



Independent Building Inspection Request Guideline

What is an Independent Inspection?

- Independent inspections are third party ordinary inspections. These inspections must be pre-approved. They will be approved when an inspection cannot be conducted by a UBO inspector at a critical time outside the normal business hours, when a UBO inspector cannot conduct an inspection within 48 hours, or for other unusual circumstances.

Is an Independent Inspection the same as a special inspection?

- No

Reference Code Section:

- Virginia USBC Section 113.7.1

How do I request an Independent Inspection?

- It must be in writing - Attention: William Hinson, University Building Official
- Drop off request at Sterrett Facilities Complex Rm 71, fax, or email in pdf format to the UBO office.

What information is needed to be submitted with an Independent Inspection request?

- Permit Number
- Street Address
- Type of Inspection
- Date of proposed inspection
- Reason for the request
- Name and credentials, including the resume and job experience of the Independent Inspector
- **Special Inspectors and Special Inspection services are not the same and do not automatically serve as independent inspection.**

How long will it take to process the request?

- Within one business day, or sooner depending on the circumstances.

Invent the Future

When can I proceed with the Independent Inspection?

- Once you receive written approval from the University Building Official Office.
- **If you have not been notified with a written approval, DO NOT proceed with the inspection.**
- Call if you have any questions.

When is the inspection report required to be submitted?

- Within one business day.

Can I request multiple Independent Inspections at one time?

- Potentially, depending on the circumstances.
- **BUT REMEMBER, independent inspections are considered to be the exception and not a routine practice. THERE MUST BE A GOOD REASON!**

What needs to be included in the inspection report?

- Permit number, complete explanation of what was inspected and/or observed, any deviations that were corrected during the inspection and deviations that were not that were approved by the A&E.
- **If the inspection finds deviations that cannot be or are being corrected or approved by the A&E, reject the work and the work cannot continue.**

Conditions to verify:

- Work in accordance with UBO approved plans and specs.
- The UBO approved construction documents were present for use during the inspection.

Request for Independent Inspection

(To be performed in lieu of UBO inspection)

UBO Permit #: _____ Date: _____

Project Title: _____

Description of Work To Be Inspected: _____

Proposed Date of Inspection: _____

Reason for Independent Inspection: _____

Proposed Inspector (attach resume if not the Special Inspector: _____

Independent Inspection/Report Guidelines:

1. Inspections shall be in accordance with the Virginia Uniform Statewide Building Code.
2. Inspections shall not be performed without a permit posted and the approved plans on site.
3. The report shall include photographs of each area inspected. The photographs shall include a tape measure placed near the items being inspected in order to provide scale to the photo. Photographs showing the overall area and detail shall be included.
4. There shall be no ambiguous words included in the report such as: *general conformance, generally accepted practices, appears or observed.*
5. The report shall contain specific details (ex. reinforcing size, spacing, number of bars, cover and location). The report shall not make general statements similar to "meets drawing" or "general conformance."
6. Each item inspected shall be referenced to the Approved Plans and specifically state the details of the approved design and the details of the actual field condition.
7. The physical inspection shall be performed by a Virginia Registered Design Professional.
8. The resulting original inspection report shall be submitted within 24 hours of the inspection to the University Building Official.
9. The report must be scaled (signed and dated) in conformance with Department of Professional and Occupational Regulations for engineers and use of seal.

Re-inspections: If the University Building Official's office failed the inspection, independent inspectors may not perform the re-inspection. If an independent inspector failed the inspection, the independent inspector may do the re-inspection.

Approved Plans: Approved plans shall be stamped drawing(s) for the complete structure for which the building permit has been issued. "Stamped" means the drawing(s) shall contain a date, signature, (University Building Official or his designee) and the approved University Building Official stamp. No plans shall be approved without such stamp. The inspection must be failed with the comment "No Approved Plans on Site." If approved plans are not onsite and available at the time the inspection is performed supplemental engineering plans for such things as "grade beams", brick ledges, etc. do not constitute *Approved Plans*. Any question as to the existence of the proper "Approved Plans" shall be directed to the Building Official prior to rendering a pass/fail inspection decision.

Notification: Prior to performing the inspection, the building official shall be contacted. The notification is to include the name of the permit Holder, the permit number, the inspectors/firms name (3rd party), the contractors name and contact number, the Location of the project and the type of work to be inspected. The resulting original inspection report shall be submitted within 24 hours of the inspection to the building official.

Authorization: The inspection cannot be done for the purpose of being in lieu of the UBO inspection unless authorized prior to the inspection.

Inspection Fees: No costs associated with independent inspection shall be incurred by the VT University Building Official's Office.

I understand and agree that if the proposed inspection report does not strictly adhere to the above guidelines, it may be rejected and may be cause for the removal of the work. _____ Initial

Signature – Permit Holder

Date

Printed name

Inspection Authorized (UBO)

Date