



## **3<sup>RD</sup> Party Inspection Policy**

COMMONWEALTH OF VIRGINIA

CITY OF EMPORIA

DEPARTMENT OF BUILDING AND INSPECTIONS

**To: Interested Parties**  
**From: Building Official**  
**Subject: Requirements of 3<sup>rd</sup> Party Inspection Agencies**  
**Date: Revised January 10, 2023**

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The Virginia Construction Code requires that each local building official have a written policy establishing the minimum acceptable qualification for 3<sup>rd</sup> party inspectors. This policy shall include the format and time frame required for the submission of inspection reports and any pre-qualification, pre-approval or procedural requirements.

The City of Emporia Building Inspections Department written policy is in accordance with the Virginia Construction Code Referencing Section 113.7 through Section 113.7.2.

### **1. Approved Inspection Agencies.** Section 113.7 of the USBC states:

*113.7 Approved inspection agencies. The building official may accept reports of inspections and tests from individuals or inspection agencies approved in accordance with the building official's written policy required by Section 113.7.1. The individual or inspection agency shall meet the qualifications and reliability requirements established by the written policy. Under circumstances where the building official is unable to make the inspection or test required by Section 113.3 or 113.4 within two working days of a request or an agreed upon date or if authorized for other circumstances in the building official's written policy, the building official shall accept reports for review. The building official shall approve the report from such approved individuals or agencies unless there is cause to reject it. Failure to approve a report shall be in writing within two working days of receiving it stating the reason for the rejection. Reports of inspections conducted by approved third-party inspectors or agencies shall be in writing, shall indicate if compliance with the applicable provisions of the USBC have been met and shall be certified by the individual inspector or by the responsible officer when the report is from an agency. Reports of inspections conducted for the purpose of verifying compliance with the requirements of the USBC for elevators, escalators, and related conveyances shall include the name and certification number of the elevator mechanic performing the tests witnessed by the third-party inspector or agency.*

## **2. Minimum acceptable qualifications for third-party individual inspectors and/or agencies:**

### **Professional Certifying the Building Inspection**

- May not have a direct relationship with the project (they cannot inspect their own work);
- Shall be registered as a professional engineer or architect in the Commonwealth of Virginia;
- Shall attend any meetings required by the Building Official;
- RDP's certifying the inspection shall work out of and supervise the office where the inspectors are located;
- The RDP is responsible for ensuring the qualifications and reliability of any qualified inspector(s) that they employ; and
- Shall be approved by the Building Official prior to performing inspections.

### **Minimum Qualifications:**

- All 3<sup>rd</sup> party inspectors shall be certified in the field they are inspecting as an RDP or DHCD certified inspector;
- Certifications shall be current;
- Minimum 3 years' experience in specific field that they are inspecting;
- Shall meet the requirements of the RDP to perform approved inspections;
- Shall attend meetings as required by the Building Official; and
- Shall be approved by the Building Official prior to performing inspections.

## **3. Special Inspections**

Special inspections required in chapter 17 of the Virginia Construction code shall be in compliance with Chapter 17 of the Virginia Uniform Statewide Building Code, as amended.

**4. Approval of Inspectors.** The permit holder must submit a written request for approval for a third-party inspector to Building Inspections, 201 South Main Street, Emporia, Virginia 23847, or to [bpetty@ci.emporia.va.us](mailto:bpetty@ci.emporia.va.us). The following information shall be included in the written request for approval:

- a. Permit number;
- b. Street address;
- c. Type of inspection;
- d. Date of requested inspection;
- e. Reason for the request, and
- f. Name and credentials (resume and job experience) of the third-party inspector.

Once all the required information has been reviewed and approved, the permit holder will be given written approval to proceed or reason for denial from the building official.

**5. Reports:** Reports from inspections conducted by approved third party inspectors or agencies shall be in writing.

Reports shall indicate if compliance with the applicable provisions of the USBC have been met and shall be certified by the individual inspector or by the responsible officer when the report is from an agency.

Reports may be emailed, or hand delivered to the attention of the Building Official for review.

Reports shall be filed within a minimal time frame that allows for the report to be finalized and submitted by email, or fax for the inspection.

No final inspection for a C/O will be performed until all 3<sup>rd</sup> party reports have been received prior to the request of a final inspection.

No concealment shall be done until such inspection report is approved by the building official.

It shall be the responsibility of the permit holder to make sure the inspection is approved by the Building Official before moving forward with work.

**6. Report content:** The inspector shall submit a report of approval of inspections to this office within two working days, in the form of a letter that enumerates:

- a. Permit number;
- b. Site address;
- c. Owner/agent name and contact information;
- d. Permit holder name and contact information;
- e. Date of inspection;
- f. Date of submittal to Building Official;
- g. Type of inspection;
- h. Details of findings;
- i. Results of inspection;
- j. Photos of site, videotapes or other sources of pertinent data or information may be considered as constituting such reports and tests, and any necessary dimensions;
- k. Name and credentials (resume and job experience) of the third-party inspector; and
- l. Inspectors name printed and signature.

**PLEASE BE ADVISED THAT FAILURE TO COMPLY WITH THESE DIRECTIVES MAY RESULT  
IN A "STOP WORK ORDER" ON YOUR PROJECT**

Sincerely,

Brian Petty,  
Building Official  
Building Inspections  
201 South Main Street,  
Emporia, Virginia 23847  
434-634-6315  
bpetty@ci.emporia.va.us