



# CITY OF CHARLOTTESVILLE

## THIRD PARTY INSPECTION POLICY

The Virginia Construction Code requires that each local building official have a written policy establishing the minimum acceptable qualifications for 3rd party inspectors. This policy is also required to stipulate the format and timeframe required for the submission of inspection reports and any pre-qualification, pre-approval or procedural requirements. The 3<sup>rd</sup> party inspection policy/program allows substitute inspectors to perform the daily inspections normally completed by Charlottesville Building Inspectors after our approval.

**ELEVATOR INSPECTIONS:** Visit the City of Charlottesville Building Permits and Inspection Webpage for additional information in reference to new and maintenance Elevator Inspections.

**SPECIAL INSPECTIONS:** (Applicable commercial buildings) 3<sup>rd</sup> party inspection policy does not pertain to Special Inspections performed and required per Chapter 17 of the Virginia Construction Code (International Building Code with VA amendments). See [Special Inspections](#) on our website for additional information.

### **I. AUTHORITY:**

Current edition of the Virginia Uniform Statewide Building Code.

### **II. NOTIFICATION/APPROVAL**

Use of a 3rd party inspector shall be pre-approved in all cases except when a City inspector has not performed an inspection within two full working days of the inspection request. The Registered Design Professional (RDP) shall request approval by calling (434) 970-3182 and requesting new construction building inspection staff or email request with address (and permit number if available) to [3rdPartyInspectionApproval@charlottesville.gov](mailto:3rdPartyInspectionApproval@charlottesville.gov). We require a copy of the RDP's seal and signature before approval. The RDP is not authorized to perform the inspection until they are notified that their request has been approved. Beginning on the third workday after the inspection request, the 3rd party inspector qualified as below can be used without obtaining pre-approval. All 3rd party inspection requests that are submitted via email shall originate from the email address of the RDP. Any attachment shall be in PDF or word document format.

### **III. INSPECTIONS:**

Inspections shall be in accordance with the Virginia Uniform Statewide Building Code, the applicable referenced Code and good engineering practice, if a signed and sealed engineered/architectural design is involved. Inspections are not to be performed without a permit posted or without the City approved plans on site unless inspection approved by the Building Official (B.O.). The plans are to be reviewed and compared to the work being done by the third party inspector. All 3rd party inspection reports shall bear the seal and signature of the RDP that is approved to perform the inspection. All 3rd party inspections performed under the direct supervision of an RDP shall bear the name (legibly printed or typed) and signature of the inspector in addition to the seal and signature of the RDP. All 3rd party inspection reports are required to indicate the time and date of the inspection; the applicable permit number and address assigned to the work that is being inspected; confirmation that the City approved plans were used during the inspection and that the work conforms to the approved plans.

Fax or preferably e-mail the completed reports within 7 working days of inspection to (FAX) 434-970-3359 or [3rdPartyInspectionApproval@charlottesville.gov](mailto:3rdPartyInspectionApproval@charlottesville.gov). All 3rd party inspection reports that are submitted via email shall originate from the email address of the RDP. The report shall be attached to the email as a PDF or word document. NOTE: failure to forward completed approved inspection reports will cause a gap in our inspection history for your project and will cause difficulties obtaining a Certificate of Occupancy or final approved inspections at completion.

#### **IV. INSPECTION FEES:**

Fees/payments for third party inspections shall be the responsibility of the permit holder.

#### **V. QUALIFICATION OF INSPECTORS:**

All 3rd party inspectors shall be either a Virginia registered design professional (RDP- architect or engineer), or be performing under the direct supervision of an RDP in accordance with Title 54.1 of the Code of Virginia. The qualifications of individuals performing under the supervision of an RDP shall be the responsibility of the RDP.

#### **VI. FINANCIAL INTEREST:**

Third party agencies/individuals shall have no financial interest in the project being inspected.

#### **VII. SANCTIONS:**

The Building Official may suspend/revoke approval or inspector/agency for the following reasons:

- a. Failure to enforce the applicable code;
- b. Falsification of reports, inspections etc.;
- c. Late reports; we do not accept e-mailed reports
- d. Lapse/revocation of required license or failure to abide by all conditions of this policy.