our professional opinion that the structure is capable of safely supporting the design loads as required by the 2018 International Building Code (or the 2018 International Residential Code).

9. SIGNATURE AND SEAL OF A MARYLAND REGISTERED PROFESSIONAL ENGINEER.