



County of Shenandoah

DEPARTMENT OF BUILDING INSPECTIONS

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THIRD PARTY INSPECTION POLICY (2015 USBC)

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.*

113.7.1 Third-party inspectors. *Each building official charged with the enforcement of the USBC shall have a written policy establishing the minimum acceptable qualifications for third-party inspectors. The policy shall include the format and time frame required for submission of reports, any prequalification or preapproval requirements before conducting a third-party inspection and any other requirements and procedures established by the building official.*

POLICY IMPLEMENTATION METHODS

1. Requesting of Third Party Inspectors

- Contractors and/or owners desiring to use an approved third party inspection agency in lieu of County Building Inspection services shall be submitted in writing to the Building Official on a project by project basis. This request shall be submitted at the time of the initial permit application. Approval of the request will be based on the nature of the inspections being performed, magnitude of the project, and the County's workload at the time of the request.

2. Criteria for Approving Third Party Inspectors and/or Agencies:

- All third party inspectors or agents shall be certified within the guidelines of the state or national certifications, DHCD inspector certifications, state professional regulations (Professional Engineer or Architect). Building Official may consider any related experience in a given field to be substituted for a test certification.
- All third party inspectors or agents shall submit all qualifications, resumes, or certifications to the Building Official for review, at time of permit application.

- The Building Official shall review all qualifications, resumes, or certifications and make a determination of acceptance of third party inspectors based on individual area of qualifications.
- The Building Official will notify the applicant regarding the acceptance or rejection of a third party request within 2 business days from the date of the request.
- The Building Official shall keep a record of approved Third Party Inspectors and approved Third Party Inspection Agents.

3. Documentation of Inspections, Reports, and Forms

- Inspections shall be accomplished in accordance with the current edition of the Uniform Statewide Building Code (USBC), applicable referenced standards, and county ordinances.
- Inspections shall be documented on the form that is provided by the Shenandoah County Building Department.
- All inspection reports and forms shall be documented in writing and presented to the Building Official within two (2) calendar days after performing the inspections.
- No other inspections shall be scheduled until the third party inspection report is submitted to the Building Official.
- The Third Party Inspector shall leave a notice of approval or correction order on the site after the inspection has been performed.
- Notice of violation, stop work orders, etc. shall be issued only by the Building Official. Third Party Inspectors may submit such reports to the Building Official for review and action to be made. All inspections shall be submitted and presented to the Building Official, or designated agent, for review and acceptance. All Third Party Inspections shall be final upon acceptance of the required reports by the Building Official if performed by an approved Third Party Inspector or Agency according to the intent of the Uniform Statewide Building Code.

4. Rejection of Third Party Report

- The Building Official shall approve the report from such approved individuals or agencies unless there is cause to reject it.
- Failure to approve such report shall be in writing within two (2) business days of receiving it stating the reason for the rejection.
- All third party inspections shall be in accordance with the approved plans that were reviewed and issued by the Shenandoah County Building Inspections Department. Any changes that are made to the approved plans require approval by the Shenandoah County Building Inspections Department prior to any changes made in the field.