



April 9, 2020

CODE INTERPRETATION/POLICY

Code/Year	Section of Code	Title of Code Section/Subsection/Policy
USBC/2015	113.7.1	Third Party Inspectors

In accordance with Section 113.7.1 of Part I (Virginia Construction Code) of the Virginia Uniform Statewide Building Code (USBC) 2015, 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 USBC requires that the policy include the format and time frame required for submission of reports, any prequalification or pre-approval requirements before conducting a third-party inspection and any other requirements and procedures established by the building official.

Division Interpretation / Policy

In general, the City of Staunton Building Services Division conducts all inspections on the day scheduled, thus reducing the need for third-party inspections, with the exception of inspections that are required as part of the Special Inspection Program as authorized by the USBC and implemented by the City of Staunton.

The City of Staunton may accept (or require) third-party inspection under the following circumstances and only if the City of Staunton Building Services Division staff are unable to perform such inspections within the time frame prescribed by law:

1. Unusual design applications of materials described in the USBC;
2. Use of construction materials and/or systems that are alternative to construction materials and/or systems prescribed by the USBC;
3. Installation of a materials and/or systems required by a manufacturer's instructions that prescribe requirements not contained in the USBC or in standards referenced by the USBC;
4. Inspections that require continuous observation;
5. Any other inspections that are specifically authorized by the Building Official.

PERSONNEL QUALIFICATIONS

Third-party inspection personnel must be approved by the Building Official prior to performing inspections in lieu of the City of Staunton personnel. Third-party inspection personnel shall perform only those services in which they have demonstrated competency through a recognized certification or registration program as discussed below. Except for Registered Design Professionals (RDP), field personnel conducting third-party inspections shall be certified by examination through the International Code Council or the Virginia Department of Housing and Community Development or another organization whose programs are recognized by the City of Staunton Building Official. Such field personnel conducting third-party inspections shall perform such inspections only under the direct supervision of a Registered Design Professional.

RESUMES

Each person involved in inspection of any aspect of any third-party inspection shall submit a resume and appropriate documentation for approval by the City of Staunton Building Official prior to the commencement of any such inspection.

REPORT

The RDP in charge of each third-party inspection shall keep records for each third-party inspection. The RDP shall furnish signed and sealed inspection reports to the City of Staunton Building Official within three (3) business days of the conclusion of the inspection. At the conclusion of each third-party inspection, a final certification of inspection documenting items inspected and correction of any discrepancies noted in the inspection shall be delivered to the City of Staunton Building Services Division prior to issuance of Certificate of Occupancy or Completion Letter.

Any deviation from the approved construction documents must be brought to the immediate attention of the City of Staunton Building Official.

FINAL CERTIFICATION OF INSPECTION

Project Name:

Project Address:

Permit Number:

REGISTERED DESIGN PROFESSIONAL IN CHARGE (RDP):

All deficiency items reported in the last interim report(s) have been completed. To the best of my information, knowledge and belief, the inspections specified and authorized by the City of Staunton Building Official for this project have been completed. In my professional opinion, all elements subject to inspections have been found to comply with County-approved construction documents and project specifications.

Respectfully submitted,

Signature of RDP in charge

Date

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