



## Office of University Building Official

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

Telephone: (703) 993-6070

### Procedure Guidance

**DATE:** January 18, 2024

**TO:** Alex Iszard  
AVP, Planning, Design & Construction

**FROM:** David M. Kidd, P.E.  
University Building Official

**SUBJECT:** **Inspection Procedures**  
2021 Virginia Uniform Statewide Building Code (USBC)

#### PURPOSE

This document provides a brief overview of requirements for OUBO inspections. For additional details and directions please refer to the OUBO [Inspections](#) webpage.

In accordance with the USBC, all inspections and tests shall be performed and approved by the OUBO prior to the work in place being concealed. Any building or structure may be inspected at any time before completion and shall not be deemed in compliance until approved by the OUBO.

#### PROCESS

I. USBC Section 113.3 requires the following minimum inspections shall be conducted by the building official when applicable to the construction or permit:

1. Inspection of footing excavations and reinforcement material for concrete footings prior to the placement of concrete.
2. Inspection of foundation systems during phases of construction necessary to assure compliance with this code.
3. Inspection of preparatory work prior to the placement of concrete.
4. Inspection of structural members and fasteners prior to concealment.
5. Inspection of electrical, mechanical and plumbing materials, equipment and systems prior to concealment.
6. Inspection of energy conservation material prior to concealment.
7. Final inspection.

The building official may designate additional inspections and tests to be conducted and shall notify the permit holder.

II. In general, the process for requesting inspections are as follows:

1. The Contractor shall submit an inspection request through the University's *e-Builder* project management program.
2. The OUBO shall notify the requestor, PM, and CFR of the scheduled date and time of the inspection(s).
3. The Contractor must:
  - a. verify the work in place is complete and ready to be concealed;
  - b. ensure Special Inspections, as specified in Chapter 17, have been completed;
  - c. make available onsite parking for the OUBO;
  - d. ensure all permits are posted at the worksite;
  - e. have the OUBO stamped Construction Documents (CDs) available for review;
  - f. ensure all changes are approved and posted to the CDs;
  - g. provide equipment such as scaffolding, ladder, test instruments, lighting, etc. necessary to access the work and conduct or witness the inspection.
4. The OUBO shall either approve the work or cite the code violations to the Contractor via e-Builder platform. Unapproved work shall not proceed until all deficiencies are corrected and re-inspected by the OUBO.
5. The request for a 3<sup>rd</sup>-party may be requested for after business hours, holiday, or weekend inspection needs. Please complete a [Third-Party Inspection Request](#) at least two (2) working days prior to requesting the inspection.

More information on the required inspections is provided within the [OUBO Inspections Guides](#).

## CLOSING

Aside from assuring a code compliant installation, the OUBO is further committed to help the project succeed in providing prompt customer service and acting as a resource for the entire project team.

**Prepare for your inspection by reviewing the inspection guidelines on our website at OUBO [Inspections](#).**

cc: Frank Strike  
Vice President, Facilities & Campus Operations