

Subject: Third Party Inspection Certification
Date: Program January 2010

Expiration: None

I. Overview:

The Third Party Inspection Certification Program is an optional program to allow permit holders to retain an individual or firm certified in accordance with the Virginia Uniform Statewide Building Code (VUSBC) section 113.7 *Approved Inspection Agencies* to perform certain construction inspections under the authority of the Building Official. The permit applicant is responsible for all costs associated with third party inspections. In addition, for any commercial project, the VUSBC section 111.2 *Special Inspections*, forms must be completed. The owner is responsible for costs associated with retaining the inspection firm under the *Special Inspections* program.

Types of Inspections approved for authorized third party inspection

Building Inspections

1. Controlled Fill
2. Footing
3. Concrete Foundation Wall
4. Load Bearing Masonry
5. Slab
6. Waterproofing/damp proofing
7. Backfill
8. Structural Steel
9. Fire Protection of Structural Members
10. Smoke Control Systems
11. Exterior Insulation Finish Systems (EIFS)

Retaining Wall Inspections

1. Footing
2. Foundation
3. Backfill monitoring
4. Guard Rails
5. Wall Geometry
6. Compaction
7. Layout

II. Required Qualifications for Principal or Registered Design Professional (RDP) responsible for inspections performed by others (certified technicians/engineers under company's employ)

1. Registration as a professional engineer or architect in the Commonwealth of Virginia.
2. Attend any mandatory meetings or seminars given by the Building Division of the Stafford County

Department of Development Services to review new program requirements.

3. Attend meetings as required by the Building Official to review performance.
4. Thoroughly instruct the certified personnel working under their direction about the Department's policies and requirements.
5. Review the work of individuals working under the direction of the RDP.
6. RDP's signature to this agreement acknowledges their responsibility and approval for inspections

performed by others under their employ. The engagement of employees or agents to perform inspections pursuant to this agreement does not release the RDP from the responsibility to guarantee that the work subject to the inspection complies with the VUSBC and any other applicable federal, state or local regulations.

II. Required Qualifications for Individuals Employed by Approved Firms

1. Current certification by WACEL, NICET, ACI or an equivalent and approved by the Building Official.
2. Employed by a firm approved by the Building Official in accordance with Section II.
3. Attend any mandatory meetings or seminars given by the Department to review new program requirements.
4. Attend meetings as required by the Building Official to review performance.

III. Inadequate Performance

Failure to adhere to the program's requirements and procedures, or the Building Official's directives may result in suspension from the program or revocation of the Building Official's certification to conduct third party inspections; this includes:

1. Failure to perform inspections prior to certification of the work.
2. Inspection and/or certification of work in advance of the issuance of a building permit.
3. Failure to inspect and enforce erosion and sediment control requirements.
4. Failure to report changes in design not approved by the county.
5. Failure to complete and leave required field tickets on the inspection site.
6. Failure to complete and submit any required daily summary Inspection Report to the Department.
7. Failure to follow directives issued by the Building Official.

V. Application Process

The Application for Third Party Building Inspections Certification (Attachment A) must be submitted for approval by the Building Official. The application shall document each individual's experience and qualifications to participate. A copy of all licenses and certifications are to be attached to the application.

If one individual inputs inspection results for the firm into the Stafford County Interactive Web Response (IWR) system, this individual is required to sign the responsibility form. This form identifies the administrative personnel responsible for input of inspections into the County IWR system. Stafford County will issue one password and user name per individual having access to the County's IWR system. The firm may designate one or more individuals responsible for entering results for the entire inspection staff, or one password per inspector responsible entering their inspection results. Should the firm decide to have one individual enter all inspection results, the form must list all engineers and inspectors that are completing inspections. The staff person entering results for the firm and the RDP responsible for those individuals completing inspections must sign and notarize the form.

The principal/RDP listed in the "Third Party Inspection Application" is responsible for the actions of all personnel entering inspection results into the IWR system. Listed below are the procedures for registering as an authorized Third Party Inspection firm.

1. Submit a signed and notarized Stafford County IWR User Agreement (original).
2. Submit a resume and copies of certifications for any and all individuals performing inspection work under the principal's supervision. The principal is responsible for updating employee information under their direction.
3. Submit a certificate of insurance.
4. Provide a blank sample of the field correction and approval notice used by the company. (A completed field ticket must be left at each inspection site as a record).
5. A nonrefundable \$250.00 fee must accompany each new application. There is no charge for renewals.
6. Yearly updated lists of inspectors and engineers qualified to complete inspections for the firm along with copies of resumes and certifications must be submitted along with the yearly updated Certificate of Insurance.
7. Signed user agreement for each inspector entering his or her inspection results or each administrative staff person entering results for the firm's inspectors shall be submitted and updated as needed. The form must include the signature of the principle engineer and the individual/individuals assigned to enter their results or the firms' results. The RDP and the IWR user acknowledge they are responsible for their assigned user name and password.



Third Party Inspection Agency Application

IWR USER AGREEMENT MUST ACCOMPANY THIS APPLICATION

COMPANY'S PRINCIPAL RDP NAME (Last, First, MI): _____

COMPANY: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

OCCUPATION: _____

EDUCATION: _____

LICENSES & CERTIFICATIONS: _____

RELEVANT EXPERIENCE: (attach resume) _____

A/E SEAL:

BUILDING OFFICIAL ACCEPTANCE:

APPROVED
REJECTED

SIGNATURE: _____ DATE: _____

Building Official/Designee



INTERACTIVE WEB RESPONSE USER AGREEMENT

<http://hello.stafford.va.us>

The Interactive Web Response System (IWR) is an extension of the Stafford County Land Information and Permitting System. By enrolling in the IWR system, the User agrees to abide by any and all terms or conditions contained herein.

1. The County will only supply the connection to the IWR. All equipment (i.e. computer and internet access) will be at the Third Party's or authorized individual's expense.
2. All users shall maintain an up to date registration file with the Department of Information Technology.
3. The Principal/ RDP shall be responsible for all inspections and entries along with administrative person assigned to enter results in the IWR under their user name and password.
4. One user name and password is assigned to each individual approved by the firm to enter **their** inspection results **or** a staff administrative person(s) assigned by the firm to enter **all** inspection results. The principal/RDP may request a new user/password for each authorized IWR user for security at any time.
5. The County shall not be responsible for IWR downtime.
6. The County reserves the right to charge for the IWR system.
7. The User shall notify the Department of Information Technology to report concerns about the IWR system. (webmaster@co.stafford.va.us).
8. The use of the IWR shall not be shared with another company.
9. Any abuse shall be grounds to suspend IWR privileges.

Failure to abide by the above listed conditions may be considered grounds for termination of this agreement.

COMPANY: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

PRINT RDP's NAME: _____ SIGNATURE: _____

PRINT AUTHORIZED IWR USER NAME: _____ SIGNATURE: _____

COMMONWEALTH OF VIRGINIA COUNTY OF STAFFORD, to-wit:

The foregoing Agreement was acknowledged before me this _____ day of _____, _____, by

_____.
My commission expires: _____ Registration number: _____

Notary Public

Username:

Password: