



## NELSON COUNTY 3<sup>rd</sup> PARTY POLICY

### **I. AUTHORITY:**

The current edition of the Virginia Uniform Statewide Building Code, at section 113.7.1 (2021 Edition).

### **II. NOTIFICATION:**

Prior to performing any inspection, the building official shall be notified in writing using our 3<sup>rd</sup> Party Inspection Confirmation form. The notification form is to be filled out in its entirety. The resulting inspection report shall be submitted by walk-in, fax, or E-mail within 72 hours of the date of inspection to the building official.

### **III. INSPECTIONS:**

Inspections shall be in accordance with the Virginia Uniform Statewide Building Code (USBC). Inspections shall not be performed without a permit posted and the county approved plans on site.

### **IV. INSPECTION FEES**

Fees for ALL 3<sup>rd</sup> party inspections shall be the responsibility of the permit holder.

### **V. QUALIFICATION OF INSPECTORS:**

3<sup>rd</sup> party field technicians (inspectors) shall be certified in accordance with the ICC examination program for the type of inspection they are performing. In-house testing technicians shall be certified that have obtained certification in concrete testing by the American Concrete Institute (ACI) or its equivalency (such as a WACEL, Level II Concrete Certification).

### **VI. FINANCIAL INTEREST:**

3<sup>rd</sup> party agencies/individuals shall have no financial interest in the project being inspected.

### **VII INSURANCE REQUIREMENT:**

Each 3<sup>rd</sup> party agency/individual must provide the building official with a valid professional insurance policy in the amount of one million dollars, with the Jurisdiction being named as additional insured.

### **VIII SANCTIONS:**

The building official may suspend/revoke approval for the Following reasons:

- a) Failure to enforce the applicable code;
- b) Falsification of reports, inspections, etc.;
- c) Late reports;
- d) Lapse/revocation of required insurance or certification or not in good standing with DHCD;
- e) Failure to abide by all conditions of this policy.

**NOTE:** All 3<sup>rd</sup> party agencies/individuals must use Nelson County's Inspection report forms. Forms are available by request from the Building Official.



## NELSON COUNTY 3RD PARTY INSPECTION PROGRAM INSPECTION PROCEDURES

The following procedures must be followed unless a specific written exemption signed by the Building Official or his designee, is obtained prior to deviation from these procedures.

- 1. Nelson County's Inspection Form must be used** No other form or manner of reporting the inspection results will be accepted. This form contains information you will need to perform the inspection (example: setback distances, directions to the site and the inspection history of the particular job, all of which are important). No inspection may be performed without coming to the Building Inspection office and obtaining an original 2 part REQUIRED INSPECTION FORM prior to the inspection. Original top copy gets returned.
- 2. 3<sup>rd</sup> party Inspectors MUST notify staff of pending inspections 24 hours in advance of the inspection.** In an emergency, the Building Official or his designee may exercise his discretion to permit a shorter time. However, the inspector's convenience is NOT an emergency. In no instance should notice of a pending inspection be less than 2 hours prior to the time the inspector wishes to obtain the inspection form. Staff will need the time to prepare the form. The inspector may FAX or E-mail in their 3<sup>rd</sup> party inspection confirmation form to the Building Inspection office; however, the same time lines apply.
- 3. Inspectors must return inspection results within 72 hours of completion of the inspection.** No exceptions! Bring, FAX or E-mail the white copy of the inspection form to the Building Inspections office (the yellow copy goes to the builder or left on site). When an engineer's or architect's seal is required on the inspection form, the inspector may fax or E-mail a copy of the white form to the Building Inspection office and mail in the "sealed" original. The original must be mailed within 24 hours of completion of the inspection.
- 4. Re-Inspections.** If County staff failed the inspection, 3<sup>rd</sup> party inspectors may not do the re-inspection. If the 3<sup>rd</sup> party inspector failed the inspection, the 3<sup>rd</sup> party inspector may do the re-inspection. (Note: the inspection history on the inspection form will tell you who performed the previous inspections.)
- 5. Sanctions with regard to Inspection Privileges.** The Building Official may invoke sanctions from a warning to revocation of 3<sup>rd</sup> party inspector privileges for non-compliance of the Policy & Procedures, for lapse of required certification, or for falsification of any portion of the application or of the inspection reports. The Building Official shall provide the reason for such sanction to the inspector in writing. Appeals of the Building Officials decision may be taken to the Local Board of Building Code Appeals.
- 6. Cancelled Inspections.** Upon receiving notification of a cancellation of an inspection, the 3<sup>rd</sup> party inspector must immediately notify the building inspection office. If the inspection is rescheduled, the 3<sup>rd</sup> party inspector (the same or another inspector) must follow the same inspection procedures for the rescheduled inspection.
- 7. Approved Plans.** Approved Plans shall be the county stamped drawing(s) for the complete structure for which the building permit has been issued. "Stamped" means the drawings(s) shall contain a date, signature, (County Building Official or his designee, and the approved Nelson County Building Department stamp. No plans shall be valid without such a stamp and the Inspection MUST FAIL with the Comment "No Approved Plans on Site". Supplemental engineering plans for such things as "grade beams", brick ledges, etc. do not constitute Approved Plans". Any question as to the existence of the proper "Approved Plans" must be directed to the Building Official prior to rendering a pass/fail inspection decision.



3<sup>rd</sup> PARTY AGENCY & INSPECTORS  
QUALIFICATION APPLICATION

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

3<sup>rd</sup> Party Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Inspector's Name: \_\_\_\_\_

Inspector's ICC Certification # or other: \_\_\_\_\_

Field Inspector: yes\_\_\_\_ no\_\_\_\_ In-house Inspector/technician: yes\_\_\_\_ no\_\_\_\_

Insurance Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Policy No.: \_\_\_\_\_

Note: An active insurance certificate and current ICC certificate #, must be maintained on file with this Building Inspections Department or this application will be removed from the active list of approved 3<sup>rd</sup> Party Inspectors.



3<sup>rd</sup> PARTY INSPECTION CONFIRMATION FORM

Date Called in: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Permit # \_\_\_\_\_

Requested by: \_\_\_\_\_ Company: \_\_\_\_\_

Type of Inspection: Residential: Footing Only Commercial: \_\_\_\_\_

**--Other Residential 3<sup>rd</sup> party inspections only upon prior approval from Building Official--**

Pre-Approved 3<sup>rd</sup> Party Agency: \_\_\_\_\_

Certified Field Inspector Name: \_\_\_\_\_

Field Inspectors Active ICC Certification Number: \_\_\_\_\_

Submit the original report from the 3<sup>rd</sup> party inspection agency to our Office within 72 hours of the date of the inspection in accordance with the Nelson County 3<sup>rd</sup> Party Inspection Policy.

Thank You.

3rd Party

**Office Use Only**

**INSPECTION DEPARTMENT 3<sup>rd</sup> PARTY INSPECTION REQUEST APPROVAL:**

County Official: \_\_\_\_\_

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