

Spotsylvania Building Safety Department

Policy for Electronic Communication of Inspections

Effective January 30, 2017 the Building Safety office will begin providing electronic inspection results for all Building Inspections. This will not include the issuance of a Certificate of Occupancy.

Applicants/contractors will be able to access inspection results on line. As an added customer service measure, ONE email address per permit may be provided to receive the inspection results. If no email is provided, the inspection results will still be available on line.

The following is our policy.

- When applying for a permit, on the application under the **Designated Inspection Results Contact**, indicate whether you would like to access inspection results online, or have them emailed to a designated individual. Include the e-mail address and phone of the individual you would like to have the Inspection results emailed to. **There can be only one Designated Contact.** We will not provide e-mails to multiple contacts.
- If you do not have access to the internet than you must indicate that on the application form and a paper copy of the inspection will be left at the site after the inspection is conducted.
- Inspection results may be accessed through the web site at www.spotsylvania.va.us go to **Departments**. Select **Building** and then select **Inspection Results** from the menu on the right-hand side of the page. Follow the directions to create an account, user ID and password. Log in to your account, on your “dash board”. You must link your permits to your dashboard by clicking the “Link to Permits” button and enter the permit number. Once this is done you will be able to schedule, cancel inspections, and view inspection results as well as print the inspection history.
- **On permits that there is no designated contact or if there is a change in the designation you may call the building office at 1-540-507-7226 to designate an individual.**
- If you do not receive your inspection results, please contact the Inspection Supervisor at 1-540-507-7251