



Department of Community Development  
Building Inspections  
21 South Bruffey Street  
P.O. Box 869  
Salem, VA 24153  
Phone: 540-375-3036 Fax: 540-375-4042  
Email: [communitydev@salemva.gov](mailto:communitydev@salemva.gov)

**THIRD PARTY INSPECTION REQUEST AND APPROVALS**

Site Address: \_\_\_\_\_

Requester: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Third Party Inspector Name: \_\_\_\_\_

Certification #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

NOTE: Qualifications must be sent with application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Requested date of inspection: \_\_\_\_\_ Code Edition & Date: \_\_\_\_\_

Type of inspection requested:

Inspection details:

\_\_\_\_\_  
Building Official Signature

\_\_\_\_\_  
Date



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**THIRD PARTY INSPECTION REPORT**

Site Address: \_\_\_\_\_

Requester: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Third Party Inspector Name: \_\_\_\_\_

Certification #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

NOTE: Qualifications must be sent with this request (if not already sent).

Date of inspection: \_\_\_\_\_ Code Edition & Date: \_\_\_\_\_

Type of inspection requested:

Inspection details:

Inspection Result:      Pass      Fail      Inspector Signature

Date:  
 Corrections Needed:

**APPROVAL**

\_\_\_\_\_  
 Building Official Signature

\_\_\_\_\_  
 Date

# THIRD PARTY INSPECTIONS REQUIREMENTS

## City of Salem, VA Community Development Building Inspections

### Policy

- The City of Salem will allow third party inspections only when circumstances are present that necessitate the need for an inspection and it is not possible for the Building Inspections inspectors to perform this inspection within the guidelines of the Virginia Uniform Statewide Building Code.
- Third party inspections will be allowed only if requested and approved in writing and in advance by the Building Official.
- Third party inspections can only be performed by qualified third-party inspectors or inspections firms as indicated in this procedure.
- Third party inspections are not to be confused with the requirements of Special Inspections as indicated in Section 1704 of the International Building Code.

### Purpose

Section 113.7.1 of the 2018 Edition of the Uniform Statewide Building Code (USBC) indicates that each Building Official charged with the enforcement of the USBC shall have a written policy establishing the minimum qualifications for third party inspectors. This policy shall include the format and time frame required for the submission of reports, any prequalification or pre-approval requirements and procedures established by the Building Official. This procedure will provide a uniform method for determining the qualifications and acceptance of third-party inspections. Third party inspections shall not be confused with the requirements for Special Inspections under the guidelines outlined in Chapter 17 of the International Building Code.

### Conditions

Third party inspections may be allowed under the following conditions only and only when approved by the Building Official in writing and in advance of the inspection.

- Under circumstances where Building Inspections inspectors are unable to make the requested inspection within two working days of a request or an agreed on date.
- Inspections requested after the normal cut-off time of 8:30 AM daily will be considered requested on the next working day.
- Fast track projects that will require inspections around the clock and/or through weekends and holidays.
- Emergency conditions or repairs provided the requirements of Section 108.1 of the USBC are followed.
- The qualifications of the inspector or inspecting firm have been submitted and approved in advance of the inspection requiring a third-party inspector.

- The inspector or inspections firm approved on the inspection request must be on-site and in control of the inspections being always performed.

### **Inspector & Inspections Firm Approval**

Inspectors and inspection firms shall comply with a minimum of one of the following requirements for approval to perform third party inspections.

- Inspectors shall possess a valid certificate issued by Virginia Department of Housing and Community Development according to the Virginia Certification Standards in the appropriate discipline for the type of inspection being requested.
- Inspectors must possess a valid license as a design professional within the Commonwealth of Virginia under the guidelines of the Virginia Department of Professional and Occupational Regulation in the appropriate discipline for the type of inspection being requested.
- Alternate qualifications may be accepted by the Building Commissioner when submitted and approved.

### **Inspections Limitations**

- Third party inspection requests are limited to specific requests and should be accompanied by a detailed description of the area to be inspected or a drawing indicating the areas to be inspected.
- Third party inspection requests are specific as to area and time. They should not be interpreted to be a blanket approval to continue further third-party inspections beyond the specific request.

### **Inspection Requests**

Request approval in writing for the third party inspection by completing the Third Party Inspection Request Form and forwarding to the Building Inspections Department to: [communitydev@salemva.gov](mailto:communitydev@salemva.gov)

### **Inspection Approvals**

- Once approved, you will be notified in writing by the method that you used to submit your request that your third party inspection request has been approved.
- Please be sure to provide the correct contact information.

### **Inspections Reports**

- The third-party inspector or inspections firm designated on the approval must be on-site and in control of the inspections being performed at all times.
- Inspections results must be recorded on the Third Party Inspection Report and the original copy of this report is to be received by the Building Inspections Department not later than two working days after the inspection is performed.
- When an inspection is performed by a design professional or by a licensed design professional firm, the Third Party Inspection report will bear the seal and signature of the design professional in responsible charge of the inspection or firm.

## **Failure To Comply**

- Failure to comply with the third party inspections request procedure as detailed may result in a STOP WORK order being issued for the project or portion of the project affected by the inspection.
- Failure to comply with the third party inspections approval procedure as detailed may result in a STOP WORK order being issued for the project or portion of the project affected by the inspection.
- Failure to comply with the third party inspections reporting procedure as detailed may result in a STOP WORK order being issued for the project or portion of the project affected by the inspection.
- Refer to Inspections Limitations, exceeding the specific area or time limitations of third party approval may result in a STOP WORK order being issued for the project or portion of the project affected by the inspection and refusal to grant further approvals for Third party inspections.