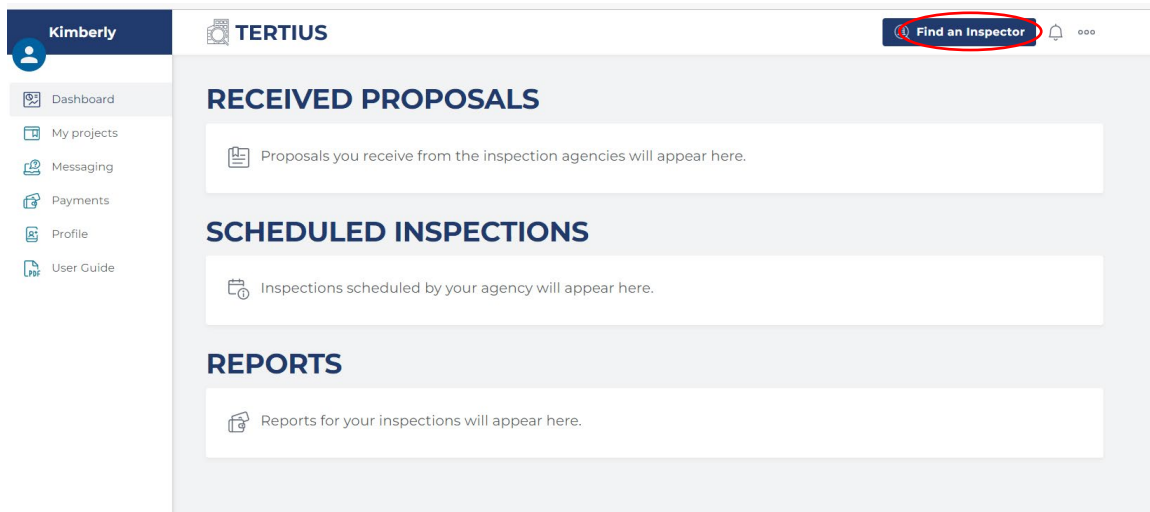
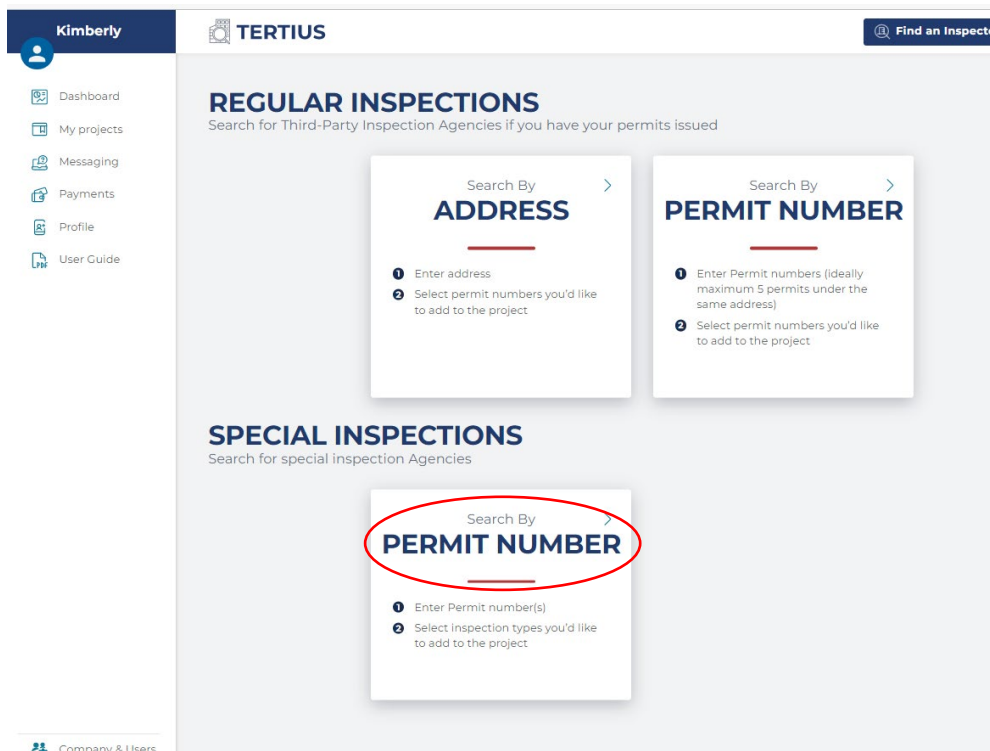


## Registering a project for Special Inspections on Tertius

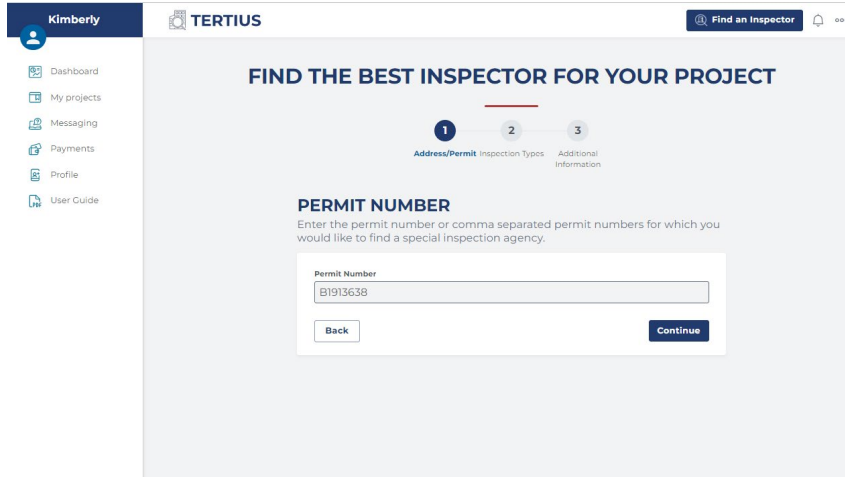
<https://tertius.dkra.dc.gov/customers>



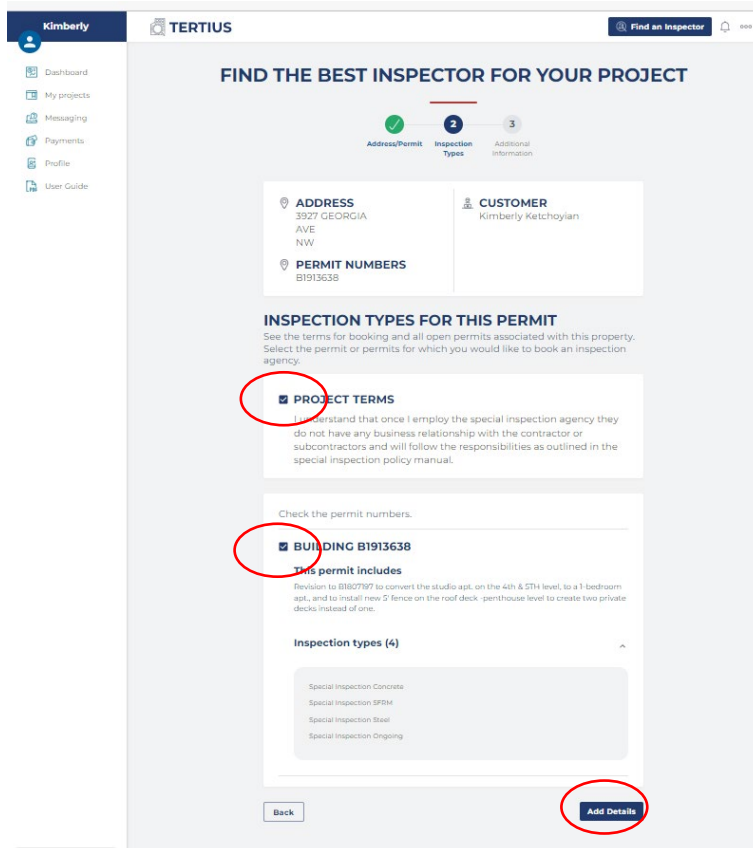
1. If you do not already have an account with ACCESS DC, register and then click on TERTIUS.
2. Click "Find an Inspector"



3. Scroll down to SPECIAL INSPECTIONS and select "search by PERMIT NUMBER".



4. Enter your building permit number that will be associated Special Inspections and click “Continue”. If you have multiple permits with Special Inspections, each permit will need to be registered separately.



## 5. Check the boxes and click “Add Details”

Kimberly TERTIUS Find an Inspector

### FIND THE BEST INSPECTOR FOR YOUR PROJECT

Address/Permit Inspection Types Additional Information

#### PROJECT NAME

Provide a descriptive name for the project you will use in your communication

Project Name  
3927 Georgia Ave NW - FMC

#### WHEN

Add the time when you need the inspection(s).

Select date or period  
Sep 14, 2022 → Oct 1, 2022

#### PROJECT DOCUMENTS

Share the links of the documents that might be necessary for the agency. Make sure to share the following:  
Required:

- Latest construction drawings\* (must include structural drawings)
- Specs
- Schedule of special inspections
- Geotech report
- Project schedule

Name of the document  
Structural Plans

URL of the document  
<https://www.dropbox.com/scl/fo5o81mk6u38z7qk95o2yh?dl=0&>

Remove

Add another document

#### PROJECT DETAILS

Explain details that might be useful for the agency. The following details can be helpful:

- New construction or renovation
- Building use
- High or low rise
- Foundation type

Describe your project

Company & Users Settings

## 6. Enter in all information.

- Project name can be the address of the project or another name (ex. Johnson Residence, Whole Foods Market etc.).
- You may not back date but you can select the estimated timeline for construction activities for your project. The selected dates do not need to be exact.
- You must upload a URL of your project documents. This can be a geotechnical report, the full approved permit set, building permits etc. Please use Dropbox or another file sharing website for the URL.

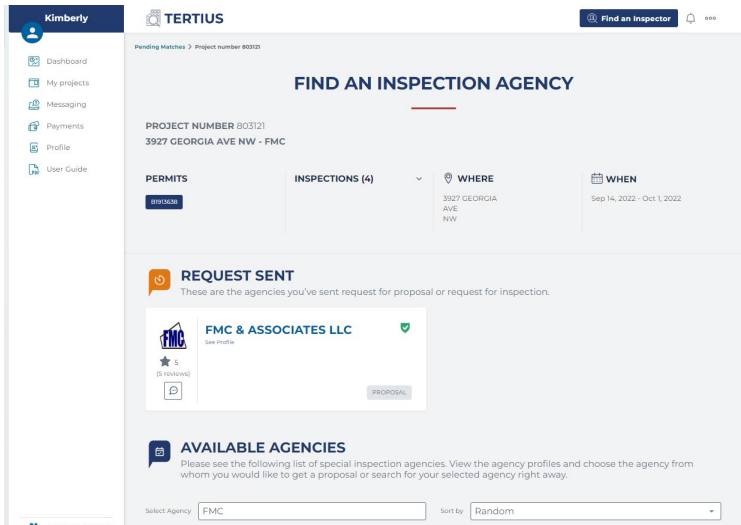
The screenshot shows the TERTIUS user interface. At the top right, a button labeled "Find an Inspector" is circled in red. The main content area is divided into three sections:

- Describe your project:** A text input field containing "Special inspections for an existing building to include underpinning, steel, foundations".
- Choose Payment method:** A section with "Credit Card" and "eCheck" options. Below, it says "Select a credit/debit card or add a new one" and shows a Visa card ending in "6134" with an expiration date of "5/2023". A button "Add new Credit/Debit Card" is present.
- CONTACT PERSON:** A section for adding contact details. It includes input fields for "Name" (Kimberly Ketchoyian), "Email Address" (kim.ketchoyian@gmail.com), and "Phone Number" (+1 978-375-0362). Buttons for "Back" and "Review Project Details" are at the bottom.

7. Write a brief description of the project.
8. Add a payment method. Credit card or echeck is acceptable.
9. Contact person should be the name of the person for whom the proposal will be addressed to.
10. Select "Find an Inspector" at the top of the page.

The screenshot shows the "FIND AN INSPECTION AGENCY" page. It displays project details and a list of available agencies. The "AVAILABLE AGENCIES" section includes a search box with "FMC" entered and a "Sort by" dropdown set to "Random". The first agency listed is "FMC & ASSOCIATES LLC", which has a 5-star rating and a "Proposal" button circled in red.

11. Scroll through the list or use the search box and type "FMC". When FMC & Associates, LLC comes up, select "Proposal".



11. After requesting a proposal, you will see a page that looks like the above.
12. FMC will receive the request and will send a proposal for acceptance by the customer. There will be an “estimated cost” amount shown on the page but please note this is not an invoice, the card on file will not be charged for this amount, nor is this an exact number for how much the entire project will cost. Invoices will be sent through Tertius, and the customer will have time to review the invoice before processing payment.
13. After accepting the proposal, the pre-construction meeting for special inspections may be set up with the entire project team which includes Structural Engineer, General Contractor, Architect, Owner/owner’s representative, and Special Inspections Engineer of Record, who will run the pre-construction meeting.
14. Following the completion of the Special Inspections paperwork, pre-construction meeting and acceptance of the Special Inspections paperwork by DCRA via Tertius, the customer may send an inspection request to [scheduling@fmcassoc.com](mailto:scheduling@fmcassoc.com).