



THIRD PARTY INSPECTION POLICY

CITY OF WAYNESBORO, BUILDING & ZONING DEPARTMENT

Reference VUSBC
section 113.7.1

I. MINIMUM QUALIFICATIONS

- Virginia DHCD certification – inspector shall be certified with the appropriate DHCD certification for the required inspection being performed. Other certifications will be considered. -or-
- Licensed design professional with the Commonwealth of Virginia.
- Third party inspectors shall not have direct financial or familial interest in the project being inspected. This includes, but is not limited to, family members, employees, owners, contractors, or any other person who may have a similar conflict of interest.

II. FORMAT

- A third-party inspection form shall be obtained from this office prior to performing an inspection. A separate form shall be required for each inspection performed.
- The form shall be filled out in its entirety and shall be legible.
- The form shall be completed and dated on the day of the inspection.
- Reports that do not meet the above requirements shall not be approved.

III. PREAPPROVAL

- All third-party inspectors shall be preapproved by this office prior to the date of the inspection.
- Applicant shall be notified by this office after preapproval is granted or declined, and inspection forms shall be made available for pick-up at that time.
- Preapproval may be revoked by this office at any time if the written provisions of this policy are violated.
- Failure to obtain preapproval or the required form(s) automatically disqualifies any third-party inspector.

IV. SUBMISSION OF REPORTS

- Third-party inspection reports shall be submitted to this office within 2 business days following any third-party inspection(s).
Exception: Reports that are not received within 2 business days may be approved at the discretion of this office.
- Completed reports shall be dropped off in person or submitted via fax or email (see third-party inspection form for address, fax, and email)

V. INSPECTION PROCEDURES

- Third party inspectors shall verify that permits are posted and approved construction plans are onsite.
- Inspections shall be in accordance with the relevant, current edition of the VUSBC at the time of inspection unless the approved construction plans indicate otherwise. ALL work shall conform to the approved plans including, structural drawings, door types and door swing, site plans and setbacks, locations and quantities of fixtures and devices, etc. Work that does not conform to the approved plans shall not be approved, and the permit holder shall submit revisions to this office for review.
- Inspection forms shall be completed in their entirety and submitted in accordance with this policy.

NOTE: Fees for all third-party inspectors shall be the sole responsibility of the permit holder.