



MEMORANDUM

FROM: Steve Shapiro
Interim Building Official

DATE: March 27, 2023

SUBJ: Written Policy Regarding Third-Party Inspections

Section 113.7 of the Virginia Uniform Statewide Building Code (VUSBC) states in part:

Approved inspection agencies. *The building official may accept reports of inspections and tests from individuals or inspection agencies approved in accordance with the building official's written policy required by Section 113.7.1. The individual or inspection agency shall meet the qualifications and reliability requirements established by the written policy. Under circumstances where the building official is unable to make the inspection or test required by Section 113.3 or 113.4 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 accept reports for review. The building official shall approve the report from such approved individuals or agencies unless there is cause to reject it. Failure to approve a report shall be in writing within two working days of receiving it stating the reason for the rejection. Reports of inspections conducted by approved third-party inspectors or agencies shall be in writing, shall indicate if compliance with the applicable provisions of the VUSBC have been met, and shall be certified by the individual inspector or by the responsible officer when the report is from an agency.*

Note: Photographs, videotapes or other sources of pertinent data or information may be considered as constituting such reports and tests.

The following additional conditions shall apply to third-party inspections and Inspectors:

1 – Third-party inspectors are permitted to conduct inspections required by VUSBC Section 113.3 under certain circumstances that include the following:

- If a City of Hampton inspector is not able to arrive at an inspection site within two working days of a request or an agreed upon date, or if authorized for other circumstances outlined elsewhere in this policy.

Written Policy – Third-Party Inspections

March 27, 2023

Page 2 of 2

- For unusual or special projects where timelines of inspection is critical to the construction process or when adverse weather conditions are anticipated.
- For other unusual conditions or circumstances when approved at least 24 hours in advance of the requested inspection by the building official.

2 – Third-party inspections must be approved by this office in advance. The use of a third-party service will not be accepted if the inspection can be performed by the City within two working days from the date of the inspection request or an agreed upon date.

3 – Credentials for third-party inspection firms and individuals must be submitted and approved by the building official prior to the requested inspection. Inspectors must be certified in the classification of the inspection to be performed by the International Code Council **and** the Virginia Department of Housing and Community Development or be a Virginia Department of Professional and Occupational Regulations Registered Design Professional. A current business license and proof of insurance shall be required.

4 – The use of third-party inspectors will not result in a refund or reduction of inspection fees.

5 – Final reports of inspections must be received by the building official within two working days of the inspection. The report must provide the permit number, address, date and time of inspection, name of inspector and approval or rejection of the inspection. If the inspection is rejected, the reason and code section must be designated in clear language.

6 – The permit holder must submit a written request for approval for a third-party inspector to the Building Official, Community Development Department, 22 Lincoln Street, Hampton, VA 23669. The following information shall be included in the written request:

- Permit number
- Street address
- Type of inspection
- Date of requested inspection
- Reason for the request
- Name and credentials (resume and job experience) of the third-party inspector

Once all of the required information has been reviewed and approved, the permit holder will be given written approval to proceed or reason for denial from the building official.