
THIRD PARTY INSPECTIONS POLICY & APPLICATION

Third Party Inspections:

This policy is under the authority of the current edition of the Virginia Uniform Statewide Building Code (VUSBC) Section 113.7. This policy is for third party inspections and should not be confused with required special inspections as stated in the Code. Definition: All Trades and Building inspections for the entire project, excluding the final inspection for Fire Alarm, Sprinkler, and Building.

When: A third party inspector may be used to verify compliance with the Virginia Uniform Statewide Building Code (VUSBC) when the building official is unable to respond to a request for an inspection within 48 hours of a request. Third party inspections must be approved in advance and generally will not be accepted if the City can perform an inspection within the required period.

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

Background: The Virginia Uniform Statewide Building Code, Section 113.7 states “Under circumstances where the building official is unable to make the inspection within two working days of a request or an agreed upon date, the building official shall accept reports for review from such approved individuals or agencies.” Therefore, the City of Lexington is to conduct each inspection either on the workday requested by the permit holder or the next workday. If the City of Lexington cannot conduct the inspection by close of business on the second day, the permit holder has the option to hire an approved third party inspector to complete the inspection.

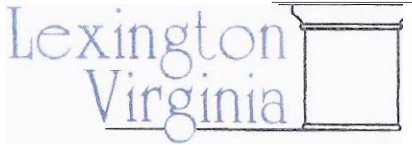
Third Party Inspector Applicant Minimum Criteria

The third party inspector must be in compliance with the following:

1. **Virginia Certification** – The applicant must obtain and maintain the Virginia Certification to conduct inspections within the specific area of expertise. Third party inspectors must meet the Virginia Certification Standards to be a Virginia Registered Design Professional or VCS certified representative.
2. **Requirements** – The City of Lexington’s building official must verify a third party inspector’s compliance with the Virginia Certification Standards prior to a request to use the third party inspector. Each individual performing a third party inspection shall be certified, regardless of certificates of employer. **Third party inspectors shall have no financial interest in the project they are inspecting.** A request for a third party inspector must be submitted, in advance of approval, prior to using the third party inspector.
3. **Experience** – The third party inspector must have a minimum of five years experience as a construction trade inspector conducting inspections within a specific area of expertise as regulated by the Virginia Uniform Statewide Building Code and the Virginia Certification Standards.
4. **Inspection and Inspection Results** – Third party inspectors must submit the original report, signed and dated, within two (2) working days of the inspection(s). Third party inspectors are not authorized to approve any construction field changes. This must be done through the building official’s office.

5. Report Requirements:

- 1) Must indicated the permit number, address, date and time of inspection and type of inspection performed.
 - 2) A result must be indicated – pass or fail. If failed, a list of corrections and code sections must be on the report.
 - 3) Third party inspector’s name, address, and telephone number.
 - 4) Failure must include which code section has not been complied with.
 - 5) Failed inspections require a re-inspection until violation has been corrected.
 - 6) Report must indicate that the building permit and approved plans were on site, at time of inspection, and all work inspected was competed in accordance with the approved plans and building code sections.
 - 7) The original inspection report must be submitted to the building official within two (2) working days of the inspection and/or prior to any subsequent re-inspections.
6. **Business License** – The third party inspector shall consult the City of Lexington to determine if a business license is required. If required, a copy must be provided to the building official.
7. **Insurance Requirements** – Each third party inspector must submit proof of General Liability Insurance of \$1,000,000 and Professional Errors and Omissions Insurance of \$1,000,000 limit. The insurance company must have a rating of VI (better or equivalent) and must provide a 30-day cancellation notice to the City of Lexington.
8. **Sanctions** – The building official may suspend/revoke approval of inspector/agency for the following reasons:
- Failure to enforce the applicable codes.
 - Falsification of reports, inspections, etc.
 - Late reports
 - Lapse or revocation of required certifications, insurance, or not in good standing with DHCD or failure to abide by all conditions of this policy.
 - Failure to attend all required training or meetings as required by the building official.
 - Failure to follow the directives of the building official or his/her designee.



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I have read and agree with the terms listed in the above document and request the use of a third party inspection as authorized by the Virginia Statewide Building Code (VUSBC) for the project located at _____ under permit number _____.

I request that the firm of _____ be approved to inspect the following:

- Footing, Concrete, Foundation, Plumbing, Mechanical, Electrical, Miscellaneous, Other (Please list)

Applicant's Signature

Date

Print Name

THIS SECTION TO BE COMPLETED BY STAFF ONLY

- APPROVED, REJECTED

Building Official

Date

Reason for rejection or special conditions that apply: _____