



CITY OF DANVILLE

Community Development Division of Inspections

Third Party Inspections Policy

Third Party Inspections will be allowed by the City of Danville 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 the inspections 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 Official.

- **Third Party Inspections** can only be performed by qualified third party inspectors or inspections firms as indicated in this policy.

- **Third Party Inspections** are not to be confused with the requirements of Special Inspections as indicated in Section 1704 of the Virginia Construction Code.

Conditions

Third Party Inspections may be allowed under the following conditions only when approved by the Building Official 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 3:00 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 VUSBC 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 the 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 (Attachment 1).
- 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 Official when submitted and approved.

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 do not have written confirmation, then any inspections will not be accepted by the City of Danville Inspections Office.

The Third Party Inspection Request Form shall be filled out and forwarded to the Building Inspections Division by one of the methods shown below:

Danville Inspections
427 Patton St, Suite 208
Danville, VA 24541

ATTN: Third Party Inspection

Or email: fulchcw@danvilleva.gov

With copy to: gillikc@danvilleva.gov

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 with the Third Party Inspections request procedure, Third Party Inspections approval or Third Party 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.

113.7.1 Third-party inspectors. Each building official charged with the enforcement of the USBC shall have a written policy establishing the minimum acceptable qualifications for third-party inspectors. The policy shall include the format and time frame required for submission of reports, any prequalification or pre-approval requirements before conducting a third-party inspection and any other requirements and procedures established by the building official.

113.7.2 Qualifications. In determining third-party inspector qualifications, the building official may consider such items as DHCD inspector certification, other state or national certifications, state professional registrations, related experience, education and any other factors that would demonstrate competency and reliability to conduct inspections.

Third Party Inspections Request

Site Address:_____ Permit #_____

Type of Inspection Requested:_____ Code & Edition _____

Requestor:_____ Phone: (____)_____ - _____

Third Party Inspector/Firm:_____
(MUST BE PREVIOUSLY APPROVED OR SUBMIT QUALIFICATIONS WITH THIS REQUEST__ALLOW ADDITIONAL TIME FOR PROCESSING IF NOT PRE-APPROVED)

Date Requested:_____

Inspection Area Detail or Provide Drawing: _____

Approval

Signature of Building Official _____ Date _____

Inspection Results

- ☐ Pass
- ☐ Fail
- ☐ Partial Approval

Signature / Seal _____

Inspection Comments / Corrections Needed
Attach Additional Information Or Field Reports

(Attachment 1)

Commercial Inspector Certification list:

Type Certification	Type inspections
Building Inspector	VUSBC - structure inspections, (except plumbing, electrical and mechanical)
Electrical Inspector	VUSBC - electrical system inspections
Mechanical Inspector	VUSBC - mechanical system inspections
Plumbing Inspector	VUSBC - plumbing system inspections
Elevator Inspector	VUSBC - elevator inspections
Fire Prevention Inspector	SFPC – fire prevention inspections, sprinkler, alarm
Amusement Device Inspector	VADR- basic Amusement device inspections

Residential Inspector Certification list:

Type Certification	Type inspections
Building Inspector	VUSBC - Use Groups R-3, R-4, R-5 1- & 2-family dwelling building inspections, (except plumbing, electrical and mechanical)
Electrical Inspector	VUSBC - Use Groups R-3, R-4, R-5 1- & 2-family dwelling electrical inspections
Mechanical Inspector	VUSBC - Use Groups R-3, R-4, R-5 1- & 2-family dwelling mechanical inspections
Plumbing Inspector	VUSBC - Use Groups R-3, R-4, R-5 1- & 2-family dwelling plumbing inspections