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**City of Winchester Inspections Department
Third Party Inspections Policy
USBC Part I
Virginia Construction Code
(2012 Edition)
Effective Date – July 14, 2014**

This policy shall govern the use of “Approved” Third Party Inspectors, Inspection Services or Agency’s within the City of Winchester.

The use of third party inspection services is a privilege and not a right. The USBC provides the Building Official with discretionary authority in the use of third party inspectors. (2012 USBC/VCC, Section 113.7, Subsection 113.7.1). This does not mean that third party inspectors may not be used, just that their use in place of the City’s inspectors is subject to the Building Official’s discretion.

Third party inspections **may** be permitted if:

- The City’s inspectors cannot inspect the work within 24 hours (1 working day) of when the inspection was requested.
- After prior approval by the Building Official when, because of the nature of the work, inspections would be required during non-business hours such as weekends, holidays, etc. Approval of such inspections will be on a case-by-case basis.
- The nature and scope of the work to be inspected exceeds the technical expertise of the City’s inspectors, or requires special inspections or on-site design.

Permit holders wishing to use third party inspectors in place of the City’s inspectors shall request permission to do so at the time that the permit is issued or in advance of the time when inspection is needed. In requesting the use of third party inspection services, the applicant shall furnish:

- The name of the third party inspector or inspection company that will be used.
- The inspection firm’s Errors and Omissions insurance policy showing that they have coverage exceeding the value of the job to be inspected.
- Any professional certifications that the inspection firm possesses qualifying them to inspect the work in question.
- **NOTE: An Approved Third Party Inspector, Inspection Service, or Agency is:**
 - An inspector or agency certified by the **Department of Housing and Community Development** for the type of work to be inspected, or a **Virginia Registered Design Professional**.
 - An inspector or agency approved by the **Building Official**.

The permit holder shall be responsible to file all third party inspection reports with the Building Official within two (2) business days of the inspection. Failure to submit reports in a timely manner is cause to revoke the approved use of third party inspection service in place of City inspectors.

REPORT FORMAT:

All third party inspection reports shall contain the following information:

- Address of project
- Permit number
- Date and time of inspection
- Type of inspection
- Inspection results
- Name, address, and phone number of the inspector
- Signature of Registered Design Professional or approved inspector

Minimum acceptable requirements for third party inspectors:

- **Licensed as a Registered Design Professional in the Commonwealth of Virginia, or**
- **Certification by the Board of Housing and Community Development for the type of work to be inspected.**

The City of Winchester Inspections Department is committed to providing prompt inspections to its permit holders. This policy is intended to help fulfill this commitment.