



City of Richmond
OFFICE OF THE BUILDING COMMISSIONER
BUREAU OF PERMITS AND INSPECTIONS

NOTICE

To: All Interested Parties

Subject: [48-Hour Limited Third-Party Inspection Policy](#)

Date: January 23, 2020

From: Jason Carangelo, Building Commissioner

Pursuant to Section 113.7.1 of the Virginia Uniform Statewide Building Code, Part I Virginia Construction Code (VCC) 2015 edition, the City of Richmond Bureau of Permits and Inspections has developed a policy allowing outside agencies and/or individuals to conduct third-party inspections in lieu of required inspections ordinarily performed by municipal inspectors. Final inspections for fire alarm, sprinkler and building do not qualify for third party inspections under this policy. The 48 Hour Limited Third-Party Inspection policy does not waive the requirement for general inspections by the building official.

Purpose:

This policy should be utilized when the building official is unable to perform a scheduled inspection or test required by section 113.3 or 113.4 of the VCC 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 approve the report from such approved individuals or agencies unless there is cause to reject it. This policy may be used for either residential or commercial construction.

Note: 48 Hour Third-Party Inspections are limited to a single inspection that has been scheduled 48 hours in advance on an active permit only.

Notification:

Prior to performing a third-party inspection the third-party inspector must submit a notification letter to the Inspections Operations Manager by e-mail to david.alley@richmondgov.com. The letter should include the project address, permit number, outline all relevant project information and include the third-party individual/agency qualifications. This notification is required for the following reasons.

1. Will serve as official notification that the process will be used.
2. Will give the City the option to promptly perform the inspection prior to approving the request.
3. Allows the City to review the submitted third-party qualifications for compliance.
4. Updates the computer system for third-party approval.

Minimum Qualifications Required:

Depending on the scope and/or complexity of the work being inspected the building official may require third-party inspectors to meet one or more of the following:

1. The inspector shall be a Registered Design Professional (RDP) licensed by the Commonwealth of Virginia in accordance with 54.1 of the Code of Virginia.
2. The inspector shall be state certified with the Department of Housing and Community Development in the area of expertise.
3. The inspector shall operate under the direct supervision of a RDP.
4. The inspector shall be employed by an approved third-party inspection agency.

Minimum Information Required on Third-Party Report Form:

1. Permit number of the project.
2. Address of the project.
3. Type of inspection performed.
4. Date and Time of inspection.
5. Weather Conditions.
6. Name of the Inspector.
7. Stamp/Seal of Registered Design Professional in responsible charge.
8. Description of the inspection performed, including the extents of the inspection and confirmation that the installation was in accordance with the approved plans and all applicable codes.
9. Attach an inspection checklist of all code items to the third-party report form.

Note: *Please submit all completion reports within 48 hours to david.alley@richmondgov.com for review and approval. If the report is rejected a letter will be issued within two working days of receiving it stating the reason for the rejection.*

Inspection Form Types:

1. Footing/Slab Inspection Report
2. General Inspection Report
3. Final Third-Party Inspection Report

- END NOTICE -