



Building Official

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TO: Interested Parties
FROM: Grayson County Building Department
SUBJECT: Third Party Inspection Policy
DATE: March 17, 2020

The Virginia Construction Code requires that each local building official have a written policy establishing the minimum acceptable qualifications for 3rd party inspectors. This policy is also required to stipulate the format and timeframe required for the submission of inspection reports and any pre-qualification, pre-approval or procedural requirements.

The Grayson County Building Department requires that all 3rd party inspectors be either a Virginia registered design professional (RDP- architect or engineer) or be performing under the direct supervision of an RDP in accordance with Title 54.1 of the Code of Virginia. The qualifications of individuals performing under the supervision of an RDP shall be the responsibility of the RDP.

Use of a 3rd party inspector by a permit holder shall be pre-approved except when this department has not performed an inspection within two full working days of the inspection request. The RDP shall submit the pre-approval request by contacting the Building Department. The RDP is not authorized to perform the inspection until they are notified that their request has been approved.

All 3rd party inspection reports shall bear the seal and signature of the RDP that is approved to perform the inspection. All 3rd party inspections performed under the direct supervision of an RDP shall bear the name (legibly printed or typed) and signature of the inspector in addition to the seal and signature of the RDP.

All 3rd party inspections performed before, and including, a framing inspection shall be submitted prior to obtaining an approved insulation inspection. All 3rd party inspections performed after the framing inspection shall be submitted and approved prior to obtaining a final inspection

All 3rd party inspection reports are required to indicate the time and date of the inspection; the applicable permit number assigned to the work that is being inspected; confirmation that the County approved plans were used during the inspection and that the work conforms to the approved plans and the provisions of the Virginia Uniform Statewide Building Code.