

	<b>BUILDING DEVELOPMENT POLICIES AND PROCEDURES ADMINISTRATIVE/GENERAL</b>	<b>Effective Date:</b> <b>May 5, 2006</b>
		<b>Supersedes Policy Dated:</b> <b>N/A</b>
	<b>1.17 Third Party Inspection Certification Program for Leftover Inspections</b>	<b>Issued by:</b> <b>Eric M. Mays, P.E.</b>  <b>Building Official</b>

Prince William County can require the Third Party Inspector to attend meetings and/or training as needed to discuss inspection requirements and/or the Third Party Inspector's inspection performance.

### **Annual Renewal of Third Party Inspector Approval**

One month prior to the anniversary date of the Third Party Inspector's County Approval, the Third Party Inspector shall submit: proof of attendance at any mandatory training to maintain their Virginia Certification(s); and the proof of the required insurance. Additionally, the Third Party Inspector will conduct a one day (7.5 hours) Field Validation Phase.

### **Inspection Scheduling**

When the Third Party Inspector receives a request for an inspection, the Third Party Inspector shall verify through the County's [eInspections](http://www.pwcgov.org/eInspections) Web Page ([www.pwcgov.org/eInspections](http://www.pwcgov.org/eInspections)) that the County's inspection has not been conducted within the 2 working days required as of 5 PM that day. The Third Party Inspector shall notify the Construction Inspections Branch of the scheduled inspection by sending an email to the Construction Inspections Branch at [PWBDThirdParty@pwcgov.org](mailto:PWBDThirdParty@pwcgov.org) prior to 5 AM on the day of the inspection. This is to ensure that the inspection is removed from the County's daily inspection schedule and to facilitate Quality Control Inspections by the Construction Inspections Branch. The Third Party Inspection shall be conducted no later than the third work day or the Third Party Inspection shall be deemed cancelled.

### **Inspection and Inspection Reports**

Inspections shall be conducted in accordance with the Virginia Uniform Statewide Building Code and [Prince William County's Policies and Procedures](#). However, the Third Party Inspector is not authorized to approve any construction field changes.

The Third Party Inspector's Report shall be typed and shall include: the Third Party Inspector's name, phone number, master permit number, trade permit number, street address, lot number, inspection type, time of the inspection, and the inspection results with deficiencies properly identified. A copy of the Third Party Inspector's Inspection Report shall be emailed to the Construction Inspections Branch at [PWBDThirdParty@pwcgov.org](mailto:PWBDThirdParty@pwcgov.org) within 4 hours of the completion of the inspection. The original report, signed and dated, shall be delivered to the Construction Inspections Branch within 1 working day of the inspection. Any inspection deficiencies must be identified by the standard deficiency list provided by the Building Construction Inspections Branch during the field validation phase. This is to facilitate the County's data entry of the inspection results and to assist any inspector conducting a re-inspection.

Prince William County reserves the right to perform a Quality Control Inspection.

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### Misconduct and Sanctions

If it is alleged that the individual certifying the inspections or the field inspector has violated the requirements of the Third Party Inspection Certification Program for Leftover Inspections, the Building Official or his designee shall notify the individual certifying the inspections of the allegation in writing. The individual certifying the inspections shall be required to respond in writing within seven (7) calendar days. Based on the adequacy of the response, the Building Official or his designee may:

1. Determine the allegation has no merit.
2. Require a meeting with the involved parties.
3. Issue a verbal reprimand.
4. Issue a written reprimand.
5. Suspend an individual from the program for up to six (6) months.
6. Revoke the approval of an individual to participate in the program.
7. Submit a formal complaint to the APELSCIDLA Board and/or the Board for Housing and Community Development.

The following provides examples of violations of the Program requirements:

1. Failure to maintain their Virginia Certifications.
2. Failure to maintain the minimum required insurance.
3. Failure to participate in the annual Field Verification Phase or failure to perform adequately during the field verification inspections.
4. Failure to adhere to the requirements for inspection scheduling or reporting.
5. Failure to perform proper inspections in accordance with the Virginia Uniform Statewide Building Code and [Prince William County's Policies and Procedures](#), to include the following:
  - a. Failure to perform inspection prior to the certification of the work.
  - b. Inspection and/or certification of structures in advance of the issuance of a building permit.
  - c. Perform inspections without County approved drawings.
  - d. Failure to inspect and enforce the Erosion and Sediment Control requirements.
  - e. Failure to report changes in design not approved by the County.
6. Failure to attend required training or meetings that are required by the Building Official or his designee.
7. Failure to follow the directives of the Building Official or his designee.