



CITY OF VALDOSTA

COMMUNITY DEVELOPMENT DEPARTMENT

Rick Mefford
Inspection/Permit Director, CBO

THIRD PARTY CONSTRUCTION INSPECTION REQUIREMENTS AND PROCEDURES (Private Professional Providers)

Effective Date: August 11, 2026

1. Purpose

This document provides guidance to permit applicants and private professional providers regarding the use of private professional providers for plan review and construction inspection services within the City of Valdosta, as authorized by O.C.G.A. § 8-2-26(g).

2. Who May Use a Private Professional Provider

Any permit applicant may retain a private professional provider at the applicant's own expense, regardless of whether City personnel or contracted personnel can meet statutory timelines for plan review or inspection services. (O.C.G.A. § 8-2-26(g)(5)).

At the time of acceptance of a complete application, the City will notify the applicant whether City personnel or contracted personnel can complete:

- Plan review within 30 business days; or
- Inspection services within two business days after a valid written request for inspection.

(O.C.G.A. § 8-2-26(g)(4))

Regardless of that notification, the applicant may choose to use a private professional provider.

3. Who Qualifies as a Private Professional Provider

Under O.C.G.A. § 8-2-26(g)(1)(B), a "private professional provider" means any of the following:

- A professional engineer registered in the State of Georgia;
- A professional architect registered in the State of Georgia; or
- A qualified inspector (as defined by applicable law and regulation).

4. Independence and Area of Competency

4.1 Independence

A private professional provider must be independent of the construction project. The provider may not be:

- An employee of the person, firm, or corporation engaged in the construction project;
- Affiliated with the person, firm, or corporation engaged in the construction project; or
- Financially interested in the person, firm, or corporation engaged in the construction project.

4.2 Area of Competency

A private professional provider may perform any required plan review or inspection within the provider's area of competency, including but not limited to footings, foundations, slabs, framing, electrical, plumbing, HVAC, and other inspections necessary or required for regulatory compliance and issuance of a permit or certificate of occupancy. (O.C.G.A. § 8-2-26(g)(10)). A qualified inspector may perform only in an area for which the inspector holds a current certification, license, or documented training. (O.C.G.A. § 8-2-26(g)(10))

Note: Private professional providers cannot issue certificates of occupancy. Only the City of Valdosta may issue a certificate of occupancy. (O.C.G.A. § 8-2-26(g)(10))

5. Registration and Project Documentation Package

Before a private professional provider performs the first plan review or inspection on a project, the permit applicant must submit a project documentation package to the City. This package must include the following:

#	Required Item	Notes
1	Provider name, address, phone, and email	Entity and individual(s)
2	Copy of current Georgia professional license or certification for each provider/inspector	Engineers, architects, and/or qualified inspectors
3	List of all inspectors who will perform inspections on the project	Including license/certification numbers
4	Verification of professional liability / errors and omissions insurance meeting statutory minimums (see Section 6)	Certificate of insurance required
5	Statement of scope and areas of competency for each provider/inspector	Must align with license/certification
6	Permit number and project information (address, owner, contractor, scope of work)	After permit issuance; or reference application number if pre-permit

Submit this package to: PrivateProvider@valdostacity.com

The City will maintain this documentation on file for the duration of the project. Changes in provider personnel or scope must be updated in writing before any affected inspections are performed.

6. Insurance Requirements

All private professional providers must maintain professional liability (errors and omissions) insurance as follows (O.C.G.A. § 8-2-26(g)(9)):

Project Cost	Per Claim Minimum	Aggregate Minimum
\$5,000,000 or less	\$1,000,000	\$1,000,000
Over \$5,000,000	\$2,000,000	\$2,000,000

Additional Insurance Requirements:

- Practice policy: Must include prior acts coverage.
- Project-specific policy: Must continue for at least two years after the certificate of final completion is issued.
- The permit applicant is responsible for verifying insurance compliance before engaging the provider.

(O.C.G.A. § 8-2-26(g)(9))

7. Plan Review by a Private Professional Provider

When a permit applicant retains a private professional provider to perform plan review, the following procedures apply:

7.1 Scope of Plan Review

The private professional provider must review plans for compliance with all applicable regulatory requirements, which include (O.C.G.A. § 8-2-26(g)(1)(C)):

- State minimum standard codes most recently adopted by the Georgia Department of Community Affairs (DCA);
- Locally adopted ordinances and amendments;
- Zoning ordinances and conditions;
- Design standards; and
- Other applicable state and local laws, regulations, and ordinances.

The plan review performed by a private professional provider must be no less extensive than plan review performed by City personnel. (O.C.G.A. § 8-2-26(g)(6))

7.2 Plan Review Affidavit

Upon determining that the plans comply with all applicable regulatory requirements, the private professional provider must prepare and sign an affidavit certifying:

- The provider's authority to perform plan review;
- The provider's professional licensing, certification, and insurance status;
- That the plans comply with all applicable regulatory requirements; and
- That the plans conform with any plans previously submitted for other required governmental approvals.

(O.C.G.A. § 8-2-26(g)(8))

7.3 Submission to the City

The permit applicant must submit the private professional provider's plan review report to the City within five days after completion. The submission must include:

- The provider's affidavit;
- Applicable fees;
- Documents required by the local building official; and
- Documents necessary to demonstrate other governmental approvals required by law.

(O.C.G.A. § 8-2-26(g)(11))

Submit to: PrivateProvider@valdostacity.com

7.4 City Review Period and Permit Issuance

No more than 30 days after receiving both the permit application and the provider's affidavit, the local building official will either:

- Issue the permit; or
- Provide written notice identifying specific plan features that do not comply, citing the applicable code chapters and sections.

8. Inspection Procedure

8.1 General Requirements

A private professional provider performing inspections must conduct inspections that are no less extensive than inspections performed by City personnel. (O.C.G.A. § 8-2-26(g)(6))

8.2 Submission of Inspection Reports

After completing an inspection, the private professional provider must submit an approved inspection report to the City.

Submit reports to: PrivateProvider@valdostacity.com

8.3 Deemed Approved

Upon submission by the private professional provider of an approved inspection report, the inspection is deemed approved as a matter of law. (O.C.G.A. § 8-2-26(g)(13))

8.4 City Deficiency Notice

The City has two business days after submission of an inspection report to notify the provider of deficiencies. Any deficiency notice must include:

- A written description of the deficiency; and
- Identification of the specific regulatory requirements not adequately addressed.

(O.C.G.A. § 8-2-26(g)(13))

8.5 Corrected Reports

If a deficiency notice is issued, the provider must submit a corrected report. However, a deficiency notice or the correction process cannot prevent completion of work already approved by the provider or delay project progress related to that inspection. (O.C.G.A. § 8-2-26(g)(13))

9. Inspection Report Contents

Each inspection report submitted to the City must include the following information:

Report Element	Description
Permit Number	City-issued permit number for the project
Project Address	Physical address of the construction site
Inspector Name	Full name of the individual who performed the inspection
Inspector License/Certification	License or certification number and type
Date of Inspection	Date the inspection was performed
Inspection Type	Specific inspection performed (e.g., footing, framing, electrical rough-in)
Result	Pass, Fail, or Partial (with explanation)
Code Violations (if any)	Specific code sections violated and description of noncompliance
Corrective Action Required (if any)	Description of work needed to achieve compliance
Provider Signature and Seal	Signed and sealed by the responsible provider

P. O. Box 1125 Valdosta Georgia 31603-1125 (229) 259-3506 Phone (229) 333-1829 Fax

An Equal Opportunity Employer

10. Fees

10.1 Fee Reduction for Private Provider Use

When a permit applicant uses a private professional provider, regulatory fees associated with the regulatory action performed by the provider are reduced by 50 percent. (O.C.G.A. § 8-2-26(g)(7)).

10.2 Convenience Fee

If the City notifies the applicant that City personnel can meet the statutory timeline (30 days for plan review or two business days for inspection) and the applicant nevertheless chooses to use a private professional provider, the City may charge a convenience fee not exceeding the full amount of the associated regulatory fees. (O.C.G.A. § 8-2-26(g)(7)).

10.3 Fee Schedule

The City's schedule of regulatory fees is available at [City-designated location/website]. Regulatory fees must approximate the reasonable cost of actual regulatory activity performed in administering the applicable regulatory program. (O.C.G.A. § 8-2-26(g)(3)).

10.4 Applicant Responsibility

The applicant retaining the private professional provider pays all applicable fees and charges, as well as the cost of the private professional provider's services. (O.C.G.A. § 8-2-26(g)(7))

11. City Authority and Limitations

11.1 Complete Application Review

The local building official must notify applicants within five business days whether an application is complete. If the application is incomplete, the notice must identify missing items. The 30-day review period is tolled for incomplete applications. If revisions are submitted within 30 days, the building official has an additional five business days for completeness review. (O.C.G.A. § 8-2-26(g)(1)(A))

11.2 Denial, Stop-Work, and Dispute Resolution

If building construction or plans do not comply with regulatory requirements, the local building official may:

- Deny a permit;
- Deny a certificate of occupancy or completion; or

P. O. Box 1125 Valdosta Georgia 31603-1125 (229) 259-3506 Phone (229) 333-1829 Fax

An Equal Opportunity Employer

- Issue a stop-work order after notice and opportunity to remedy.

After a stop-work order or denial, the local building official must be available to meet with the provider within two business days to resolve disputes. (O.C.G.A. § 8-2-26(g)(16))

Unresolved disputes are referred to the local board of appeals (if one exists) or to the Georgia Department of Community Affairs (DCA) if no board exists. (O.C.G.A. § 8-2-26(g)(16))

11.3 Immediate Public Safety Authority

The City retains immediate stop-work authority if a site condition is an immediate threat to public safety and welfare, regardless of any private provider inspection approval. (O.C.G.A. § 8-2-26(g)(18))

11.4 Certificate of Occupancy

Only the City of Valdosta (the local governing authority) may issue a certificate of occupancy. Private professional providers cannot issue certificates of occupancy. (O.C.G.A. § 8-2-26(g)(10))

11.5 Limitations on Local Requirements

No local enforcement agency, code official, or local government may adopt or enforce rules, procedures, policies, qualifications, or standards more stringent than those set forth in O.C.G.A. § 8-2-26(g). However, this subsection does not preempt local plan submittal processes. (O.C.G.A. § 8-2-26(g)(17))

11.6 Immunity

The local government and its code officials have immunity for provider action or inaction in connection with private professional provider plan review and inspection services. (O.C.G.A. § 8-2-26(g)(15))

12. Provider Performance and Disciplinary Matters

12.1 Professional Licensing Board Discipline

Private professional providers are subject to the disciplinary authority of their applicable professional licensing boards. (O.C.G.A. § 8-2-26(g)(19))

12.2 Declining to Accept Reports

The local building official may decline to accept plan reviews or inspection services from a private professional provider who has submitted multiple reports requiring revisions due to negligence, noncompliance, or deficiencies. (O.C.G.A. § 8-2-26(g)(19)). This authority is exercised on the basis of documented performance history and is not a discretionary pre-approval or denial of provider eligibility.

12.3 Prequalification (If Applicable)

If the City adopts a pre-qualification ordinance for private professional providers, such pre-qualification may evaluate qualifications only based on expertise shown by experience, education, and training. Additional certifications may be required only if also required by ordinance for the City's own plan review personnel. (O.C.G.A. § 8-2-26(g)(14))

The City may establish a registration system listing private professional providers and their stated competence areas. (O.C.G.A. § 8-2-26(g)(9))

13. Typical Inspections

The following is a representative list of inspections that may be performed by a private professional provider within the provider's area of competency. This is not an exhaustive list; the specific inspections required depend on the project scope and applicable codes.

13.1 Residential Construction (Typical)

#	Inspection Type	Competency Area
1	Footing / Foundation	Structural
2	Slab (pre-pour)	Structural
3	Framing	Structural
4	Electrical Rough-In	Electrical
5	Plumbing Rough-In (top-out)	Plumbing
6	Plumbing (groundwork)	Plumbing
7	Mechanical / HVAC Rough-In	Mechanical
8	Insulation	Building/Energy
9	Sheathing / Bracing	Structural
10	Electrical Final	Electrical
11	Plumbing Final	Plumbing
12	Mechanical / HVAC Final	Mechanical
13	Building Final	Building

13.2 Commercial Construction

Commercial projects may require additional or different inspections based on building type, occupancy classification, and applicable codes. Consult with the Community Development Department regarding the specific inspection schedule for your project.

14. Applicant and Provider Certifications

The following certifications must be signed and submitted as part of the project documentation package and/or with inspection reports, as applicable.

14.1 Applicant Certification

I, the undersigned permit applicant, certify that:

1. I have retained the private professional provider identified below at my own expense to perform plan review and/or inspection services for the project identified in my permit application.
2. I have verified that the provider maintains professional liability/errors and omissions insurance meeting the requirements of O.C.G.A. § 8-2-26(g)(9).
3. I understand that the provider is not an employee of, affiliated with, or financially interested in any person, firm, or corporation engaged in this construction project.
4. I understand that I am responsible for all applicable fees and charges as well as the cost of the provider's services.
5. I understand that the City of Valdosta retains authority to deny permits, deny certificates of occupancy, or issue stop-work orders for noncompliance with regulatory requirements.

Applicant Printed Name

Applicant Signature / Date

Permit/Application Number

14.2 Provider Certification

I, the undersigned private professional provider, certify that:

1. I am a Georgia-registered professional engineer, Georgia-registered professional architect, or qualified inspector as defined by O.C.G.A. § 8-2-26(g)(1)(B).
2. I am not an employee of, affiliated with, or financially interested in the person, firm, or corporation engaged in the construction project identified above.
3. I maintain professional liability/errors and omissions insurance meeting the minimum requirements of O.C.G.A. § 8-2-26(g)(9).
4. My plan review and/or inspection services will be no less extensive than those performed by City personnel. (O.C.G.A. § 8-2-26(g)(6))
5. I will perform services only within my area of competency as supported by my licensure, certification, or documented training.

Provider Printed Name

Provider Signature / Date

License/Certification Type and Number

Firm Name (if applicable)

15. Appendix: Quick Submission Checklist

Use this checklist to ensure a complete submission. Incomplete packages may delay project commencement.

BEFORE FIRST PRIVATE INSPECTION OR PLAN REVIEW:

- ☐ Completed project documentation package (see Section 5)
- ☐ Copy of provider's Georgia professional license or certification
- ☐ List of all inspectors and their license/certification numbers
- ☐ Certificate of insurance meeting statutory minimums (Section 6)
- ☐ Statement of scope and areas of competency
- ☐ Permit number and project information
- ☐ Signed Applicant Certification (Section 14.1)
- ☐ Signed Provider Certification (Section 14.2)

FOR EACH PLAN REVIEW SUBMISSION:

- ☐ Provider's affidavit certifying plan compliance
- ☐ Complete plans reviewed for all regulatory requirements
- ☐ Applicable fees (reduced by 50% per O.C.G.A. § 8-2-26(g)(7))
- ☐ Documents showing other required governmental approvals
- ☐ Submission within five days of plan review completion

FOR EACH INSPECTION REPORT:

- ☐ Complete inspection report (see Section 9 for required contents)
- ☐ Inspector name, license/certification, and signature/seal
- ☐ Specific inspection type identified
- ☐ Clear pass/fail/partial result with code citations if applicable
- ☐ Submitted to PrivateProvider@valdostacity.com

Contact Information:

City of Valdosta Community Development Department

300 N Lee St

Valdosta, Ga 31602

Phone: 229-259-3506

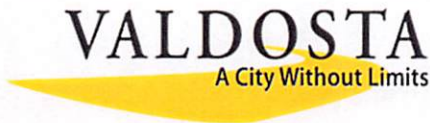
Email: Privateprovider@valdostacity.com

This document is provided for informational and guidance purposes. It is based on the requirements of O.C.G.A. § 8-2-26(g) as currently enacted. Applicants and providers are responsible for compliance with all applicable laws and regulations. This document does not constitute legal advice. For questions regarding specific project requirements, please contact the Community Development Department.

Nothing in this document limits consumer rights. (O.C.G.A. § 8-2-26(g)(15))

P. O. Box 1125 Valdosta Georgia 31603-1125 (229) 259-3506 Phone (229) 333-1829 Fax

An Equal Opportunity Employer



300 N Lee St, Valdosta, Ga 31602
Ph - 229-259-3506
www.valdostacity.com
Email: PrivateProvider@valdostacity.com

Private Provider Registration Form

City of Valdosta requires a one-time registration for all Private Providers before commencing any work. Private Providers are responsible for keeping registration records current.

Name of Firm: _____

Business Address: _____

City/State/Zip: _____

Office Phone: _____

Email: _____

Name of Qualifier: _____

Enter all Duly Authorized Representatives, regulated by O.C.G.A 8-2-26.1 below:

Name	GA License Number(s)

If more space is needed, please submit a supplementary list.

Note: the authorization(s) for the listed individual(s) will remain in effect, unless cancelled in writing by the undersigned:

Signature _____ Date _____

Please email this completed form, along with the following, to PrivateProvider@valdostacity.com:

- Copy(s) of Professional Licenses for each of the Duly Authorized Representatives regulated by Georgia Statutes O.C.G.A 8-2-26.1
- Certificate(s) of Insurance

If there are any questions, please call Inspections Department at 229-259-3506.

**Notice to Building Official of
Use of Private Provider**

Project Name: _____

Parcel Tax ID: _____

Services to be provided: ☐ Plans Review ☐ Inspections

Note: If the notice applies to either private plan review or private inspection services the Building Official may require, at his or her discretion, the private provider be used for both services pursuant to O.C.G.A 8-2-26

I _____, the fee owner, affirm I have entered into a contract with the Private Provider indicated below to conduct the services indicated above.

Private Provider Firm: _____

Private Provider: _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____

Georgia License, Registration or Certificate #: _____

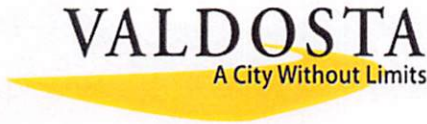
I have elected to use one or more private providers to provide building code plans review and/or inspection services on the building that is the subject of the enclosed permit application, as authorized by O.C.G.A 8-2-26. I understand that the local building official may not review the plans submitted or perform the required building inspections to determine compliance with the applicable codes, except to the extent specified in said law. Instead, plans review and/or required building inspections will be performed by licensed or certified personnel identified in the application. The law requires minimum insurance requirements for such personnel, but I understand that I may require more insurance to protect my interests. By executing this form, I acknowledge that I have made inquiry regarding the competence of the licensed or certified personnel and the level of their insurance and am satisfied that my interests are adequately protected. I agree to indemnify, defend, and hold harmless the local government, the local building official, and their building code enforcement personnel from any and all claims arising from my use of

these licensed or certified personnel to perform building code inspection services with respect to the building that is the subject of the enclosed permit application. I understand the Building Official retains authority to review plans, make required inspections, and enforce the applicable codes within his or her charge pursuant to the standards established by O.C.G.A. 8-2-26. If I make any changes to the listed private providers or the services to be provided by those private providers, I shall, within 1 business day after any change, update this notice to reflect such changes. The building plans review and/or inspection services provided by the private provider is limited to building code compliance and does not include review for fire code, land use, environmental or other codes.

The following attachments are provided, as required:

- 1. Qualification statements and/or resumes of the private provider and all duly authorized representatives.
- 2. A certificate of insurance as required by O.C.G.A. 8-2-26.

<u>Individual</u>	<u>Corporation</u>
Print name	Print name
	Representative Name
Address (line 1)	Address (line 1)
Address (line 2)	Address (line 2)
Telephone Number	Telephone Number
Email Address	Email Address
Signature Date	Signature Date



300 N Lee St, Valdosta, Ga 31602

Ph - 229-259-3506

www.valdostacity.com

Email: PrivateProvider@valdostacity.com

Private Provider – Duly Authorized Representatives

This affidavit is required pursuant to the City of Valdosta Alternative Inspection Registration Program O.C.G.A 8-2-26

I _____, the Private Provider Principal of ,
_____, the Private Provider Firm do hereby affirm that as the registered
Private Provider with the City of Valdosta that any building permit application or building permit in
which the firm provides plans review and/or inspections services shall meet or exceed the following:

- All Duly Authorized Representatives of my firm shall meet all requirements of O.C.G.A 8-2-26 and at the time of review or inspection shall be licensed or certified to perform such duties for the specific trade(s) that such licensure or certification qualifies the Duly Authorized Representative to perform.
- The Firm and all representatives thereof shall continuously meet all minimum insurance requirements of O.C.G.A 8-2-26.
- To the best of my knowledge and belief, the building components and site improvements outlined herein and inspected under my authority shall be completed in conformance with the approved plans and the applicable codes, as defined by O.C.G.A 8-2-26.

Duly Authorized Representative:

Name: _____

License Number(s): _____

Trade Categories: _____

Georgia License, Registration or Certificate #: _____

Submit resumes of each Duly Authorized Representative and copies of their licenses. Submit a separate form for each employee.

Private Provider Name: _____ **License #** _____

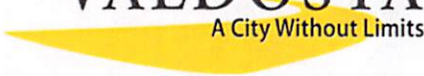
Private Provider Signature _____

State of _____ County of _____

Sworn to before me and subscribed in my presence. This ____ day of _____, 20 ____

(Seal)

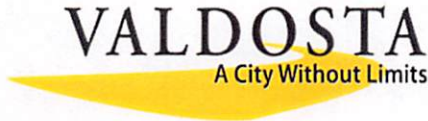
(Signature of Notary)



Private Provider Daily Inspection Log

(Needs to be posted with permit card on job)

[illegible]



300 N Lee St, Valdosta, Ga 31602
Ph - 229-259-3506
www.valdostacity.com
Email: PrivateProvider@valdostacity.com

Private Provider – Inspection Report

In accordance with O.C.G.A. 8-2-26 private providers shall:

- Provide notice of date of inspection, no later than prior business day by scheduling inspection via email to PrivateProvider@valdostacity.com.
- Submit each completed inspection record, indicating pass or fail, to PrivateProvider@valdostacity.com within 2 business days. Report must be completely filled out and signed either with a written or electronic signature.
- These inspection records shall reflect those inspections required by the applicable codes of each phase of construction for which permitting by the building department is required.

Permit #: _____

Site Address: _____

Inspection Report #: _____ Inspection Date: _____

Private Provider: _____

Contractor: _____

Inspection Performed: _____

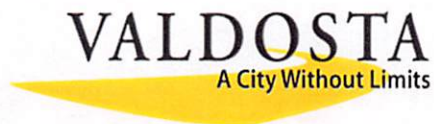
Inspection Result: ☐ Passed ☐ Partial Pass ☐ Failed ☐ Cancelled

Comments: _____

I hereby certify that the above-referenced inspection has been completed and is in conformance with the applicable codes.

Private Provider Name: _____ License #: _____

Private Provider Signature _____



300 N Lee St, Valdosta, Ga 31602

Ph - 229-259-3506

www.valdostacity.com

Email: PrivateProvider@valdostacity.com

Private Provider – Inspection List

Building/Misc.

- ☐ Foundation/Footing
- ☐ Slab
- ☐ Frame/Rough In
- ☐ Insulation
- ☐ Piers
- ☐ Retaining Wall
- ☐ Building Final

Pool

- ☐ Access Pool Slab Rebar
- ☐ Pool Pressure Check
- ☐ Building Pool Final
- ☐ Electrical Pool Slab
- ☐ Electrical Pool Final

Roofing

- ☐ In Progress/Dry In
- ☐ Building Final

Plumbing

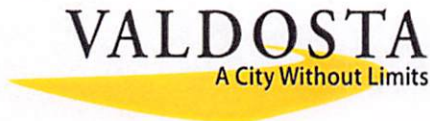
- ☐ Rough Plumbing
- ☐ Water Heater
- ☐ Plumbing Above Ceiling
- ☐ Plumbing Conference
- ☐ Plumbing Gas Line Rough In
- ☐ Plumbing Gas Line Final
- ☐ Plumbing Slab
- ☐ Plumbing Final

Electrical

- ☐ Electrical 30 Day Temp (City Insp)
- ☐ Electrical Conference
- ☐ Electrical Rough In
- ☐ Electrical Slab
- ☐ Electrical Service Change
- ☐ Electrical Final

Mechanical

- ☐ HVAC Change out
- ☐ Mechanical Conference
- ☐ Duct Work Only
- ☐ Mechanical Exhaust Fans
- ☐ Mechanical Gas Piping
- ☐ Mechanical Rough In
- ☐ Mechanical Slab
- ☐ Mechanical Final



300 N Lee St, Valdosta, Ga 31602
Ph - 229-259-3506
www.valdostacity.com
Email: Privateprovider@valdostacity.com

Private Provider – Certificate of Compliance

Request for Certificate of Occupancy/Completion

Date: _____

Mr. Rick Mefford

CBO City of Valdosta, Building Plan Review and Inspections

Permit #: _____

Address: _____

In accordance with O.C.G.A. 8-2-26 pertaining to Private Provider Inspection Services, we herewith provide City of Valdosta Building Review with final disposition on the building components inspected under our authority.

To the best of my knowledge and belief, the building components and site improvements outlined herein and inspected under my authority have been completed in conformance with the approved plans and the applicable codes.

Check all that apply:

Building:	☐ YES	☐ NO	☐ N/A
Mechanical:	☐ YES	☐ NO	☐ N/A
Electrical:	☐ YES	☐ NO	☐ N/A
Plumbing:	☐ YES	☐ NO	☐ N/A
Gas:	☐ YES	☐ NO	☐ N/A

Private Provider Name: _____ License#: _____

Private Provider Signature: _____

Digitally signed or notarized.

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this:

_____ day of _____, 20____, by _____

Notary Signature: _____

(Notary Seal)