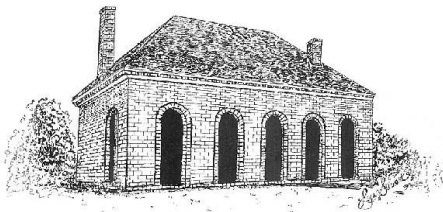


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PHONE: 804-365-6040
FAX: 804-365-6247

HANOVER COUNTY

ESTABLISHED IN 1720

November 23, 2021

TO: Customers of Hanover Building Inspections

FROM: Chief Building Official

SUBJECT: Third-Party Inspection Policy

EFFECTIVE DATE: March 16, 2019

The 2015 Virginia Construction Code requires each building official to establish a written policy regarding the use of third-party inspectors. This policy must establish inspector qualification requirements, specific procedures regarding documentation of inspections, and the timeframe for submitting such documentation.

Hanover Building Inspections requires third-party inspectors to meet one or more of the following:

- The inspector shall be a Registered Design Professional licensed by the Commonwealth of Virginia in accordance with §54.1 of the Code of Virginia.
- The inspector shall operate under the direct supervision of a Registered Design Professional.
- The inspector shall be employed by an approved third-party inspection agency.

Prior to performing any third-party inspections, the applicant or third-party inspector must obtain prior approval from the Deputy Chief Building Official by calling 804-365-6040 or e-mail mjeutsey@hanovercounty.gov. If Hanover Building Inspections is unable to perform a requested inspection within two working days of the scheduled date, the applicant may obtain a third-party inspection without prior approval. **Note: Residential Footing Inspections may be performed without prior approval.**

Third-party inspection reports shall contain, at a minimum, the following information:

- Permit number of the project.
- Address of the project.
- Type of inspection performed.
- Date and time of the inspection, as well as weather conditions where pertinent.
- Name of the inspector.
- Seal of the Registered Design Professional in responsible charge.

- Description of the inspection performed, including the extents of the inspection and confirmation that the installation was in accordance with the approved plans and the applicable edition of the USBC. Where applicable, residential footing inspections shall include the location and type of grounding electrode installed.

Upon completion of the inspection, the inspection report shall be submitted to inspectionreports@hanovercounty.gov. **Inspection reports shall be submitted within 48 hours of the inspection.** Inspection reports are subject to review and approval by Hanover Building Inspections. Any deficiencies identified in the report may require revisions to the report or corrections in the field to ensure compliance with the USBC and this Policy.

Please contact Hanover Building Inspections at (804)365-6040 with any questions regarding this Policy.

Respectfully,

A handwritten signature in black ink that reads "Richard T. Gordon". The signature is written in a cursive, flowing style.

Richard T. Gordon, CBO
Chief Building Official
Hanover County