



Madison County Building Department

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Third-Party Inspection Policy

Per Section 113 of the Virginia Uniform Statewide Building Code (USBC):

Each building official charged with the enforcement of the USBC shall have a written policy establishing the minimum acceptable qualifications for third-party inspectors. The building official may accept reports of inspections and tests from individuals or inspection agencies approved in accordance with the building official's written policy. Under circumstances where the building official is unable to make the inspection or test required within two working days of a request or an agreed upon date or if authorized for other circumstances in the building official's written policy, the building official shall accept reports for review. The building official shall approve the report from such approved individuals or agencies unless there is cause to reject it.

The use of a third party inspector shall be pre-approved in all cases; except when the Madison County Building Department has not performed an inspection within two full working days of the inspection request. All final inspections for a Certificate of Occupancy shall be performed by the Madison County Building Department.

Qualifications

All third-party inspectors must meet one of the following requirements:

- Be a Virginia Registered Design Professional (Architect or Engineer)
- Be a State of Virginia DHCD certified inspector or code official in the appropriate field (building, electrical, plumbing, mechanical, etc.)
- Be pre-approved with other national or state certifications, education or experience that demonstrates competency and reliability to conduct inspections

Third-party Inspection Reports

All third-party inspectors must submit a written inspection report within two working days of the actual inspection date. The following information must be on the inspection report:

- Building permit number
- Date, time and location of inspection
- Type of inspection, result of inspection (pass or fail), and any relevant notes or comments
- A statement indicating the approved plans were reviewed and the work complies with the Virginia USBC
- The contact info of the inspector (name, phone number, address, email and license or certification number)

Failure to comply with the third-party inspection policy may result in a Stop Work Order being issued and a Notice of Violation being issued.