Registering a project for Special Inspections on Tertius

https://tertius.dcra.dc.gov/customers

Kimberly	TERTIUS
Dashboard	RECEIVED PROPOSALS
My projects	Proposals you receive from the inspection agencies will appear here.
Payments Profile	SCHEDULED INSPECTIONS
User Guide	$E_{\mathbb{O}}$ Inspections scheduled by your agency will appear here.
	REPORTS
	Reports for your inspections will appear here.

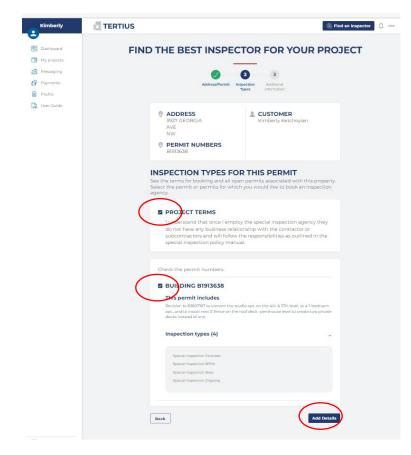
- 1. If you do not already have an account with ACCESS DC, register and then click on TERTIUS.
- 2. Click "Find an Inspector"

Kimberly		(I) Find an Inspecto
Dashboard My projects	REGULAR INSPECTIONS Search for Third-Party Inspection Agencies If you have your perr	
Payments	Search By	PERMIT NUMBER
User Guide	 Enter address Select permit numbers you'd like to add to the project 	 Enter Permit numbers (ideally maximum 5 permits under the same address) Select permit numbers you'd like to add to the project
Company & Users	SPECIAL INSPECTIONS Search for special inspection Agencies	

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

Kimberly	TERTIUS
Dashboard	FIND THE BEST INSPECTOR FOR YOUR PROJECT
My projects	
Pressaging Messaging	2 3
Payments	Address/Permit Inspection Types Additional
Profile	Information
User Guide	PERMIT NUMBER Enter the permit number or comma separated permit numbers for which you would like to find a special inspection agency.
	Permit Number
	B1913638
	Back

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
	Dashboard	FINI	THE BEST INSPECTOR FOR YOUR PROJECT
1	My projects		
	Messaging		
	Payments		Address/Permit Inspection Additional
R	Profile		Address/vermit inspection Additional Types Information
0	User Guide		
LHE	Caref Guide		PROJECT NAME Provide a descriptive name for the project you will use in your communication
			r for de la desemperte nome for ene proyeet you nim dae myour 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/sci/fo/so81mk6ui38z7glk95o2y/h?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
	C		High or low rise Foundation type
	Company & Users		- roundation gas
0	Settings		Describe your project

- 6. Enter in all information.
 - a. Project name can be the address of the project or another name (ex. Johnson Residence, Whole Foods Market etc.).
 - b. 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.
 - c. 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.

Kimberly		Find an In pector	C,
Dashboard		Describe your project [Special Inspections for an existing building to include underpinning, steel, foundations	
My projects		special inspections for an existing durining to include underprinning, seek, roundations	
P Messaging			
Payments			
Profile		as/1000	
User Guide			
		Choose Payment method	
		Credit Card eCheck	
		Select a credit/debit card or add a new one	
		● Visa:6134 Exp: 5/2023 前	
		Add new Credit/Debit Card	
		Credit Card or eCheck is required.	
	c	ONTACT PERSON	
		dd contact details of the person the agency can reach out to.	
		Name	
		Kimberly Ketchoyian	
		Email Address Phone Number	
		kim.ketchoyian@gmail.com +1 978-375-0362	
🐴 Company & Users		Back Review Project Details	
Settings			

- 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.

ĸ	Cimberly					③ Find an Inspector
•	Dashboard	Pending Matches > Project number 803	121			
	Jashboard					
	My projects		FIND AN IN	SPE	CTION AGEN	ICY
19 N	Messaging					
6	Payments	PROJECT NUMBER 803	121			
R P	Profile	3927 GEORGIA AVE NW	- FMC			
Ga u	Jser Guide					
		PERMITS	INSPECTIONS (4)	~	WHERE	till WHEN
		81913638			3927 GEORGIA AVE NW	Sep 14, 2022 - Oct 1, 2022
		Please see the f whom you woul	E AGENCIES Illowing list of special inspectio d like to get a proposal or search SSOCIATES LLC			files and choose the agency from away.

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

Kimberly				④ Find an Inspector
	Pending Matches > Project number 803121			
Dashboard				
My projects Messaging		FIND AN IN	SPECTION AGE	NCY
Messaging				
Payments	PROJECT NUMBER 80312			
Profile	3927 GEORGIA AVE NW -	FMC		
User Guide	PERMITS	INSPECTIONS (4)	V WHERE	# WHEN
	81913638	noi conorio (ii)	3927 GEORGIA AVE NW	Sep 14, 2022 - Oct 1, 2022
	Neguest S		proposal or request for inspect	ion.
	These are the age	ncies you've sent request for	Q	ion.
	These are the age These are the	Incles you've sent request for ISOCIATES LLC Proce E ACENCIES IN ACENCIES	OWE	rofiles and choose the agency from

- 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.