

County of Spotsylvania

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Spotsylvania County Third Party Inspector Policy

(Revised 6/16/17)

The Third Party Inspector Policy shall establish the minimum acceptable qualifications for third party inspectors, format and time frame requirements for submission of reports, prequalification and pre-approval requirements and other requirements and procedures established by the Spotsylvania County Building Official.

The permit holder or owner is responsible for all costs associated with retaining the Registered Design Professional (RDP) performing residential third party inspections. The owner is responsible for all costs associated with retaining the RDP performing commercial third party inspections.

A. Inspections that may be Performed by Residential Inspectors:

1. Footings
2. Foundation Walls
3. Concrete Slabs
4. Foundation Waterproofing
5. Interior/Exterior Drain Tile
6. Foundation Wall Backfill

B. Inspections that may be Performed by Commercial Inspectors:

1. All Third Party Residential Inspections
2. Soils*
3. Concrete
4. Masonry
5. Structural Steel & Welding
6. Deep foundations supporting existing structures

(All Third Party Commercial Inspections shall be performed in accordance with Approved plans and documents. If specific inspection requirements or references are not outlined in the Approved plans and documents, the Virginia Construction Code (VCC) 2012 Chapter 17, Section 1705 shall be the basis of inspection.)

- * All fill soils that will support any portion of a structure shall be placed, tested and inspected in accordance with approved plans and documents. If the approved plans and documents do not provide fill soil testing requirements, then VCC 2012, Section 1705.6 shall be followed.

For fill soils placed, prior to the application for permit, supporting any portion of a structure classified for use and occupancy R-5, please refer to the Spotsylvania County Residential Foundation Policy.

For fill soils placed, prior to the application for permit, supporting any portion of a structure classified for all other use and occupancies shall have been inspected and tested in accordance with VCC 2012, Section 1705.6. The inspection and testing reports shall be submitted with the permit application. If inspection and testing was not performed in accordance with the above code section, then a geotechnical investigation shall be performed in accordance with VCC 2012 Section 1803 prior to the application for permit.

C. Professional Certifying the Building Inspection (RDP)

1. Shall be Registered as a professional engineer or architect in the Commonwealth of Virginia
2. Shall attend an initial mandatory seminar given by the Building Office
3. Shall attend any additional meetings required by the Building Official
4. RDP's certifying the inspection shall work out of and supervise the office where the inspectors are located
5. The RDP is responsible for assuring the qualifications and reliability of any qualified inspector(s) that they employ

D. Minimum Qualifications of Field Inspectors Employed by the Registered Design Professional

Commercial Inspectors:

1. Shall be certified by WACEL, or equivalent organization approved by the Building Official, in Soils I, Concrete I, Foundations, Structural Steel and any other certifications required by the RDP and the building official to perform inspections. **Certifications shall be re-submitted every year with the annual certification fee.**
2. Shall attend an initial mandatory seminar given by the Building Official.
3. Shall meet the requirements of the RDP to perform approved inspections.
4. Shall attend additional meetings as required by the Building Official.
5. Shall be approved by the Building Official prior to performing Inspections.

Residential Inspectors:

1. Shall be certified through ICC as a residential building inspector (ICC examination B1) and by WACEL, or equivalent organization approved by the Building Official, in Soils I and Concrete I. Once certified as a residential building inspector through ICC, the individual shall be responsible for completing the International Residential Code (IRC) code update training for each code cycle. **Certifications shall be re-submitted every year with the annual certification fee.**
2. Shall attend an initial mandatory seminar given by the Building Official
3. Shall meet the requirements of the RDP to perform approved inspections
4. Shall attend additional meetings as required by the Building Official
5. Shall be approved by the Building Official prior to performing inspections.

Residential inspectors can only provide residential inspections.

E. Qualification of Labs

1. All Labs from which this office receives results (i.e. soils, concrete, etc) shall be accredited for the individual test method by AASHTO, Army Corps of Engineers, WACEL or equivalent organization approved by the Building Official. **This includes soil tests performed as part of the Spotsylvania County Residential Foundations Policy. Lab accreditation shall be re-submitted every year with the annual certification fee.**

F. Residential Inspection Requirements

1. All residential inspection reports shall be on the Spotsylvania County Third Party Inspection Forms.
2. The Signature and Printed name of the inspector shall appear on the form with the Seal of the Approved RDP, signed and dated.
3. If performing a footing inspection, the third party agency **must verify** that the 1st Erosion has passed **prior to performing the inspection**
4. **Third party inspector must assure** that the work conforms to the approved stamped set of plans and documents by Spotsylvania County and the inspection complies to the Uniform Statewide Building Code
5. The third party agency **shall e-mail** requested inspections to this office two hours prior to performing the inspection. Unless approved by our Inspection Supervisor (540-507-7251) or Structural Engineer (540-507-7233), the e-mail shall indicate the type of inspection, permit number, location, time and date of the inspection and approved agency conducting the inspection (e-mail to thirdparty@spotsylvania.va.us)
6. **Post pour inspections will not be accepted without prior approval from the Structural Engineer (540-507-7233) or the Building Official. A written explanation must be received from the contractor performing the work prior to consideration being given. Receipt of a written explanation does not guarantee that a post pour inspection will be allowed.**

The written explanation, at a minimum, must include the following:

Address and permit number

Date and time of the concrete placement

Name of the concrete subcontractor

What concrete was placed (footing, wall, slab)

Why was the concrete placed without the inspection

What steps have been taken by the contractor to avoid this situation in the future.

If a contractor places concrete without an inspection two times within a twelve month period, they will lose the privilege of using third party inspections for a six month period.

7. All steel must be in place, in the proper location and tied together, prior to approval. **“Wet sticking” of rebar will not be approved.**

G. Commercial Inspection Requirements

1. Review approved construction documents for third party inspection requirements.
2. Notify the **contractor** of their presence and responsibilities at the jobsite.
3. Inspect all work for which they are responsible for in conformance with the approved plans and documents.
4. Bring all nonconforming items to the immediate attention of the **contractor**. If these items are not resolved within 72 hours or are about to be incorporated into the work, the **building official** shall be notified immediately and the item noted in the **third party inspectors** written report.
5. Complete written inspection reports for each inspection visit and forward said reports to the **building official, contractor** and **owner**.

These inspection reports should include, as a minimum, the following:

- a) Permit number, date, time, weather conditions and temperature at the time of inspection.
- b) Name of inspector, contractor performing the work and owner/permit holder.
- c) Description of inspections and tests made with applicable locations and whether the inspections “Pass” or “Fail”.
- d) Description of how nonconforming items were resolved
- e) List unresolved items, parties notified, and time and method of notification

- f) Itemize changes authorized by **registered design professional**. Any changes made to **Approved** building plans and documents with regard to third party inspections shall be submitted to the **building official** for review and approval.
6. Submit a **final report of third party inspections** to the **building official** stating that all items requiring third party inspection and testing were fulfilled and reported, and in conformance with the approved construction documents. Items not in conformance, unresolved items or any discrepancies in inspection coverage shall be itemized in the **final report of third party inspections**.
 7. The third party agency **shall e-mail** inspection reports to this office within 10 Spotsylvania County working days.
 8. **Post pour inspections will not be accepted without prior approval from the Structural Engineer (540-507-7233) or the Building Official. A written explanation must be received from the general contractor prior to consideration being given. Receipt of a written explanation does not guarantee that a post pour inspection will be allowed.**

The written explanation, at a minimum, must include the following:

- Address and permit number**
- Date and time of the concrete placement**
- Name of the concrete subcontractor**
- What concrete was placed (footing, wall, slab)**
- Why was the concrete placed without the inspection**
- What steps have been taken by the general contractor to avoid this situation in the future.**

If a builder or concrete sub-contractor places concrete without an inspection two times within a twelve month period, they will lose the privilege of using third party inspections for a six month period.

9. All steel must be in place, and tied together, prior to approval. **“Wet sticking” of rebar will not be approved.**

H. Removal from the inspections program

Major Infractions:

An individual and/or agency shall be immediately removed from the program for any of the following deliberate acts:

1. Performing inspections while working for someone other than the permit holder or owner, as applicable.
2. RDP's failure to maintain his/her registration in the Commonwealth of Virginia.
3. Field technician's failure to maintain his/her required certifications through ICC, WACEL or an equivalent organization approved by the Building Official.
4. A residential inspector attempting to provide commercial inspections.
5. RDP's failure to work out of and supervise the office where the inspectors are located.
6. RDP providing testing, including soil tests as part of the Spotsylvania County Residential Foundations Policy, from a location not accredited by AASHTO, Army Corps of Engineers, WACEL or an equivalent organization.
7. Performing inspections in advance of the issuance of the building permit.
8. Performing an inspection without verifying first erosion approval.
9. Failure to report changes in design, which cannot be verified through the code, that are not approved by the county.
10. Performing an inspection prior to work being complete.
11. Performing a post pour inspection without prior approval from the county's structural engineer.
12. Approving rebar that is not tied together, or that the contractor is "wet sticking". Vertical rebar in masonry must also be secured prior to grout placement.
13. Inspections being performed by an individual not approved by Spotsylvania County.
14. Performing an inspection without County approved drawings and documents.
15. Failure to pay inspection fees twice within a twelve month period.
16. Failure to follow the directives of the Building Official.

Minor Infractions:

An individual and/or agency shall receive a verbal or written reprimand for the following minor infractions:

1. Failure to submit an inspection report to Spotsylvania County within 72 hours (3 County business days) of performing the inspection.
2. Failure to give 2 hour notice of a scheduled third party inspection.
3. Submittal of an inspection form without the original wet seal, signature and date of the RDP.
4. Submittal of an incomplete inspection form.

Any individual and/or agency receiving twelve (12) minor infractions within a twelve month period shall be removed from the program.

I. Minimum Time of Suspension

Once an individual and/or agency has been removed from the program, the minimum time of suspension from the program shall be as follows:

1. First Suspension shall be **45 days**. The suspended individual and/or agency shall attend a mandatory meeting prior to reinstatement and must agree to all proposed requirements of that meeting.
2. Second Suspension shall be **90 days**. The suspended individual and/or agency shall attend a mandatory meeting prior to reinstatement and must agree to all proposed requirement of that meeting.
3. Third Suspension shall be **180 days**. The suspended individual and/or agency shall submit a written request to the Building Official asking for reinstatement. The written request must explain what steps have been taken to ensure the reasons for suspension will not be duplicated. **Written request by the individual and/or agency does not guarantee that reinstatement will be granted by the Building Official.**

J. Associated Fees

The fees associated with the Third Party Inspection Policy shall be as follows:

1. Certification Fee: \$422.50 per year, due at the annual meeting.
2. Inspection Review Fee: \$10 per inspection which will be collected as part of a single monthly billing provided to the inspection agency by the county.

Policy for Entering of Inspection Results

All Inspections will be entered into our CRW System by the approved firm with 72 hours (3 business days). All information on inspection report must correspond (ex. lot # and permit #)

The CRW is an extension of the Spotsylvania Counties Permitting System. By enrolling in the CRW system, the User agrees to abide by any and all terms or condition contained herein.

The County will only supply the connection to the CRW. All equipment (i.e. computer and internet access) will be at the Third Party's or authorized individual's expense.

The Principal/RDP shall be responsible for all inspections and entries along with administrative persons assigned to enter results in the CRW under their user name and password.

One user name and password is assigned to each firm to enter their inspection results or a staff administrative person (s) assigned by the firm to enter all inspection results.

If the CRW system is down than you will notify Jason Dauch (jdauch@spotsylvania.va.us) and Ernie Deihl (edeihl@spotsylvania.va.us)

If within 24 hours the system is not functional **then** inspections will be e-mailed to thirdparty@spotsylvania.va.us for processing until the system is back up.

The Principle RDP of the approved third party company must sign the attached CRW Web Response user agreement **(not attached)**

The County shall not be responsible for CRW downtime.

Following is the third party process for entering inspection's

THIRD PARTY INSPECTION PROCESS

Etrakit3 inspector login access:

<https://etrakit.spotsylvania.va.us/eTrakit3/agency/agencylogin.aspx>

Supported Browsers

eTRAKiT3 is compatible with most Web browsers, including:

Internet Explorer 9.0

Mozilla Firefox

Chrome

Each third party agency will be assigned a user name ID, and password by the building department. User privileges in CRW are set so that the agency can schedule an inspection, enter inspection notes, enter a pass or fail result, and a completion date. The agency may also attach documents and images but cannot delete them. They cannot alter or delete any other inspections or information.

Using the web address above, select the agency login drop down and then the user name assigned to your company. You will then enter your password. At the top left of the menu bar select "search Permits", the search method should be set to "permit number", enter the permit number of the permit being inspected, i.e.(res09-1995) This will bring up the permit file. Click on the permit number and verify you have selected the correct permit. Select "add inspection", using the drop downs select the inspection to be performed and the assigned inspector name. Click the calendar and select the scheduled date then click "add inspection" bar at the bottom.

This will post the inspection on the agency dashboard. You may repeat this process to schedule your inspection work load for the day, week, or month. When scheduling is complete click the "agency dashboard" tab at the top. This will take you to the list of scheduled inspections where you will enter the results. Using the inspection center drop downs, select "my inspections", "scheduled" and "today". Then click the green circle to search. This will display all inspections scheduled to you for the day.

To enter the results of an inspection select "edit" for the permit you are entering. Select the result drop down and click **pass or fail**. You will not

need to use any other result. Select the completion date, and the time closest the time the inspection was performed. You may enter up to 32 characters in the remarks box, and in the notes box, an unlimited amount if you need to make notes concerning the inspection. Click “save” then “close”, this will complete the inspection. You will then need to attach a copy of the completed Spotsylvania County 3rd party inspection form. Do this by clicking the paper clip symbol on the permit file and follow the instructions. In the description box type the inspection code and type of inspection. Ex (227 basement/garageslab).

The available 3rd party inspection codes are as follows:

- 221 Footing 3p
- 222 Waterproofing/drain tile 3p
- 223 Concrete Poured Wall 3p
- 224 Basement Slab 3p
- 225 Garage Slab 3p
- 226 Slab, On Grade Insulation 3p
- 227 Basement & Garage Slab 3p
- 228 Porch Slab 3p
- 229 Porch & Garage Slabs 3p
- 230 Deck Footer/Piers 3p
- 231 Drain tile to Daylight 3p
- 232 Porch Footers/piers 3p
- 233 Slab/footer (other) 3p
- 234 Backfill Cert 3p
- 235 Areawayslab/step 3p

As is our current policy, the County will not conduct structural inspections on a permit that has not had footer, pre-pour wall, and basement slab inspections. If your inspection result is not entered or is failed and/or the 3rd party report is not attached in the file the County will not conduct these inspections.

Third party policy for monthly payments

Payments for reports shall be submitted each month.

Each month the building office shall e-mail an invoice to the third party inspection agency

Third Parties are responsible for letting the County know if the contact person for invoicing leaves or changes, so we have accurate information for billing.

Payment shall be submitted within 15 days of the invoice

Payments not received on that date shall forfeit the ability to perform future third party inspections