# DIVISION OF BUILDING INSPECTION'S

# THIRD PARTY INSPECTIONS POLICY

**SCOPE:**
Bedford County is committed to ensure that third party inspections are permitted in accordance with the terms of this policy and the requirements of the Virginia Uniform Statewide Building Code (USBC). Our goal is to secure the minimum safety standards and the intent of the USBC through the proper application and enforcement of this code.

**PREREQUISITES:**
An inspector must meet a minimum of one of the following criteria:
- The inspector must possess a valid inspector certification issued by the Virginia Department of Housing and Community Development in the field(s) of the inspections performed.
- The inspector shall retain a valid license as a Design Professional in Virginia.
- The Building Official may approve alternate qualifications.
- The Building Official reserves the right to reject any such qualifications at any point deemed necessary for any violation of these terms.

**NOTIFICATION:**
Written request from the permit holder must be received by the Building Official a minimum of two weeks prior to any such inspection. The Building Official shall approve or deny in writing, all such requests. The Building Official may accept other alternatives by cause, and for emergency repairs or services. The request shall include the following information:
- The project name and permit number.
- The areas or portions of the project to be inspected.
- The trade(s) that are to be inspected.
- The inspector's name, the name of their firm and the appropriate certifications.

**REPORTS:**
Written reports of the inspection(s) must be received by the Building Official within five working days and shall contain the following information:
- The date, time and condition of the inspection, with any variable factors.
- The code edition referenced, and code section for any violations noted.
- The final approval of the inspection and compliance of any violations observed.

**PLEASE BE ADVISED THAT FAILURE TO COMPLY WITH THESE DIRECTIVES MAY RESULT IN A "STOP WORK ORDER" ON YOUR PROJECT**

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