

## Greene County Building Department

### Policy and Procedures Third Party Inspections

#### 2003 USBC Section 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 and any other requirements and procedures established by the building official.

#### General

- Third party inspectors are not allowed to grant modifications to the Uniform Statewide Building Code (USBC). Application for modifications must be submitted to the Greene County Building Official in writing.
- Board of Building Code Appeals is only authorized to hear appeals against the local governing body.
- Third Party Inspectors are not allowed to inspect their own work.
- Third Party Inspectors shall use inspection tickets provided by the Greene County Inspections Office for residential inspections. Daily logs indicating completed inspections are required for commercial inspections.
- Third Party Inspectors shall notify the Greene County Inspections Office 48 hours prior to residential inspection by either phone or fax. Notification is not required for commercial projects provided the Greene County Building Official has received notification of the use of the 3<sup>rd</sup> party inspection prior to the start of construction.

#### Qualifications - Required for approval

- Virginia Registered Design Professional (RDP)
  - (1) Must provide Building Official with a current copy of Virginia Certification License as Professional Engineer/Architect. Each inspection or plan review must be signed and sealed by RDP.
- ICC/Virginia Certified Inspectors
  - (1) Must provide Greene County Building Official with a copy of certifications obtained through the Board of Housing and Community Development or International Code Council

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- Insurance Requirements
  - (1) Must provide Building Official with a current copy of liability insurance providing a minimum of one million dollar professional liability per claim.

**NOTE: ALL FINAL INSPECTIONS MUST BE DONE BY THE GREENE INSPECTIONS DEPARTMENT. NO 3<sup>RD</sup> PARTY INSPECTOR'S ARE ALLOWED TO DO FINAL INSPECTIONS.**

### Procedures

- Third Party Inspectors shall provide a written Inspection Report to the Greene County Building Department within 48 hours of an inspection. This report shall include the following:
  - (1) Building Permit Number
  - (2) Location of Inspection including 911 address
  - (3) Inspection completed either Pass/Fail
  - (4) Time/Date of Inspection
  - (5) Signature of Inspector
- It is the responsibility of the contractor, homeowner, or Third Party Inspector to insure that we receive these reports as stated above.
- Failure to receive Inspection Reports will be considered failed inspections and must be re-inspected either by the county or a third party. If Greene County Inspections fail an inspection, third party may not re-inspect.
- Greene County Inspections reserves the right to do spot inspections to ensure that the Uniform Statewide Building Code is being properly enforced.
- The Greene County Building Official may revoke your opportunity to do third party inspections for any of the following conditions.
  - (1) Failure to follow procedures outlined above.
  - (2) Failure to properly enforce the provisions of the Uniform Statewide Building Code.
  - (3) False Inspection Reports
  - (4) Failure to maintain insurance requirements or license requirements.

## Third Party Agreement

I have read and understand the requirements of the Greene County Third Party Policy. I agree to abide by these requirements in order to stay in good standing as a Third Party Inspector.

Signature and Date \_\_\_\_\_

Contact Information: \_\_\_\_\_ Name  
\_\_\_\_\_ Address  
\_\_\_\_\_ Phone Number  
\_\_\_\_\_ Fax  
\_\_\_\_\_ Date

Approved Greene County Building Official

\_\_\_\_\_

LISTED BELOW ARE THE USBC REQUIRED INSPECTIONS. BESIDE EACH INSPECTION ARE THE REQUIREMENTS FOR THIRD PARTY INSPECTOR'S APPROVED BY THE COUNTY.

INSPECTION TYPE	REGISTERED	VA. CERT.	VA. CERT.	VA. CERT.	VA. CERT.	VA. CERT.	VA. CERT.	VA. CERT.	VA. CERT.	VA. CERT.	DCR CERT
	DESIGN PROFESSIONAL	ONE/TWO FAMILY BLDG.	BUILD GEN	ONE/TWO FAMILY ELECT	ELECT GENERAL	ONE/TWO FAMILY PLUMBING	PLUMB GENERAL	ONE/TWO FAMILY MECH.	MECH GENERAL		
FOOTINGS	•	•	•								
FOUNDATION WALLS/BACKFILL	•	•	•								
ROUGH-IN FRAMING/STRUCTURAL		•	•								
ROUGH-IN ELECTRICAL				•	•						
ROUGH-IN PLUMBING						•	•				
ROUGH-IN MECHANICAL								•	•		
INSULATION		•	•								
BUILDING PLAN REVIEW	•	•	•								
E & S REVIEW	•										•

NOTE: FINAL INSPECTIONS WILL NOT BE ALLOWED BY THIRD PARTY INSPECTORS OR REGISTERED DESIGN PROFESSIONALS