



CITY OF CHARLOTTESVILLE

"A Great Place to Live for All of Our Citizens"

Department of Neighborhood Development Services

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We have prepared this collection of information to be given to you with your permit, for the purpose of communicating some of the basic and most common requirements of the Virginia Uniform Statewide Building Code as well as some of the policies of this office. If there are any portions which you do not fully understand, please call or come by our office. We hope that this information will prove beneficial to you as your project develops toward completion.

Please review the opposite page for the City of Charlottesville required inspections.

Approximately every three years, the State of Virginia rewrites all the codes with updates and then requires all of the jurisdictions to use them. This is commonly know as the Virginia Uniform Statewide Building code (VUSBC or USBC). While the building codes are all the same throughout the state, zoning regulations, planning regulations, and local ordinances play a part of how buildings and structures are regulated. Our building department strives to be competent, fair, and inspect within the limits of the USBC for code compliance.

Section 113.1.2, of the USBC specifies that **it is the responsibility of the permit holder to assure that all required inspections are performed.** All ladders, scaffolds and test equipment required to complete the inspection must be provided by the permit holder. Call 434-970-3182 or email inspections@charlottesville.gov to schedule inspections.

Section 113.3, of the (USBC) sets out minimum inspections which must be performed by this office. These inspections are included in the list of our **MANDATORY INSPECTIONS** on the reverse side for the City of Charlottesville. Generally, these are the only inspections required for single family dwellings; however, depending on the scope of work, additional inspections may be needed. Some of these can be done at the same time and some are mandatory to be done at the same time or prior to other inspections. They are listed in the typical order of request.

Chapter 17 of the VCC, the owner shall employ one or more special inspectors to provide inspections and tests during construction on the types of work listed under Section 1705 and shall operate under the direct supervision of a registered design professional (RDP). Reports and certificates shall be submitted to the building official per Section 1704.

Section 110.5 of (USBC) requires a copy of the permit to be posted. **Post the permit card in a clearly visible location from the road prior to starting construction and calling in the first inspection.** Locations such as in a front window or on the front door are a good place to place the permits. This assists trade workers in requesting the correct permit inspection and helps inspectors find the site in a timely manner.

The City of Charlottesville approved RED stamped plans must be on site for all inspections (Hard Copy).

FINAL INSPECTIONS MUST BE REQUESTED, PERFORMED, APPROVED, AND A CERTIFICATE OF OCCUPANCY ISSUED BEFORE ANY PART OF A STRUCTURE CAN BE USED FOR ANY PURPOSE.

To Schedule an Inspection - Call (434) 970-3182

City of Charlottesville Minimum Mandatory Inspections

- **Footing** – After digging all continuous footings, all pier footings are complete, any needed bulkheads set, reinforcement steel is placed in footings as required on chairs, ALL organic soil and vegetation removed – NO ROOTS, and grade stakes set. The minimum footing depth is 18” deep and must be on original soil or engineered fill. **New houses and detached garages shall have UFER installed for electrical services if there is rebar in the footings.**
- **Projection** – After Cast in place concrete forms are set or at least the first course of CMU is set on all the footings. We look for a minimum of 2” along both edges of the footings for walls & piers and 6” along edges of footings for masonry fireplaces.
- **Dampproofing/Waterproofing** – Dampproofing / Waterproofing & drainage (draitile and gravel) is required where the interior grade of the structure is at a lower level than the exterior grade.
- **Foundation** – Schedule either foundation inspection for CMU or poured wall inspection for Concrete. Foundation inspection to include all walls, piers to correct heights, all vertical rebar installed, stem walls with rebar and bond beams, core filled transition course between CMU sizes, top course of piers filled, and all anchor bolts properly installed.
- **Slab** – basement and garage slabs; depending on project & plans, must have any groundwork inspections approved first, gravel installed, all thickened slab areas installed per plans, rigid insulation installed, min 6 mil Vapor Barrier (poly) installed, and then any required rebar and wire installed on chairs per plans. Any under slab fill over 24” requires engineer letter.
- **Veneer** – all housewrap installed to cover all exterior sheathing, all horizontal and vertical seams taped, all windows wrapped and installed per manufacturer instructions, all exterior doors installed and flashed, all sheathing blocked, wind bracing requirements installed and correct nail patterns on sheathing, stem wall washers, and glazing U-Factor checked.
- **Sub-trades** –
 - **Mechanical** - trunk lines, flex lines, Refrigerant line set, thermostat wire, kitchen exhaust vent, dryer vent, nail plates as needed, and all L-Vents & B-Vents installed.
 - **Electrical** - wires, boxes, fans, recessed lights, exterior light and receptacle boxes, ceiling fan boxes, smoke/CO2 detector boxes installed, homerun lines for appliances run to panel box, typical homerun lines run to panel box, nail plates installed as needed, and all bonding in boxes done.
 - **Plumbing**- all water lines, drains, wastes, and venting installed, pipes at AAV locations noted on pipes, main sewer drain run 5’ outside of building, correct pipe supports and hangers, ‘fiberglass’ tubs and showers installed, all tub and shower traps installed, at least one vent run to daylight thru roof, water only for PVC pressure tests - 10’ head, air test ok for PEX. If ‘fiberglass’ tub or shower is on exterior wall then insulate and install air barrier on wall.
 - **Gas** – all lines run and installed to each appliance location, but not connected to the appliance, must be under pressure using correct gauge, proper nail plates installed, each line sized correctly for the appliance BTU’s.
- **Framing** – Approval of all prior inspections listed above if needed, has to be done prior to or at time of framing inspection. Truss plans, floor joist plans, all beam specs and other engineered specs to be on site, and all wall & truss bracing done. Fireblocking, draft stopping, posting, blocking, and all structural requirements installed.
- **Insulation** – installed only after framing has been approved. Slab insulation for conditioned spaces should be inspected at Slab inspection. All wall, ceiling, and floor insulation that will be concealed must be installed. Blown-in attic and crawl space batt insulation can be looked at during final inspection.
- **Waterline/Sewer line** – Building Inspection Department looks at water & sewer lines from the building to the either the utility tie in at the public source or the right of way depending on the Utility Department requirements.
- **Trenches-Electric & Gas** – Exterior Natural Gas line trenches to the meter and associated inspections are handled by City Gas. Power service and associated inspections from the ‘pole’ to the meter is handled by Dominion Energy. All other electrical, gas, water trenches should be inspected by the Building Inspections Department.
- **Gas unlock** – after all gas inspections have passed and all appliances installed and approved.
- **Finals - Building Final** – after completion of all work on the approved plans, approved final inspections for Trade permits (Mechanical, Electric, Plumbing, Gas, Sprinkler, etc.), all fees paid, utilities connected and working, final grade completed using 6” fall at 10’ out, with disturbed areas seeded and straw or mulch spread.

ADDITIONAL INSPECTIONS

- **Temporary Service** – installation of meter cab and panel for temporary use during construction and normally installed prior to or at the beginning of construction. Requires stable post, meter, outdoor panel, 1 20 amp TR, WR rec, and one ground rod
- **Early Service** – also called service release. Panel or feeder panel installed, all main disconnects at the meter, and all grounding bonded, structure must be weather tight at and above the service.

THESE GENERAL INSPECTIONS ARE THE MINIMUM REQUIRED BY THE CITY OF CHARLOTTESVILLE. THE ACTUAL PROJECT WILL DETERMINE WHICH OF THESE INSPECTIONS ARE NEEDED. THE DETAILS LISTED FOR EACH INSPECTION ABOVE, ARE ONLY A GENERAL GUIDELINE. NOT ALL OF THESE CODE REQUIREMENTS ARE NEEDED TO PASS EACH INSPECTION PER THE USBC.

NO WORK IS TO BE CONCEALED UNTIL ALL REQUIRED PRIOR INSPECTIONS HAVE BEEN PERFORMED AND PASSED. IF AN INSPECTION HAS BEEN REQUESTED AND IS FOUND TO BE ‘NOT READY’, A REINSPECTION FEE OF \$100.00 WILL BE CHARGED.

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