

Building Inspections Division

Procedure # 450

Third Party Inspections

Effective 07/01/2021

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Policy

- The City of Roanoke will allow **Third Party Inspections** only when circumstances are present that necessitate the need for an inspection and it is not possible for the Building Inspections Division inspectors to perform this inspection within the guidelines of the Virginia Uniform Statewide Building Code.
- **Third Party Inspections** will be allowed only if requested and approved in writing and in advance by the Building Commissioner.
- **Third Party Inspections** can only be performed by qualified third party inspectors or inspections firms as indicated in this procedure.
- **Third Party Inspections** are not to be confused with the requirements of Special Inspections as indicated in Section 1704 of the International Building Code.

Purpose

- Section 113.7.1 of the 2018 Edition of the Uniform Statewide Building Code (USBC) indicates that each Building Official charged with the enforcement of the USBC shall have a written policy establishing the minimum qualifications for third party inspectors. This policy shall include the format and time frame required for the submission of reports, any prequalification or pre-approval requirements and procedures established by the Building Official. This procedure will provide a uniform method for determining the qualifications and acceptance of third party inspections. third party inspections shall not be confused with the requirements for Special Inspections under the guidelines outlined in Chapter 17 of the International Building Code.

Conditions

- **Third Party Inspections may be allowed under the following conditions only and only when approved by the Building Commissioner in writing and in advance of the inspection.**
 - Under circumstances where Building Inspections Division Inspectors are unable to make the requested inspection within two working days of a request or an agreed on date.
 - Inspections requested after the normal cut-off time of 4:00 PM daily will be considered requested on the next working day.
 - Fast track projects that will require inspections around the clock and/or through weekends and holidays.
 - Emergency conditions or repairs provided the requirements of Section 108.1 of the USBC are followed.
 - The qualifications of the inspector or inspecting firm have been submitted and approved in advance of the inspection requiring a Third Party Inspector.
 - The inspector or inspections firm approved on the inspection request must be on site and in control of the inspections being performed at all times.

Inspector & Inspections Firm Approval

- **Inspectors and inspection firms shall comply with a minimum of one of the following requirements for approval to perform Third Party Inspections.**
 - Inspectors shall possess a valid certificate issued by Virginia Department of Housing and Community Development according to the Virginia Certification Standards in the appropriate discipline for the type inspection being requested. A list of these certifications is attached for reference.
 - Inspectors must possess a valid license as a design professional within the Commonwealth of Virginia under the guidelines of the Virginia Department of Professional and Occupational Regulation in the appropriate discipline for the type inspection being requested.
 - Alternate qualifications may be accepted by the Building Commissioner when submitted and approved.

Inspections Limitations

- Third Party Inspection requests are limited to specific requests and should be accompanied by a detailed description of the area to be inspected or a drawing indicating the areas to be inspected.
- Third Party Inspection requests are specific as to area and time. They should not be interpreted to be a blanket approval to continue further Third Party Inspections beyond the specific request.

Inspection Requests

- Request approval in writing for the Third Party Inspection by completing the Third Party Inspection Request Form and forwarding to the Building Inspections Division by one of the methods shown below:

**Noel C. Taylor Municipal Building
215 Church Ave, SW, Room 170
Roanoke, VA 24011
Attn: Inspections Scheduling**

**Or e-mail: neil.holland@roanokeva.gov
with a copy to:
tommy.Hahn@roanokeva.gov
and:
mark.bowles@roanokeva.gov**

Inspection Approvals

- Once approved, you will be notified in writing by the method that you used to submit your request that your Third Party Inspection Request has been approved.
- Please be sure to provide the correct contact information.

If you don't have written confirmation.....

You Don't Have Approval!

Inspections Reports

- The Third Party Inspector or Inspections Firm designated on the approval must be on-site and in control of the inspections being performed at all times.
- Inspections results must be recorded on the Third Party Inspection Report and the original copy of this report is to be received by the Building Inspections Division not later than two working days after the inspection is performed.
- When an inspection is performed by a design professional or by a licensed design professional firm, the Third Party Inspection report will bear the seal and signature of the design professional in responsible charge of the inspection or firm.

Failure To Comply

- Failure to comply with the Third Party Inspections request procedure as detailed may result in a **STOP WORK** order being issued for the project or portion of the project affected by the inspection.
- Failure to comply with the Third Party Inspections approval procedure as detailed may result in a **STOP WORK** order being issued for the project or portion of the project affected by the inspection.
- Failure to comply with the Third Party Inspections reporting procedure as detailed may result in a **STOP WORK** order being issued for the project or portion of the project affected by the inspection.
- Refer to Inspections Limitations, exceeding the specific area or time limitations of the Third Party Approval may result in a **STOP WORK** order being issued for the project or portion of the project affected by the inspection and refusal to grant further approvals for Third Party Inspections.

Request & Approval Form



Third Party Inspections

Requests and Approvals

City Of Roanoke
Building Inspections Division
215 Church Ave., SW Room 170
Roanoke, VA 24011
(540)853-1090

Request

Site Address: _____ Permit #: _____

Type of Inspection Requested: _____ Code & Edition: _____

Requester: _____ Phone: _____

Email: _____

Name of Third Party Inspector: _____
(SUBMIT QUALIFICATIONS WITH THIS REQUEST)

Date Requested: _____

Inspection Area Detail or Provide Drawings: _____

Approval

Signature of Building Commissioner

Date

Inspection Form



Third Party Inspections Inspection Reporting

City Of Roanoke
Building Inspections Division
215 Church Ave., SW Room 170
Roanoke, VA 24011
(540)853-1090

Request

Site Address: _____ Permit #: _____
Type of Inspection Requested: _____ Code & Edition: _____
Requester: _____ Phone: _____
Email: _____
Name of Third Party Inspector: _____
(SUBMIT QUALIFICATIONS WITH THIS REQUEST)

Date Requested: _____
Inspection Area Detail or Provide Drawings: _____

Inspection Result: _____ Inspector Signature: _____

Inspection Comments/Corrections Needed

Attach additional Information or Field Reports

Approval

Signature of Building Commissioner

Date