



MINIMUM REQUIRED COMMERCIAL INSPECTIONS LISTED BY PROJECT

As in most commercial projects there are many inspections required before concealment can take place. The following are the basic required inspections needed on any given project. Please check inspections codes in your hand out package for additional inspections that may apply to your project. There may also be special inspection required for your project. Please have all work inspected prior to concealment. If you have any questions please call our inspections office at (540) 507-7246, the office staff and the inspectors will be able to assist you. Office hours are 8:00a.m.–4:30p.m., Monday thru Friday. The Inspector's are in the office between 8:00 a.m.–8:30 a.m. and between 4:00p.m.– 4:30p.m. to return calls and answer questions. **You may also visit the county web page at Spotsylvania.va.us and enter the building page to find the inspector assigned your inspection as well as the inspectors contact information.**

Please call the Inspection Request Line (540) 507-7087) and follow the instructions below to schedule inspections or see online inspection scheduling instructions

SPOTSYLVANIA COUNTY (IVR) INTERACTIVE VOICE RESPONSE SYSTEM
(540) 507-7087

Next business day inspection request cut off time is 4:00 pm. Inspections can be requested to occur on any county business day except for the 3rd Wednesday of each month, which is a Building Dept. training day. However, Zoning & Erosion inspections may still occur. Call 540-507-7087 and follow the menu below to schedule an inspection.

- 1- TO REQUEST AN INSPECTION PRESS 1
- 2- FOR RESIDENTIAL PERMITS PRESS 1, FOR COMMERCIAL PERMITS PRESS 2, FOR USE PERMITS PRESS 3
- 3- ENTER YOUR PERMIT NUMBER THEN PRESS #, THERE IS NO NEED TO ENTER RES OR COM, THIS TELLS YOU PERMIT TYPE. WHEN ENTERING DASH, HIT THE * (star) KEY TWICE.
(TO ACCEPT – PRESS 1, TO REENTER – PRESS 2)
- 4- ENTER THE THREE (3) DIGIT INSPECTION CODE (REFERENCE LIST LOCATED BELOW)
- 5- IS THIS A REINSPECTION
YES – PRESS 1
NO- PRESS 2
- 6- ENTER TWO (2) DIGIT MONTH (EXAMPLE MARCH – 03)
- 7- ENTER TWO (2) DIGIT DATE FOR INSPECTION (EXAMPLE 01 THRU 31)
- 8- CONFIRM INSPECTION DATE
PRESS 1 TO ACCEPT
PRESS 2 TO DECLINE
- 9- TO REQUEST ANOTHER INSPECTION FOR THE SAME PERMIT NUMBER – PRESS 1
TO RETURN TO THE MAIN MENU – PRESS 2
TO END THIS CALL – PRESS 3

INSPECTION RESULTS

- 1- TO HEAR INSPECTION RESULTS PRESS 2
- 2- ENTER YOUR PERMIT NUMBER THEN PRESS #
- 3- (TO ACCEPT – PRESS 1, TO REENTER – PRESS 2)
- 4- TO HEAR THE RESULTS OF ANOTHER INSPECTION PRESS 1, TO RETURN TO THE MAIN MENU PRESS 2

CANCELING AN INSPECTION

- 1- TO CANCEL AN INSPECTION PRESS 0
- 2- ENTER YOUR PERMIT NUMBER THEN PRESS #

- 3- (TO ACCEPT – PRESS 1, TO REENTER – PRESS 2)
- 4- PLEASE ENTER YOUR 3 DIGIT INSPECTION CODE
- 5- ENTER INSPECTION DATE (USING A TWO DIGIT MONTH AND A TWO DIGIT DAY)
- 6- TO CANCEL THIS INSPECTION PRESS 1
- 7- TO DELETE THIS CANCELLATION REQUEST PRESS 2

****CANCELLATIONS** – Cancellations may be made through the IVR up to 4 pm the day prior to the scheduled inspection. To cancel the inspection on the same day that it is scheduled, call an Inspector at 540-507-7246 between 8- 8:30 a.m. If the inspection is not canceled prior to an inspectors arrival on site, the inspection will be conducted as scheduled and considered a failed inspection if not ready.

****RE-INSPECTION FEES** - Will be charged per the Community Development Fee Schedule when applicable. Please note that the Building, Zoning, and Erosion re-inspect fee policy does vary. Please call us with questions @ 540-507-7222. “A Building re-inspection fee of \$75 is applied each time a re-inspection is conducted.”

INSPECTION TIMES – To find out an estimated time of your building inspection, you may call 540-507-7246 between 8am – 8:30am the morning of the inspection and speak to an Inspector. You may also visit our web page at Spotsylvania.va.us and open the “Building” page to find out what inspector has your inspection and how to contact them directly for an approximate inspection time. (A 2-hour time frame is typically given)

ONLINE INSPECTION SCHEDULING

To schedule inspections online go to www.spotsylvania.va.us under “Government Services” please go the “Building” page and select “Schedule an Inspection” At the top of the window, select “set up account”. Follow the directions to create an account, user ID and password. Log in to your account, this will bring up your “dash board”. You may 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 and cancel inspections, and view inspection results as well as print the inspection history. While scheduling inspections you may also enter notes to the inspector.

Please call Ernie Deihr, Inspection Supervisor at 540-507-7251 if you have questions or experience problems with this feature.

TYPE OF INSPECTION	CODE
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NOTE: INSPECTIONS FOR FIRE SUPPRESSION AND FIRE ALARMS ARE CONDUCTED BY THE FIRE MARSHAL AND ARE SCHEDULED BY CALLING 540-507-7925

BUILDING: Footing	200 or (Special Inspection if Required)
Waterproof/draintile	202
Slab	206 or (Special Inspection if Required)
Foundation (pre-framing)	203 (anchor bolt placement)
Veneer	106

Framing	107
Insulation	603
Ceiling Grid	*108
Fire Rated Assemblies	*109
Fire Rated Assembly Penetration/Termination	110
Elevator Shaft Inspection	610 and 3 rd party certification
Const./Office Trailer	624-piers/tiedowns/elect/landing/final
Commercial Reno/Shell Final	991
Zoning Site Inspection	852
Final Erosion	823
Final Occupancy	990

PLUMBING:

Plumbing Rough-In	301
Ground Works	302
Water pipe (supply)	303
Sewer pipe	304
Water/Sewer	305
Backflow preventor	306
Underground tank	307
Ceiling/Wall close-in	308
Shower pan liner (test)	309
Plumbing Final	320

MECHANICAL:

Mechanical Rough-In	401
Mechanical Gas Line	402
Propane Tank	404
Petroleum Tank (install)	405
Petroleum Tank (removal)	406
Ceiling and /or Wall Close-In	408
Kitchen Exhaust Duct/Hood Rough-In	409
Kitchen Hood Test	410
Fire Damper- Pre-Concealment	411
Mechanical Final	420

ELECTRICAL:

Electric Rough-In & Service	500**
Electric Rough-In	501
Electric Alarm Wiring Rough-in	502
Electric Service	503
Electrical Ceiling and/or Wall Close-In	504
Electrical UFER Ground	506
Electrical Grounding or Bonding	507
Temporary Service on Pole	508
Electrical Buried Cable or Conduit	509
Electric Conduit in Slab	510
Electric for Swimming Pool	511
Electrical Emergency Lights	512
Electric Emerg. Generator Test	513
Electric Parking Lot Lights	514
Electrical Final	520

Wall Signs:

Electric sign/sign lighting	515
Electric Final	520
Zoning Sign	855
Final Inspection	991

Freestanding/Monument Signs:

Footing	200 or 3 rd party 221
Electric buried cable/conduit	509
Electric sign/sign lighting	515
Zoning Sign	856
Final Inspection	991

CONCRETE work shall be inspected prior to placement of concrete. The County Inspector or APPROVED 3rd Party Inspection Agency may make the inspection for work of a minor nature. Your project may require special inspections for the inspections listed below. Refer to your approved plans and documents for this information.

TYPE OF INSPECTION	CODE	3rd PARTY CODE
Footing	200	*221
Concrete Poured Wall	201	*223
Slab, On Grade Insulation	206	*226
Slab/Footer (other)	213	*233

A re-inspection fee of \$75 is applied each time a re-inspection is conducted.