



**COUNTY OF ALBEMARLE**  
**Department of Community Development**  
**401 McIntire Road, North Wing**  
**Charlottesville, Virginia 22902-4596**  
**Phone (434) 296-5832**

To: Builders, Contractors, Project Managers and Homeowners

From: Michael Dellinger – Building Official

Date: July 1, 2018

Re: Written Third Party Inspection Policy

Pursuant to the authority granted by Section 113.7 of the Virginia Statewide Building Code, (VUSBC), the Albemarle County building inspections office is providing this copy of its written third-party policy. This policy applies to all construction projects.

**Exception:** This program does not apply to construction inspections under the 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 other Albemarle County agencies.

**\*\* All third-party inspectors must be pre-approved by the building official prior to acceptance perform third party inspection.**



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## **THIRD PARTY INSPECTION POLICY**

### **Overview**

The third-party inspection program offers property owners and construction contractors of construction projects the option for certain construction inspections to be performed and certified by private sector third-party inspectors, to the extent specified below, when approved in advance. The building division will review such certified inspections, in lieu of inspections by Albemarle County building inspection staff, and approve such inspection except in situations where there is specific cause that a particular report shall be rejected. The building official or his designee will monitor the quality of the certified inspections performed. The building division staff will continue to provide full support to inspection requests for projects not involved in the third-party inspections program.

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

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

Fees/payment for third-party inspections shall be the responsibility of the owner/permit holder.

### **Required Qualifications**

Third-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 and described below, will not be accepted as evidence of qualification to inspect.

Inspections shall be conducted by 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.

**Third-party inspector certifications.** 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</u> exam.	<u>ICC</u> exam.
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.

\*All inspectors must attend mandatory training with the building official prior to being approved to conduct inspection in this program.

## **Inspections Permitted Under This Policy**

**Footing, water/sewer lines, building slab, electrical slab, plumbing slab, foundation wall inspection (masonry and concrete), damp/waterproofing, foundation drainage, backfill, and retaining walls (including segmental walls). No other inspections will be allowed.**

\*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.

## **Building Inspection Certification Form**

The building inspection forms currently used by the building staff **will be the forms used** with the program. These forms will be available for pickup from the building division once the erosion and sediment control(ESC) and preliminary zoning inspections have been approved and entered into the county permit system, and construction is authorized to begin by the issuance of a building permit. The permit holder is responsible for obtaining the two approvals prior to the request for inspection forms by the inspector and shall identify which inspections will be performed by the third-party inspector. All identified inspection forms will be issued at this time. Request form for third-party inspections shall be filled out at time of permit application. Inspections not identified must be performed by Albemarle County inspections.

## **Approvals for Forms and Inspection Process**

ESC approval can be obtained by requesting such at [vsmp@albemarle.org](mailto:vsmp@albemarle.org)

Preliminary zoning approval can be obtained by requesting such at [pzapproval@albemarle.org](mailto:pzapproval@albemarle.org)

The inspector shall legibly identify their name and address on the form and provide any comments in conjunction with the inspection. Illegible forms will be considered a failed inspection and returned. Inspections cannot occur if a pre-printed form is not issued. Post inspection forms will not be issued and considered a failed inspection.

The yellow copy of the inspection certification form, with the signature and information of the certified inspector, shall be left on the jobsite and the white copy submitted to the County by the end of the following business day after the inspection has been completed. Inspection forms shall be dropped off to the intake staff at the building division.

Failure to submit the inspection results within the time frame as specified may result in a STOP WORK notice.

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

## **Performing Inspections**

Notification of a proposed third-party inspection shall be sent to the building division by 4 p.m. the previous day in the form of an email to [3rdpartyrequest@albemarle.org](mailto:3rdpartyrequest@albemarle.org). The requestor shall identify the permit number, what type of inspection is occurring, proposed time of the inspection, and phone number of the inspector. Do not use this email for anything other than third party request. Inspections occurring on Saturday, Sunday, or holidays must be scheduled by 4 p.m. on Friday for weekend activity or the business day prior to the holiday. This allows the building division to monitor the compliance of the program. Failure to follow this procedure will result in sanctions below. **Modifications or conditions on the certificate of occupancy will not be issued for violations or work not inspected or rejected and work will be required to be removed and replaced.**

## **Reinspection of Failed Inspections**

If an inspection fails a new form must be obtained from the building division for the re-inspection. A third-party inspector cannot be used to approve a previous violation cited by the Albemarle building division.

## **Business License**

The third-party inspector shall consult the County of Albemarle to determine if a business license is required and possess a valid license if so required.

## **Program administration and cost:**

If it is determined by the building official that the program is fatiguing resources from the building division 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.

It is the responsibility of the permit holder to verify through the County View portal that all of their inspections have 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 third-party inspections and retains the right to cease the program at any time.

## **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 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 use county issued inspection forms.

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 approved by the County

Approving work that is not in conformance with Albemarle County approved plans, 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 third-party inspector monitor the activity of their third-party inspector for compliance as it could remove all parties from the program.

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

## Third Party Inspection Request Approval Form

This form is to be submitted with your building application.

Date: \_\_\_\_\_

Building Permit Number: \_\_\_\_\_

Inspector: \_\_\_\_\_

Requestor: \_\_\_\_\_

Company: \_\_\_\_\_

The following inspections are being requested to be inspected by the above person:

Check Box	
	Footer
	Water line
	Sewer line
	Building Slab
	Electrical Slab
	Plumbing Slab
	Foundation wall inspection
	Damp/waterproofing inspection
	Foundation drainage
	Backfill
	Retaining Wall



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October 25, 2016

RE: Documentation for issuance of Building Permit and Certificate of Occupancy

Dear Builders, Contractors, Engineers, Architects, Surveyors and other Interested Parties,

The Zoning Administrator is required by the Code of Albemarle to review building permit applications to ensure that the proposed building or structure complies with the Zoning Ordinance and any code of development that applies to the subject property. This letter is provided to clarify our current policy on when surveyor's worksheets are required. We realize that predictability and consistency are important to your work because they can impact time and cost of deliverables. This policy statement is not applicable to personal wireless service facilities.

Albemarle County Code Chapter 18 (Zoning Ordinance), Section 31.2(b) establishes the minimum information required to be submitted to the zoning administrator for a building permit application as follows:

*Each applicant shall provide two (2) copies of the building plans, two (2) copies of the approved site plan if applicable, and a copy of the most recent plat of record of the site to be built upon unless no such plat exists, in which case the applicant shall provide a copy of the most recent deed description of the land. **Each applicant shall also provide any other information the zoning administrator deems necessary to review the application.***

The zoning administrator has found that in some instances additional information is necessary to review the building permit application. In these cases, a surveyor's stake-out worksheet ("surveyor's worksheet") is necessary for the approval of a preliminary zoning inspection for issuance of a building permit.

**Cases When Surveyor's Worksheet is Required for Issuance of Building Permit**

1. Non-residential site plans may be waived for minor site plan amendments by the Senior Code Compliance Officer {Sr CCO};
2. All residential development that is zoned Planned Development (any PD including Neighborhood Model District) unless Sr. CCO may waive in a particular cases where all parts of the proposed structure are at least 2 feet from all setbacks and easements;



3. Where minimum setback and/or encroachment can't easily be determined (such as when the property line is not marked or the proposed structure will be located within 10 feet of the minimum building setback or within 10 feet of a) the Water Protection Ordinance (WPO) buffer, b) the Flood Hazard Overlay District (FHOD) or c) an easement. This requirement may be waived by the Sr CCO in certain circumstances such as, but not limited to: instances where the edge of FHOD, WPO or easement is accurately marked.
4. All new retaining walls;

#### **A Surveyor's Worksheet Should Show**

- Existing property lines (and proposed property lines if subdivision is pending)
- Actual field stakeout location of proposed new structures
- Location of any existing structures
- Location of existing and proposed utilities
- Location of existing and proposed easements

In almost all cases in which a surveyor's worksheet is submitted for issuance of the building permit, a certified survey of completed building locations is required for issuance of the certificate of occupancy.

The authority for this requirement arises from Section 31.2(b) because the certificate of occupancy is a part of the building permit. In particular cases, the certified survey may be waived.

In addition, in particular cases of taller buildings, we reserve the right to require the certification of the building height prior to issuance of the certificate of occupancy.

Additional requirements relating to completion of improvements relate to site plans and are not discussed here.

#### **A Certified Survey Should Show or List**

- Parcel boundary – all parcel boundary lines with dimensions, including angles and bearings with reference to survey monuments.
- Actual field physical location of all structures
- North arrow
- Proposed name of the development
- Scale
- Location and name of abutting streets, right-of-ways
- Lot area
- Adjoining properties with addresses
- Setbacks – required setback and actual setback of the structure(s). Provide the closest building dimension (to the nearest 0.1 foot) from the front property lines and the side and rear property lines if pertinent
- Building dimensions
- Eaves – show the location of eaves and the closest dimension from the front property lines and side and rear if pertinent
- Appurtenances and projections – show the location of stoops, decks, covered porches, chimneys, balconies, bay windows and other like features
- Easements – show the location and dimension of any existing easements

- Floodplain limits – show the limits of the floodplain, where applicable
- Control monument identification – show that the survey is tied to a physically monumented land line which is identified by two United States public land survey system corners or by two physically monumented corners of a recorded subdivision
- Plat monuments – show and identify all monuments necessary for the location of the parcel and indicate whether the monuments were found or placed
- Certification of a Licensed Land Surveyor and signature
- Drawing format at least 8.5 x 11 inches or a maximum of 11 x 17. They may also be transmitted via email in pdf format
- Date of actual physical survey

If you have any questions or concerns about this policy or the specific requirements within, please do not hesitate to contact Lisa Green, Senior Code Compliance Officer.

Sincerely,

Amelia McCulley, A.I.C.P.  
Zoning Administrator