Requirements for Mandatory Third-Party Inspections
Managed by the Special Inspections Section

Version 2021-07-01

Please refer to Policy 1.18 Third Party Inspection Certification Program for Minor Critical Projects for complete inspections requirements for the Mandatory Third-Party Inspections managed by the Special Inspections Section. Relevant permitting requirements of the Policy are reproduced below for expediency.

Relevant Permitting Requirements
A Special Inspections preconstruction meeting is not required for this permit. Please submit the following documents to the Special Inspections Section as a prerequisite for the issuance of the building permit.

1. An approved Third Party Engineer shall submit a letter that they have been hired by the Owner or the Owner’s authorized agent, to perform inspections (sample form letter is in Appendix II Attachment E of the Prince William County Special Inspections Manual)

2. The Third-Party Engineer shall review plans and submit a detailed scope of work, supported by resumes and certifications of technicians and the laboratory accreditation certificate of the testing laboratory that will be used to provide material testing services.

3. Where applicable, a Building Pad Certification shall be submitted; refer to Policy 1.4 Building Pad Certification.

Other Requirements:
Prior to erection of structural steel members, submit original sets of structural steel shops drawings, reviewed, and approved by the design engineer, to the Special Inspections Section for approval electronically. All building plans are required to be submitted via Prince William County’s ePortal system. Consult the customer electronic plan review (ePlans) guide for information on how to prepare and submit documents for electronic plan review and the electronic plan review guide for building ePlan submission guidelines.

For any questions regarding special inspections projects contact:

Special Inspections Section
Building Construction Review Branch
Building Development Division
5 County Complex Court, Suite 120
Prince William, VA 22192

Tel: 703-792-6112 or 703-792-6930
Fax: 703-792-7054
Email: SpecialInspections@pwcgov.org

The project will be assigned to one of the Special Inspections Section staff, who will remain your point of contact during construction of the special inspection items.