

## THIRD PARTY INSPECTION REQUEST FORM

**\*\*THIS FORM MUST BE COMPLETED BY THE PERMIT HOLDER\*\***

This form is required to be submitted and approved prior to the use of third party inspections for structures regulated by the Virginia Uniform Statewide Building Code (VUSBC). This form does not apply to Special Inspections.

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. Exceptions will be made for types of inspections outside the scope or certification of city inspectors and for footing and foundation inspections where unusual or expansive clay soils are suspect or severe weather conditions are imminent.

### PLEASE INITIAL EACH ITEM BELOW TO INDICATE ACCEPTANCE AND ACKNOWLEDGEMENT OR SUBMITTAL OF THE RESPECTIVE ITEM:

\_\_\_\_\_ Credentials for third party inspection firms and individuals must be submitted and approved by the Building Official. Inspectors must be certified as required by the Department of Housing and Community Development Training and Certification Standards or provide other state or national certification, state professional registration, related experience or other factors to demonstrate competency and reliability to conduct inspections.

\_\_\_\_\_ Attached: A Certificate of insurance providing a minimum of \$1,000,000.00 per occurrence with aggregate limit of \$2,000,000.00 covering Professional, Automotive, and Errors & Omissions (E&O) liability insurance coverages for either an independent 3<sup>rd</sup> party inspector or a 3<sup>rd</sup> party inspection firm and their employees.

\_\_\_\_\_ All inspections must comply with the most recent edition of the VUSBC and the International Code Council Supplement Provisions.

\_\_\_\_\_ Footing/Foundation Inspections- All properties found to have expansive soils must provide a foundation plan designed by a licensed professional engineer. If an engineered foundation design is required, third party inspections must be performed by or under the guidance and supervision of a Virginia licensed design professional.

\_\_\_\_\_ Final reports of inspections(s) must be received by the department within three 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. If the inspection is rejected, the reason and code section must be designated in clear language.

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\_\_\_\_\_ The use of third party inspection firms or persons will not result in a refund or reduction of inspection fees.

\_\_\_\_\_ The Building Official reserves the right to reject any inspection report if a violation is obvious and not noted or if substantiated evidence is provided to suspect the validity or accuracy of the inspection outcome.

**APPLICANT INFORMATION:**

I (the permit holder) request the following firm and/or person \_\_\_\_\_  
\_\_\_\_\_ be approved to inspect the following project:

Name of Project: \_\_\_\_\_

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

Permit Number: \_\_\_\_\_

**TYPE OF INSPECTION TO BE PERFORMED:**

Footing \_\_\_\_\_ Concrete \_\_\_\_\_ Foundation \_\_\_\_\_ Framing \_\_\_\_\_

Insulation \_\_\_\_\_ Trade \_\_\_\_\_

Other \_\_\_\_\_

I have read and agree to the terms listed above and request the above noted person and/or firm be approved to perform the noted inspections as allowed by Section 113.7 of the VUSBC.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date \_\_\_\_\_

Department of Development and Permits  
306 Cedar Road  
Post Office Box 15225  
Chesapeake, Virginia 23328-5225  
Tel. (757) 382-6018, 6890, 8424  
Fax. (757) 382-8448

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**OFFICE USE ONLY**

APPROVED \_\_\_\_\_

DATE \_\_\_\_\_

REJECTED \_\_\_\_\_

CREDENTIALS ATTACHED (Y/N) \_\_\_\_\_

CREDENTIALS ON FILE (Y/N) \_\_\_\_\_

Building Official or Representative \_\_\_\_\_

Reason for rejection or special conditions: \_\_\_\_\_

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Document updated 5-23-2016  
Shared (S) D&P/Policies & Procedures