



Memorandum

Date: September 21, 2022
To: Owners, Contractors, and Agents
From: W. Mark Drumheller, MCP, CBO
Assistant Director of Community Development - Inspections
Subject: Third Party Inspections Policy Updates to the 2018 USBC

The Uniform Statewide Building Section

113.7 Approved inspection agencies.

The building official **may** accept reports of inspections and tests from individuals or inspection agencies approved in accordance with the building official's written policy required by Section 113.7.1. The individual or inspection agency shall meet the qualifications and reliability requirements established by the written policy. Under circumstances where the building official is unable to make the inspection or test required by Section 113.3 or 113.4 **within two working days** of a request or an agreed upon date or if authorized for other circumstances in the building official's written policy, the building official shall accept reports for review. The building official shall approve the report from such approved individuals or agencies unless there is cause to reject it. Failure to approve a report shall be in writing within two working days of receiving it stating the reason for the rejection. Reports of inspections conducted by approved third-party inspectors or agencies shall be in writing, shall indicate if compliance with the applicable provisions of the USBC have been met and shall be certified by the individual inspector or by the responsible officer when the report is from an agency. Reports of inspections conducted for the purpose of verifying compliance with the requirements of the USBC for elevators, escalators, and related conveyances shall include the name and certification number of the elevator mechanic performing the tests witnessed by the third-party inspector or agency.

Isle of Wight County Third Party Inspection Policy is as follows.

- Only when field inspection is not be possible by County Staff, in accordance with the USBC Section 113.7, the applicant may elect to use an approved third-party inspector as follows:
 - o Request for third-party Inspection SHALL be made on the required application herein, including a hold harmless agreement.
 - o ALL third-party inspectors MUST be approved by the Building Official PRIOR to any inspections being performed.
 - o All third-party inspectors MUST submit credentials to the Building Official for review and approval. ONLY after these credentials have been reviewed AND approved, can the third-party inspector provide inspection services for projects in Isle of Wight County.
 - o Third-party inspectors cannot inspect their own work or designs and cannot have any interests in the project.
 - o The third-party inspector shall provide a written report **including photographic documentation**, to the office of the Building Official for review and acceptance.
 - o Construction cannot continue to the next required inspection until the third-party inspection documentation has been reviewed and accepted.
 - o Third-party inspectors cannot deviate from the approved plans without prior approval by the Building Official.
 - o If deviation is necessary, revised plans MUST be submitted and approved prior to executing work outside of the original approved plans.
 - o Third-party inspectors cannot violate any public safety protocols or best management practices that may be mandated by any local, State or Federal authorities, and strictly adhere to all applicable industry safety standards.
 - o Any other issues related to this memorandum not explicitly expressed or delineated shall be subject to approval by the Building Official before any action is taken.
- Questions and concerns should be directed to me at 757-365-6315 or mdrumheller@iwus.net



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ISLE OF WIGHT COUNTY, VIRGINIA

DEPARTMENT OF COMMUNITY DEVELOPMENT

THIRD PARTY AGENCY & INSPECTORS QUALIFICATION APPLICATION

Application Date: _____
Name/Company: _____
Address: _____
Phone: _____ E-mail: _____
Contact Person: _____
Inspector's Name: _____
Certifications &/or Licenses attached? Yes ___ no ___
Insurance Name: _____
Address: _____
Contact No.: _____
Policy No.: _____
Certification attached? Yes ___ no ___

I certify that I have received a copy of the written third-party inspection policy and will abide by such policy as written. I understand that I must follow the written code text per the USBC, as amended that the permit is issued under or provide written documentation and calculations to the building division for approval showing an alternate proposal meets or exceeds code text prior to any inspection.

I understand it is my responsibility to educate and coordinate with the permit holder this written policy, regulations, and procedures. Violations of this policy will require the work to be removed and re-inspected.

I understand that it is my responsibility to provide verification of my issuance and renewal of my certification to the building official. If any certification expires I understand that I must immediately notify the building official and my authority to provide third party inspections cease immediately.

The undersigned, for itself and for anyone claiming by, under or through it, does release, acquit and forever discharge Isle of Wight County and its agents, officers, subcontractors, and employees from any and all claims, demands, damages, costs, expenses, compensation, and all consequential damages resulting from any inspection performed and agrees to indemnify and hold Isle of Wight County, Virginia harmless from any and all claims.

Signature: _____
Date: _____

P.O. Box 80
17140 Monument Circle
Isle of Wight, VA 23397
(757) 357-9206

www.co.isle-of-wight.va.us



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ISLE OF WIGHT COUNTY, VIRGINIA

DEPARTMENT OF COMMUNITY DEVELOPMENT

HOLD HARMLESS AGREEMENT

RE: _____ [*property address*]

Permit No. _____

The Permit Holder (hereinafter “Owner”) acknowledges that they have selected _____, (hereinafter “Inspector”) to provide third-party inspections for the construction located on the above referenced property. This selection was based upon the Owners’ independent investigation and analysis and without recommendation or endorsement by Isle of Wight County, Virginia (hereinafter “County”). Further, Owners acknowledge that County makes no representations concerning the financial soundness or fitness of Inspector to serve this project.

Owners for themselves and for anyone claiming by, under or through them, do release, acquit and forever discharge County and its agents, officers, subcontractors, and employees from any and all claims, demands, damages, costs, expenses, compensation, and all consequential damages resulting from Owners’ use of Inspector agree to indemnify and hold County harmless from any and all claims.

WITNESS the following signatures and seals:

OWNERS

Name

Name

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