

CITY OF CHARLOTTESVILLE
"A Great Place to Live for All of Our Citizens"

Department of Neighborhood Development Services

City Hall Post Office Box 911
Charlottesville, Virginia 22902
Telephone 434-970-3182
Fax 434-970-3359
www.charlottesville.org



Revised 2/28/2023

To: Builders, Contractors, Project Managers, and Homeowners

From: Charles Miller – Building Code Official

Date: January 27, 2023

Policy Enforcement Date: March 1, 2023

Re: 3rd Party Inspection Written Policy

Pursuant to the authority granted by Section 113.7 of the current edition of the Virginia Uniform Statewide Building Code, (VUSBC), the City of Charlottesville building inspections department is providing this official written 3rd party inspection policy. This policy applies to **all** construction projects.

Exceptions:

- **SPECIAL INSPECTIONS:** This program does not apply to required special inspections as outlined in Chapter 17 of the Virginia Construction Code, nor to fire detection, fire protection, or fire suppression systems, nor to inspections by any other City of Charlottesville Department.
- **ELEVATOR INSPECTIONS:** This program does not apply to the required inspections of newly installed or existing elevators, escalators, and dumbwaiters as outlined in the VUSBC and the City of Charlottesville Elevator Inspection Policy. A Building Permit is required before installation. An approved final acceptance report is required before new buildings will receive a Certificate of Occupancy. This inspection must be performed by a QEI as described in ASME A17.1 & A18.1.

**** All 3rd party inspectors must be pre-approved by the building official prior to performing 3rd party inspection. The list of approved 3rd party inspectors for the City of Charlottesville shall be kept on file in the Building Official's office and updated as needed.**

**** All requests to be added to the pre-approved 3rd party inspection list must be made to the Building Official in writing and include all required information as outlined below.**

CITY OF CHARLOTTESVILLE
“A Great Place to Live for All of Our Citizens”

Department of Neighborhood Development Services

City Hall Post Office Box 911
Charlottesville, Virginia 22902
Telephone 434-970-3182
Fax 434-970-3359
www.charlottesville.org



3rd PARTY INSPECTION POLICY

Overview

This 3rd party inspection policy will go into effect on **March 1, 2023**, and supersedes prior versions.

Per the VUSBC, section 113.7.1 of the VCC, each building official charged with the enforcement of the USBC shall have a written policy establishing the minimum acceptable qualifications for 3rd party inspectors. The policy shall include the format and time limit required for the submission of reports, any prequalification or preapproval requirements before conducting a 3rd party inspection, and any other requirements and procedures established by the building official.

The 3rd party inspection program offers property owners, homeowners, and licensed contractors the option for certain construction inspections to be performed and certified by pre-approved private sector 3rd party inspectors, to the extent specified below when approved in advance.

The building inspection department will review each 3rd party certified inspection report. Then, if it is code compliant and follows this 3rd party inspection program, it is approved, except in rare situations where there is a specific cause for a particular report to be rejected.

The building official or his designee will monitor the quality of the certified inspections performed.

The building inspection staff will continue to provide full support to all inspection requests for projects not involved in the 3rd party inspections program.

Private sector 3rd party inspection personnel shall have no personal financial interest in the project inspected. All inspection personnel shall be approved by the building official on a yearly basis *prior* to performing inspections. The building official will not accept inspections performed by non-approved inspectors.

All fees/payments for 3rd party inspections shall be the responsibility of the owner/permit holder.

As this program is a voluntary program, allowed by the building official and authorized by the statewide building code, compliance of the written policy, regulations, and actions of any 3rd party inspector is the responsibility of the person hiring such inspector.

CITY OF CHARLOTTESVILLE
 "A Great Place to Live for All of Our Citizens"



Department of Neighborhood Development Services

City Hall Post Office Box 911
 Charlottesville, Virginia 22902
 Telephone 434-970-3182
 Fax 434-970-3359
www.charlottesville.org

3rd PARTY INSPECTION POLICY

Required Qualifications

3rd party inspectors seeking approval shall submit evidence to the building official that they are qualified to perform the inspections as outlined below. Due to different certification regulations, national or state certifications, or professional registrations, other than what is listed or as described below, will **not** be accepted as the only evidence of qualification to perform inspections as a 3rd party inspector.

Inspections shall be conducted by certified & approved field inspectors who shall possess appropriate certifications from the International Code Council or NCPCCI and the required certification for such discipline under the Virginia Department of Housing and Community Development Training and Certification Matrix. On a case-by-case basis, the Building Official may waive the ICC or NCPCCI requirements for an individual or company.

Each inspector shall possess valid, unexpired, and appropriate Virginia Department of Housing and Community Development certifications (Core module, advanced modules, and NCPCCI or ICC certifications) and shall attend periodic and/or mandatory code update training as directed by the Virginia Department of Housing and Community Development. The following chart describes what certifications are needed to perform inspections:

<u>Inspection Disciplines</u>	<u>Certifications</u>	<u>NCPCCI exam</u>	<u>ICC exam</u>
Building inspections:	Commercial Building Inspector Residential Building Inspector DHCD Core Module Appropriate Building Module	1B 1A	B2 B1
Electrical inspections:	Commercial Electrical Inspector Residential Electrical Inspector DHCD Core Module Appropriate Electrical Module	2B 2A	E2 E1
Mechanical inspections:	Commercial Mechanical Inspector Residential Mechanical Inspector DHCD Core Module Appropriate Mechanical Module	4B 4A	M2 M1
Plumbing inspections:	Commercial Plumbing Inspector Residential Plumbing Inspector DHCD Core Module Appropriate Plumbing Module	5B 5A	P2 P1

Residential inspector certifications apply to the Virginia Residential Code.
Commercial inspector certifications apply to the Virginia Construction Code.
 These certifications are not interchangeable and do not apply as such.

For other inspections not listed above, the DHCD Training and Certification Matrix shall be used to indicate the required certifications and approval will be at the discretion of the Building Official.

CITY OF CHARLOTTESVILLE
"A Great Place to Live for All of Our Citizens"

Department of Neighborhood Development Services

City Hall Post Office Box 911
Charlottesville, Virginia 22902
Telephone 434-970-3182
Fax 434-970-3359
www.charlottesville.org



3rd PARTY INSPECTION POLICY

Inspections Permitted Under This Policy

Footing, building slab, electrical under slab, foundation drainage, foundation wall inspection (masonry and concrete), damp/waterproofing, backfill, and retaining walls are the only inspections allowed under the 3rd Party Inspection Policy.

No other inspections will be allowed unless preapproved on a case-by-case basis by the Building Official only.

**Inspections conducted in accordance with USBC 113.7 where the building official cannot perform the requested inspection(s) within two business days shall be performed by an inspector certified as previously outlined.

**Special inspectors hired under Chapter 17 of the VCC are not allowed to perform inspections under this policy unless the inspector meets the qualifications as outlined and is pre-approved to do such inspections.

** Post-pour inspections **WILL NOT** be accepted and considered a failed inspection as they are not permitted by the building code.

Inspections done prior to a permit being issued **WILL NOT be accepted and considered a failed inspection as they are not permitted by the building code.

** A 3rd party inspector **cannot** be used to approve a previous violation cited by the Building Inspection department. A building department inspector may fail a 3rd party inspection with just cause.

** Modifications or conditions on the certificate of occupancy will not be granted for code violations, for rejected work, or for work not inspected. Deficient work is required to be removed and replaced.

3rd Party Inspection Form

Inspection results must be filled out on the City of Charlottesville's 3rd Party Inspection Form and then either emailed to 3rdPartyInspectionApproval@charlottesville.gov or dropped off at the NDS front desk. It may also be sent to the building official **in addition to** the 3rdPartyInspectionApproval@charlottesville.gov email. The inspection report must be submitted to the city as described above **within 5 calendar days** after completion.

Required Documentation to submit after the inspection:

- **City 3rd Party Inspection Form**
- **Pictures of approved plans (plans must be onsite)**
- **Pictures of the front of the property inspected**
- **Pictures of areas inspected that support findings**
- **Include all supporting documents along with code references supporting findings of inspection**

The 3rd Party inspector shall legibly fill out the form and provide any comments in conjunction with the inspection. Illegible forms will be considered a failed inspection and returned.

Failure to submit the inspection results within the 5 calendar day time limit, will result in a failed inspection and may result in removing work and a STOP WORK order.

CITY OF CHARLOTTESVILLE

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

Department of Neighborhood Development Services

City Hall Post Office Box 911
Charlottesville, Virginia 22902
Telephone 434-970-3182
Fax 434-970-3359
www.charlottesville.org



3rd PARTY INSPECTION POLICY

Program administration and cost:

If it is determined by the building official that the program is fatiguing resources from the building inspection department in the administration of this program, the building official has the authority to implement fees to cover overtime pay or extra personnel to operate the program. This could be in the form of a flat fee per permit or annual fees and would be assigned to the permit holder.

The permit holder is responsible for verifying that all their inspections have been posted to their respective permit. Failure to do so may result in the delay of the certificate of occupancy being issued at the end of the project.

As this is a voluntary program allowed by the VUSBC, the building official has the right to refuse any applicant wishing to perform 3rd party inspections and retains the right to cease the program at any time.

How to become approved as a 3rd party inspector

Submit the completed 3rd Party Inspector Application Form with all required certification attached

- Business License - inspector shall consult the City of Charlottesville Commissioner of the Revenue to determine if a business license is required.
- Submit a copy of current liability insurance with a minimum coverage of \$1,000,000.
- Submit a copy of the current DHCD certification in the discipline that will be inspected.
- Submit a copy of the current ICC certification in the discipline that will be inspected.
- Submit a copy of any other certification as you deem appropriate.
- Do not violate any of the Misconduct reasons in this policy.

CITY OF CHARLOTTESVILLE
"A Great Place to Live for All of Our Citizens"

Department of Neighborhood Development Services

City Hall Post Office Box 911
Charlottesville, Virginia 22902
Telephone 434-970-3182
Fax 434-970-3359
www.charlottesville.org



3rd PARTY INSPECTION POLICY

Misconduct and Sanctions

The building official shall suspend or revoke the inspector for any of the following reasons:

Inspection and/or certification of structures in advance of the issuance of a building permit.

***Performing work regulated by the VUSBC prior to issuance of a building permit is a Class 1 misdemeanor**

Failure to verify a building permit has been issued and posted on site.

Approving work not ready for inspection.

Failure to physically perform the inspection.

Failure to schedule an inspection as outlined.

Failure to submit reports as outlined.

Failure to list all details of the inspection, such as sizes, depth, number of, location, etc.

Failure to enforce the applicable codes.

Falsification of reports, inspections, etc.

Failure to attend any training or meeting requirements as directed by the building official or DHCD.

Lapse or revocation of required certifications.

Failure to abide by all conditions of this policy.

Failure to report changes in design not on the approved building permit plans.

Approving work that is not in conformance with the City of Charlottesville approved plans, other city department requirements, the Virginia Uniform Statewide Building Code, and any applicable code by the International Code Council or referenced code by such.

It is imperative that the person hiring any 3rd party inspector monitor the activity of their 3rd-party inspector for compliance as it could remove all parties from the program.

**** As for the person or contractor responsible for the 3rd party inspector, the first violation of this policy will result in a six-month suspension of the 3rd party inspector from the program and a notification sent to the person or contractor who hired such inspector. The second violation of this policy will result in the permanent removal of the contractor/permit holder from this program. The second violation of a 3rd party inspector will also permanently remove the inspector from the program.**



City of Charlottesville

Neighborhood Development Services

City Hall 610 East Market St. Charlottesville, VA 22902
(434)-970-3182 www.charlottesville.gov/nds

3rd Party Inspector Application Form

Inspector Name: _____

Business Address: _____

Office Phone #: _____ Cell Phone #: _____

Email Address: _____

Business Email: _____

Please submit the following documentation along with this form for review. All documentation will be reviewed and approved/denied by the Building Official only.

- Business License – The inspector shall consult the City of Charlottesville Commissioner of Revenue to determine if a business license is required.
- Submit a copy of current liability insurance with a minimum coverage of \$1,000,000.
- Submit a copy of your current DHCD certification in the discipline(s) that will be inspected.
- Submit a copy of the current ICC certification in the discipline(s) that will be inspected.
- Submit a copy of any other certification as you deem appropriate.

Email this application along with needed documents to: 3rdPartyInspectionApproval@charlottesville.gov

By signing below, you acknowledge that all information provided is correct, and up to date.

Inspector Signature: _____ Date: ____/____/____