



Office of University Building Official

4400 University Drive, MS 1E4; Fairfax, VA 22030

Telephone: (703) 993-6070

Third-Party Inspection Request

Permit Number: _____

Project Title: _____

Description of work to be inspected:

Proposed date(s) of inspection(s): _____

Reason for Third-Party Inspection(s): _____

Proposed Inspection Firm and Inspector (attach resume): _____

Name: _____

Address: _____

Phone/Email: _____

I have reviewed the guidelines for independent inspection and reporting. I understand and agree 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.

Permit Holder (Printed name): _____

Signature – Permit Holder: _____ Date: _____

OUBO Comments and Conditions:

Approved: _____

David M. Kidd, P.E.
University Building Official

Inspection Authorized (OUBO): _____ Date: _____

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

Third-Party Inspection/Report Guidelines:

1. Inspections shall be in accordance with the Virginia Uniform Statewide Building Code.
2. Third-party Inspection Request(s) shall be submitted a minimum of (2) two business days prior to the first requested third-party inspection. Inspections requested after the normal cut-off time of 4:00 PM daily will be considered requested on the next working day.
3. Inspections shall not be performed without a permit posted and the approved plans on site.
4. 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.
5. There shall be no ambiguous words included in the report such as: general conformance, generally accepted practices, appears, or observed. This will be cause for rejection of the report by the OUBO.
6. 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.” This will be cause for rejection of the report by the OUBO.
7. 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.
8. The physical inspection shall be performed by a Virginia Registered Design Professional (RDP) with the required DHCD certifications.
9. The resulting original inspection report shall be submitted within 24 hours of the inspection to the University Building Official.
10. The report must be sealed (signed and dated) in conformance with the Department of Professional and Occupational Regulations for RDP and use of seal.
11. All third-party inspections reports shall be submitted in PDF format. Digital signatures are acceptable.
12. All third-party inspections reports submitted via email shall originate from an email associated with the RDP (i.e. no personal email accounts).
13. Written confirmation of third-party inspections(s) shall be obtained prior to the inspection being performed. Should a third-party inspection(s) be performed without written approval of the OUBO the inspection(s) the reports will not be accepted by the OUBO.
14. The Third-party Inspection Request form shall be filled out and forwarded to the Office of University Building Official:

Email: oubo@gmu.edu

Re-inspections: If the University Building Official's office failed the initial inspection, third-party inspectors may not perform the re-inspection. If a third-party inspector failed the inspection, the third-party inspector may perform 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) have the approved University Building Official stamp. If the plans do not have such stamp, the inspection shall be failed with the comment “No Approved Plans on Site.” Supplemental engineering plans for such items 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 notified. The notification shall include the permit number, the third-party inspectors/firms name, the contractors' name and contact phone number, the location of the project and the type of work to be inspected.

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

The Building Official may suspend/revoke approval of inspector/agency for the following reasons:

- a. Failure to enforce the applicable code
- b. Falsification of reports, inspections; etc.
- c. Late reports.
- d. Lapse/revocation of required license or failure to abide by all conditions of this policy.
- e. Inspecting a project that does not have a posted permit at the time of inspection.
- f. Performing inspections without having approved plans onsite during the inspection.