



CITY OF BUENA VISTA
Department of Planning & Community Development
2039 Sycamore Avenue
Buena Vista VA 24416

Alan McMahan, CBO, MPA
Building Official
(540) 261-8635
inspector@bvcity.org

THIRD PARTY INSPECTION POLICY

The City of Buena Vista 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 Department's Building Official ("Building Official") to perform this inspection within the guidelines of the Virginia Uniform Statewide Building Code (USBC).

Third Party Inspections will be allowed only if requested and approved in writing and in advance by the Building Official.

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 2015 Edition of the Uniform Statewide Building Code 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 Official in writing and in advance of the inspection:

- Under circumstances where the Building Official is 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 registered design professional (RDP) 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 Official 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 Official by one of the methods shown below:

By Regular Mail to:

Buena Vista City Hall
2039 Sycamore Avenue
Buena Vista, Virginia 24416
Or fax: (540) 261-2142

Or Fax: (540) 261-2142
Or Email: inspector@bvcity.org and cc:
troberts@bvcity.org

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 Official not later than two working days after the inspection is performed.

When an inspection is performed by a design professional or by a licensed RDP firm, the Third Party Inspection report will bear the seal and signature of the RDP 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, Reporting Form

		CITY OF BUENA VISTA Department of Planning & Community Development 2039 Sycamore Avenue Buena Vista VA 24416	Thomas Roberts Zoning Administrator (540) 261-8607 troberts@bvcity.org
THIRD PARTY INSPECTIONS Requests, Approvals & Reporting			
REQUEST			
Site Address:		Permit #:	
Type of Inspection Requested:		Fiscal Year:	
Requestor:		Phone #:	
Third Party Inspection Firm:		<small>(MUST BE PREVIOUSLY APPROVED OR SUBMIT QUALIFICATIONS WITH THIS REQUEST - ALLOW ADDITIONAL TIME FOR PROCESSING IF NOT PRE APPROVED)</small>	
Date Requested:			
Inspection Area Detail or Provide Drawing:			
Approval			
Signature of Building Official _____		Date _____	
Inspection Result <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Partial Approval	Signatures/Seals		
Inspection Comments/Corrections Needed <small>(Attached additional information or Field Reports)</small>			

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