



Special Inspections

Submission of Electronic Documents

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Building Official
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Purpose:

This policy provides the requirements for submission of electronic documents for the [Special Inspections Program](#).

Program Criteria:

All documents for projects managed by Special Inspections shall be submitted electronically through the [ePortal](#).

The electronic document(s) shall be submitted in PDF Format to the Special Inspections Section in accordance with Table 1. Please see the [Submitting to Special Inspections Using Eportal](#) Guide for help uploading documents.

The Special Inspection Engineer of Record's (SIER's) stamp, seal and signature, with date, will appear on the electronic documents. The stamp, seal and signature, with date, may be electronically applied to the documents or may be an image on the scanned document.

General Submission Requirements:

- Submittals are a single PDF file
- PDF files are named per the below table
- Files shall be electronically signed, dated, and sealed in accordance with [18VAC10-20-760 Part C, Policy: Registered Design Professional Sealing of Plans](#), and the [Special Inspections Manual \(SIM\)](#)
- PDF files are not locked, or password protected
- For Shop Drawings provide a 3" x 3" box in the same location on each sheet for county review stamp



Table 1 – Naming and submission location

Document	Filename	Upload to BLD or BPR
Letter of Engagement	sip_LOE.pdf	BLD
Technician Resumes/Certifications	sip_resumes.pdf	BLD
Laboratory Certification	sip_lab_cert.pdf	BLD
Building Pad Certification	sip_building_pad_cert.pdf	BLD
Geotechnical Letter	sip_geotech_letter.pdf	BLD
Letter of Authorization	sip_LOA.pdf	BLD
Statement of Special Inspections	sip_SSI.pdf	BLD
SER List of Shop Drawings	sip_shop_drawing_letter.pdf	BPR
Shop Drawing	sip_type of shop drawing.pdf	BPR
Inspection Report	sip_inspection_report_#.pdf	BLD
Test Result Report	sip_test_report_#.pdf	BLD
Final/Partial Building Certification	sip_final_cert.pdf	BLD
Final/Partial Retaining Wall Certification	sip_final_cert.pdf	BLD
Retaining Wall Geometry and layout	sip_Wall Geometry_cert	BLD
Change of SIER or SER	sip_change_of_SER.pdf sip_change_of_SIER.pdf	BLD

Attachments

- [Special Inspections Program](#)