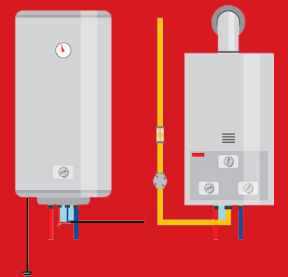


HOW TO GET A BPV CERTIFICATE OF INSPECTION FROM TSSA



A glimpse into what the new process will look like on July 1, 2018

STEP 1 INSPECTOR SUBMITS A RECORD OF INSPECTION (ROI)



Inspector informs owner of requirement for owner to contact TSSA for COI. Inspector uploads ROI information onto TSSA's portal. This can be done through single ROIs by populating a form on the portal or through bulk uploads for multiple ROIs.

STEP 2 OWNER REQUESTS CERTIFICATE OF INSPECTION (COI) FROM TSSA



Owners who do not have an existing account with TSSA will be asked to complete an application form and validate the information submitted by the Inspector. Owners who have an existing account will be requested to simply validate the information submitted by the Inspector. In either scenario, TSSA will issue an invoice to the owner for their COI.

STEP 3 TSSA ISSUES CERTIFICATE OF INSPECTION TO OWNER

TSSA collects the completed application form, owner validation, COI fee and issues COI to owner. COIs will be issued via email to the owner.



For more information around the new process please contact bpv_inquiries@tssa.org or visit the TSSA web site at www.tssa.org/bpvcoichanges