



THIRD PARTY PROGRAM

Manual
2020

Permits & Inspections Bureau
Department of Planning and Development Review

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I. INTRODUCTION AND OVERVIEW

The City of Richmond Permits and Inspections Bureau is responsible for the plan review, inspections and approval of all construction projects in the City of Richmond. Pursuant to the provisions of the 2015 Virginia Construction Code section 109.4.1, Expedited Construction Document Review and code section 113.7.1, Third-Party Inspectors, approved persons or agencies are authorized to perform plan review and inspections to certify that such work complies with the 2015 Virginia Construction Code Part 1 and 2 under certain conditions.

The City of Richmond Third-Party Program allows projects to be inspected or reviewed by a qualified Third Party Inspections or Plan Review Agency as an alternative to the City's standard plan review and inspections process. This manual sets forth the minimum qualifications, administrative guidelines and procedures established and implemented by the City of Richmond for Third-Party Agencies to ensure that all plan reviews and/or inspections conducted by Third-Party Agencies are at the highest professional level and to ensure a process for verification and auditing of the Third-Party Agencies. The manual also establishes an application process for Third-Party Agency certification.

A Third-Party Agency approved to conduct third party plan review and/or inspections may be a corporate entity or partnership or sole proprietor licensed to do business in the City of Richmond. An agency must employ or subcontract with one (1) or more qualified Professionals- In-Charge, Third Party Plan Reviewers and/or Inspectors in each required discipline as approved by the City of Richmond based on the scope of work of the project.

An approved Third-Party Agency, with the required qualifications as outlined in Table 3.1 and in good standing, may be authorized to conduct plan review and/or inspections of projects located in the City of Richmond for compliance with the Virginia Construction Codes, including its referenced standards (with the exception of projects outside the scope of the Third-Party Program).

Approval by the City of Richmond to participate in the Third Party Program shall only constitute authorization to engage in the specific activities allowed by law or regulation, or by the terms of this manual and all other activities are outside the scope of the City of Richmond Third-Party Program. Activities excluded from the program include, but are not limited to, the following:

1. Plan reviews or inspections of work that is outside of the jurisdictional authority of the City of Richmond, including but not limited to work requiring the review and/or approval of other Departments:
 - a. Zoning
 - b. Planning/Land Use Administration
 - c. Health Department
 - d. Planning and Preservation

- e. Public Utilities
 - f. Public Works
 - g. Fire Marshall
2. Authorization or approval of any modification of any provision of the 2015 Virginia Construction Codes
 3. Authorization or approval of alternative materials, design and methods of construction and equipment not specified in the 2015 Virginia Construction Codes
 4. Approval of installations in vaults and other projections into public space, without written approval by the Department of Public Works.
 5. Approval of site development work where jurisdictional authority is outside of the scope of the City of Richmond
 6. Approval of work subject to review and approval by the Historic Preservation Review Board
 7. Zoning compliance
 8. Plan review or inspection of work on a development site that is completely or partially within a flood hazard area as determined by Water Resources.

II. APPROVAL OF THIRD PARTY PLAN REVIEW AND INSPECTION AGENCIES

A. Application Process for New Agencies

For new agencies applying to be part of the Third-Party Program, applications will be reviewed by the City of Richmond and applicants will be notified of their status within 30 days of receipt of a complete application. See the *Third-Party Program Application* for instructions.

By undertaking a Third Party Inspection and/or Plan Review, the Third-Party Agency acknowledges that it is in compliance with all applicable laws, regulations, ordinances and this manual.

An applicant must provide and/or state the following in support of the application:

1. A detailed statement of the Third-Party Agency's qualifications pursuant to this manual, including the qualifications of all Professional(s)-In-Charge, Inspectors, and/or Plan Reviewers.
2. The application for Third-Party Agencies must include a list of the Professional(s)-In-Charge, inspectors and/or plan reviewers affiliated with the Third-Party Agency, who will certify, supervise and/or perform Third Party Inspections and/or Plan Review.
3. A quality assurance plan that complies with Section II-C of this manual that describes the method or plan that the Third Party Agency uses to maintain the quality of all plan review and inspection services it provides.

4. A notarized sworn affidavit, signed by an authorized representative of the Third-Party Agency, attesting that the Third-Party Agency, its Professional(s)-In-Charge and/or Inspectors/Plan Reviewers will remain independent of conflicts of interest in accordance with this policy.
5. Proof of errors and omissions insurance coverage as required by the City of Richmond.
6. Proof of licensure, professional degree, registration and certification of Professionals-In-Charge, Inspector and/or Plan Reviewers are required by the City of Richmond and the Department of Professional and Occupational Regulation (DPOR). Proof of this licensure, degree, registration and/or certification will be a condition prior to approval as a Third-Party Agency.
7. Proof of at least one Professional-in-Charge qualified in each discipline in which the Inspection Agency proposes to perform inspections and shall employ a sufficient number of qualified Inspectors and/or Plan Reviewers experienced in the inspection or plan review discipline.
8. Proof of a current General Business License.
9. The Third-Party Agency certifies that it or its agents have been found not to have committed any ethics violations.
10. Each person performing inspections and/or plan review must be currently certified by the Department of Housing and Community Development (DHCD) in the discipline for which they are performing analysis or inspection.

When an application is approved by the City of Richmond, the Third-Party Agency will be issued an approval letter and identification number as evidence that the Third-Party Agency has been certified to participate in the Third-Party Program. The Third-Party Agency has an obligation to update the City of Richmond in writing if any material information previously submitted in its application has changed.

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B. Duty to Update Applications and Approvals

If there is a change in professional staff, an applicant for certification or an approved Third Party Agency is required to notify the City of Richmond Third Party Manager in the following timeline:

1. Within five business days of the removal, addition, or change of a Registered Professional-in-Charge.
2. Within five business days of the removal, addition, or change of an Inspector or Plan Reviewer.
3. If a Registered Professional-in-Charge, Inspector, and/or Plan Reviewer is added to a Third Party Agency, the qualifications of the added individual(s) must be provided to the City of Richmond review and approval before he/she can begin any work under the Third-Party Program. If the City of Richmond approves the individual(s), the Third Party Agency's Authorization can be modified to add the new Professional -in-Charge, Inspector, and/or Plan Reviewer.
4. Failure to update information, including, but not limited to personnel changes, shall be subject to disciplinary action.

C. Quality Assurance Plan

The Third-Party Agency shall create, implement and maintain a quality assurance plan that includes the method that the Third-Party Agency uses to maintain the quality of all plan review and inspection services it provides. The quality assurance plan must be submitted as part of the application for a new agency.

The quality assurance plan will be reviewed by the City of Richmond. A Quality Assurance (QA) Plan will not be approved by the City of Richmond unless it includes at a minimum the following elements or an equally effective QA plan:

1. Establishment, dissemination, and maintenance of written QA checklist(s) setting forth the various steps that employees or contractors of the Third-Party Agency are required to follow in performing plan reviews and/or inspections.
2. Establishment of a QA review process by the Third Party Agency in which a Professional(s)-In-Charge of the Agency's plan reviewers and/or inspectors (i) conducts QA reviews based on the QA checklists for each employee or contractor performing plan reviews or inspections, at least once per calendar quarter; (ii) reports the results of the reviews in a written form which includes information on the date of the review, the person reviewed, code violations missed, any life safety errors identified during the review and any actions taken or recommended

to improve the quality of the employee or contractor work.

3. Provision of an annual summary report to the City of Richmond Third-Party Program Manager by September 30th of each year, describing the number of reviews conducted for each employee or contractor and the results of any oversight of those reviews.
4. Retention of records relating to QA reviews by the Third-Party Agency for a minimum 3- year period.

D. Conflicts of Interest

Each Third-Party Agency, Professional-in-Charge, Inspector and Plan Reviewer is solely responsible for maintaining compliance with the conflict of interest provisions set forth in this manual. Third-Party Agencies shall remain free of conflicts of interests on projects in which it is conducting Third Party Inspections or Plan Reviews. In order to ensure that actual or apparent conflicts of interests do not exist, the owner of the project must contract with the Third Party Plan Review Agency and/or Third Party Inspection Agency. The following circumstances and/or activities of a Third-Party Agency constitute a conflict of interest that disqualifies the Third party Agency from performing any inspection/plan review on a specific project.

1. The Third-Party Agency is conducting Plan Review and an Inspection for the same project.
2. The Project Architect(s), Engineer(s) or other design professional(s) of record, or their firms have an ownership interest in the project or the Third-Party Agency.
3. The code or zoning consultant or other specialty consultants or advisors are associated with the design of the Project or their firms.
4. The General Contractor of the Project or any of its subcontractors maintains a financial or economic interest in or serving (with or without compensation) as an officer or director in the Third-Party Agency.
5. Any person or entity performing functions of Project Management, Construction Management, Value Engineering or Quality Control of the Project maintains a financial or economic interest in or serving (with or without compensation) as an officer or director in the Third-Party Agency.
6. Any person or entity associated with the financing of the project maintains a financial or economic interest in or serving (with or without compensation) as an officer or director in the Third-Party Agency.

7. Any person or entity associated with the Third-Party Agency who performs legal counsel to the owner of the project.
8. Any person or entity associated with the Third-Party Agency, who performs functions of permit expediting or acting as owner's agent, or any other party or entity associated with advocating for the owner's interest in the project.
9. The Third-Party Agency has provided advisory, consulting services, and/or design services related to the project.
10. The Third Party Professional-in-Charge is subject to all conflicts requirements of the Third-Party Agency in which there is a business or family relationship.
11. The Third-Party Agency is owned or controlled by any entity associated with the project.
12. Any other circumstances or activities not listed above that the Third Party Manager may reasonably prove, to constitute an actual, potential or apparent conflict of interest based on consideration of specific circumstances.

E. Insurance Coverage

The Third-Party Agency shall obtain and maintain a Minimum Errors and Omissions Coverage for each occurrence in the amount of \$1,000,000. This requirement is not to be interpreted to mean that Errors and Omissions are required for each project. Professionals-In-Charge, Inspectors, and Reviewers who are principals of the Third-Party Agency or who are employed by, or under contract with the Third-Party Agency, shall be covered by the Third-Party Agency's insurance.

Any cancellation of the required insurance shall result in removal of the Third Party Approvals effective on the date of the insurance cancellation. If the Third Party Agency changes insurance providers, within 15 calendar days, the Third party Agency must submit updated insurance coverage to the City of Richmond. Failure to do so shall result in the Agency's removal from the program.

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III. QUALIFICATIONS OF THIRD PARTY PLAN REVIEW AND INSPECTION AGENCIES

In order to obtain approval, the Third-Party Agency must identify the Licensed Professional-in-Charge(s), Plan Reviewer(s) and/or Certified Inspector(s), who meet the qualifications for each discipline as set forth below in Table 3.1. Once approved, the Professional(s)-In-Charge, Plan Reviewer(s) and Inspector(s) will be considered authorized to conduct the plan reviews and inspections as specified in the table. Professionals-In-Charge, Plan Reviewers, and Inspectors, are required to maintain and renew required licenses, certifications and/or registrations in accordance with applicable protocols from the issuing authority. It is the responsibility of each Third-Party Agency to ensure that their staff is proficient, certified and competent in the application of the Virginia Construction Codes for their respective disciplines.

A. Authority

Building Professional -in- Charge: Oversees the work of the Plan Reviewers and Inspectors.

Plan Reviewers: Authorized to sign off on commercial or residential plans dependent on certifications within the specified discipline. *Exception: Residential Plans Examiner.*

Inspector: Authorized to approve residential or commercial inspections dependent on certifications within the specified discipline. *Exception: Residential Building Inspector.*

Table 3.1. Mandatory Minimum Qualifications

Commercial Building

Professional-in-Charge

- Current registration in the State of Virginia as a Professional Engineer, Architect or current ICC Certification as a Master Code Professional.
- At least (4) years of experience in the field of engineering or construction design or construction management.
- Meet the qualifications for a certified building inspector and/or certified reviewer.

Building Plan Reviewer

- Current ICC Certification as a Building Plans Examiner and Accessibility Inspector/Plans Examiner.
- At least (3) years of experience in building plan review in a jurisdiction using any of the ICC codes.

Building Inspector

- Current ICC Certification as a Building Inspector and Accessibility Inspector/Plans Examiner.
- At least (3) years of experience in building inspections in a jurisdiction using any of the ICC codes.

Table 3.1 Mandatory Minimum Qualifications

Residential Building

Professional-in-Charge

- Current registration in the State of Virginia as a Professional Engineer, Architect or current ICC Certification as a Master Code Professional.
- At least (3) years of experience in the field of building design and/or construction, civil or structural engineering or construction project design and/or construction management, in a supervisory capacity.
- Meet the qualifications requirements for an ICC Combination Residential Inspector/Plan reviewer.

Residential Plan Reviewer:

- Current ICC Certification as a Residential Plan Reviewer.
- At least (3) years of experience in code compliance building inspections in a jurisdiction using any of the ICC codes.

Residential Inspector:

- Current ICC Certification as a Residential Combination Inspector.
- At least (3) years of experience in code compliance building inspections in a jurisdiction using any of the ICC codes.

Table 3.1 Mandatory Minimum Qualifications

Mechanical and Fuel Gas

Mechanical Professional-in-Charge:

- Current registration in the State of Virginia as a Professional Engineer, Architect, or current ICC Certification of a Master Code Professional.
- At least (4) years of experience in the field of mechanical design, mechanical engineering, or mechanical project design, including their administrative provisions.
- Meet the qualifications for a mechanical inspector and/or reviewer as defined in this manual.

Mechanical Plan Reviewer:

- Current ICC Certification as a Mechanical Plan Reviewer.
- At least (3) years of experience in code compliance mechanical systems in a jurisdiction using any of the ICC codes.

Mechanical Inspector:

- Current ICC Certification as a Mechanical Inspector.
- At least (3) years of experience in code compliance mechanical systems in a jurisdiction using any of the ICC codes.

Table 3.1 Mandatory Minimum Qualifications

Electrical

Electrical Professional-in-Charge:

- Current registration in the State of Virginia as a Professional Engineer, Architect, or current ICC Certification of a Master Code Professional.
- At least (4) years of experience in the field of electrical design, electrical engineering, or electrical project design, including their administrative provisions.
- Meet the qualifications for an electrical inspector and/or reviewer as defined in this manual.

Electrical Plan Reviewer:

- Current ICC Certification as an Electrical Plans Examiner.
- At least (6) years of experience in code compliance plan of review electrical systems in a jurisdiction using any of the National Electrical Code or ICC codes.

Electrical Inspector:

- Current ICC Certification as an Electrical Inspector.
- At least (3) years of experience in code compliance inspection of electrical systems in a jurisdiction using the National Electrical Code.

Table 3.1 Mandatory Minimum Qualifications

Plumbing

Plumbing Professional-in-Charge:

- Current registration in the State of Virginia as a Professional Engineer, Architect, or current ICC Certification of a Master Code Professional.
- At least (4) years of experience in the field of plumbing systems design, plumbing engineering, or plumbing project design, including their administrative provisions.
- Meet the qualifications for a plumbing inspector and/or reviewer as defined in this manual.

Plumbing Plan Reviewer:

- Current ICC Certification as a Plumbing Plans Examiner and Accessibility Inspector/Plans Examiner.
- At least (3) years of experience in plumbing plan review in a jurisdiction using any of the ICC codes.

Plumbing Inspector:

- Current ICC Certification as a Plumbing Inspector and Accessibility Inspector/Plans Examiner.
- At least (3) years of experience in plumbing Inspector in a Jurisdiction using any of the ICC codes.

Table 3.1 Mandatory Minimum Qualifications

Fire Protection

Fire Protection Professional-in-Charge:

- Current registration in the State of Virginia as a Professional Engineer, Architect, or ICC Certified Fire Marshall.
- At least (5) years of experience in the Virginia Construction Codes pertinent to Fire protection and Life Safety systems, including the administration provisions.
- Current ICC Certification as a Fire Inspector I and Fire Inspector II.
- At least (3) years of experience in code compliance inspection of Fire Protection systems in a jurisdiction using any of the ICC codes.

Fire Protection Plan Reviewer:

- Current ICC Certification as a Fire Plans Examiner.
- At least (6) years of experience in code compliance plan review of Fire Protection and Life Safety systems in a jurisdiction using any of the ICC codes.

Fire Protection Inspector:

- Current ICC Certification as a Fire Inspector I and Fire Inspector II.
- At least (3) years of experience in code compliance inspection of Fire Protection and Life Safety systems in a jurisdiction using any of the ICC codes.

Table 3.1 Mandatory Minimum Qualifications

Residential Energy

Residential Energy Professional-in-Charge:

- Meet one of the following:
 - a. Current registration in the State of Virginia as a Professional Engineer or Architect, and have (3) years of relevant experience.
 - b. Current ICC Certification of Master Code Professional and have (3) years of relevant experience.
 - c. Five (5) years of relevant experience.
- Current ICC Certification as a Residential Energy Inspector/Plans Examiner.
- At least (5) years of experience in the construction field working with energy-related systems (e.g. mechanical systems, lighting, energy modeling, building envelope and renewable energy).

Residential Energy Plan Reviewer:

- Current ICC Certification as a Residential Energy Inspector/Plans Examiner.
- At least (2) years of experience in energy systems and energy efficiency in a jurisdiction using the International Energy Conservation Code.

Residential Energy Inspector:

- Current ICC Certification as a Residential Energy Inspector/Plans Examiner.
- At least (2) years of experience in energy systems and energy efficiency in a jurisdiction using the International Energy Conservation Code.

Table 3.1 Mandatory Minimum Qualifications**Commercial Energy****Commercial Energy Professional-in-Charge:**

- Meet one of the following:
 - a. Current registration in the State of Virginia as a Professional Engineer or Architect, and have (3) years of relevant experience.
 - b. Current ICC Certification of Master Code Professional and have (3) years of relevant experience.
 - c. Five (5) years of relevant experience.
- Current ICC Certification as a Residential Energy Inspector/Plans Examiner w/ ASHRAE 90.1.
- At least (5) years of experience in the construction field working with energy-related systems e.g. mechanical systems, lighting, energy modeling, building envelope and renewable energy).

Commercial Energy Plans Examiner:

- Current ICC Certification as a Commercial Energy Inspector/Plans Examiner w/ ASHRAE 90.1.
- At least (2) years of experience in energy systems and energy efficiency in a jurisdiction using the International Energy Conservation Code.

Commercial Energy Inspector:

- Current ICC Certification as a Commercial Energy Inspector/Plans Examiner w/ ASHRAE 90.1.
- At least (2) years of experience in energy systems and energy efficiency in a jurisdiction using the International Energy Conservation Code.

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IV. DUTIES AND RESPONSIBILITIES OF THIRD PARTY AGENCIES

A. Notice of Intent to Use a Third Party Agency

Before commencing work on a project, an executed Notice of Intent (NOI) to use a Third-Party Agency must be approved by the City of Richmond. The Owner must execute the Notice of Intent, but the Third-Party Agency may submit Notice of Intent to the City as a designated agent of the owner. If the owner is not the signing party, a notarized letter confirming the agent's authority and identity must be attached to the NOI. See *Notice of Intent to Use Third Party Plan Review/Inspection Agency* form.

B. Duties of the Registered Professional-in-Charge

The Registered Professional-in-Charge must provide direct supervision of all Inspections or Plan Reviews conducted by the Third-Party Agency. The Professional-in-Charge is responsible for ensuring that each Third Party Plan Reviewer and/or Inspector is approved to conduct plan review and or inspections for each applicable discipline.

C. Training

Third Party Agencies are responsible for providing appropriate continuing education and training to their employees.

D. Plan Review Reports

The Third Party Review Agency shall submit the following completed reports to City of Richmond for each Project. The Third Party Manager within in his/her sole discretion may modify the reporting requirements and procedures as deemed necessary.

1. Plan Review Deficiency Report

The Third-Party Plan Review Agency shall complete a Plan Review Deficiency Report, containing a list of non-complying items (the "Code Deficiency Report") for each round of review and the relevant code section(s). The Code Deficiency report shall be in the format defined by the City of Richmond. The architect, engineer or design professional shall make changes in a standardized format with key-dated notes and changes clouded on the approved plans. See *Plan Review Deficiency Report* form. At a minimum, the Code Deficiency Report shall specify a building code summary that depicts certain elements of the project under construction:

- Project Address
- Occupancy Classification
- Type of Construction
- Allowable Area
- Required Yards
- Building Fire Resistive Rating and Exterior Wall Rating
- Design Occupant load
- Third Party Plan Review Agency's Name and address

- Notice of Intent Number(s)
- Discipline(s) for which the plan review was performed
- Name and contact information of the approved Registered Professional-in-Charge and plan reviewers completing the review for each applicable discipline
- List of Items found to be non-conforming citing the applicable code sections
- The nature of the deficiency and the location of the deficiency in the plans
- Corresponding response from the design professional confirming how and where the non-conforming items were corrected, as well as the date they were corrected.

The Third Party Plan Review Agency shall submit copies of each Code Deficiency Report to the Owner or the Owner's designated recipient(s). The Third Party Plan Review Agency shall communicate with the owner or its designated representatives as necessary to clarify and ensure the non-compliant items are corrected and in full compliance with the Virginia Construction Code. It is the duty of the Third-Party Plan Review Agency to ensure all identified code deficiencies are corrected in the final set of plans.

2. Third Party Plan Review Approval Certificate and Report

The Third Party Plan Review Approval Certificate and Report shall be sealed and signed by the Professional-in-Charge and must be submitted in a PDF format. The Certification Letter shall specify:

- Project Address
- Third Party Plan Review Agency's Name and address
- Notice of Intent Number(s)
- Discipline(s) for which the Plan Review was performed
- Name and contact information of the approved Registered Professional-in-Charge and Plan reviewers completing the review for each applicable discipline
- A copy of all Code Deficiency reports issued by the Third-Party Agency
- A statement testifying to the compliance of the disciplines plans for the project with construction documents, specifications and all regulations of the City of Richmond

E. Inspection Reports

The Third-Party Inspection Agency must submit reports to the City of Richmond for review and approval. Below are the required reports that must be submitted to the City of Richmond within (2) business days of the inspection. Third-Party Agencies shall send all inspection reports directly to: thirdpartyprogram@richmondgov.com

1. Non-Compliance Reports

The inspection agency shall produce a report that contains a specific list of non-complying items for each inspection. The report will list the required corrections that are a pre-requisite to the approval of a phase of construction. For each item designated non-

compliant, the report shall site the relevant code section(s), the nature of the deficiency and location of the deficiency. These reports will be uploaded under the permit number for each discipline inspected. The report shall be on the Third-Party Agency's letterhead in a PDF file. The report shall specify the following details.

- Project Address
- Permit Number
- Inspection Agency Name and Address
- Name and contact of the approved Third-Party Professional-in-Charge and the inspectors who completed the inspections.
- Type of inspection performed
- Phase of the project if a partial section is conducted.
- List of items found to be non-compliant during the inspection citing the code reference.
- Corresponding response from the construction team confirming how and where the non-conforming items were corrected and the date they were corrected.
- Stamp of the Profession-in-Charge.

The Inspection Agency shall communicate with owner, the owner's contractor(s), agent(s) and/or designer(s) of record, to identify the needed corrections and/or plan revision(s) to accomplish code compliance. It is the duty of the Third-Party Inspection Agency to ensure all identified code deficiencies are corrected before the inspection is approved. Under no circumstances is the Inspection Agency authorized to advise or participate in a modification of the City of Richmond Regulations. The ruling on any modification and/or interpretation must always be determined by the Code Official.

2. General Third Party Inspection Report

The Third-Party Agency must provide General Inspection Reports for the minimum inspections required for each applicable discipline depending on the scope of the project. Note: Some inspections may be covered under Special Inspections. All required inspections will be identified at a coordination meeting held prior to the Third-Party Inspections approval.

Residential and Commercial Building Permit:

- Footing Inspection
- Foundation Inspection
- Water Proofing/Drain Tile Inspection
- Slab Inspection
- Sill Plate, Floor Joists, Ledger and Girder Inspection
- Veneer Inspection prior to the installation of veneer cladding and roofing.
- Fire-Separation for Fire rated assemblies on exterior walls from property lines and openings
- Framing Inspection

- Insulation Inspection
- Fire-Separation for Interior Fire rated assemblies
- Temporary or Partial finals with Certificate of Occupancy Inspections are reserved for the City of Richmond only
- Final Building Inspection reserved for the City of Richmond only

Electrical Permit:

- Ditch/Trench Inspection
- Slab rough in Inspection
- Wall and Ceiling rough in Inspection
- Temporary Service Inspection
- Fire stopping Inspection
- Swimming pool Bonding Inspection
- Temporary or Partial finals with Certificate of Occupancy
- Final Inspection

Fire Alarm Permit:

- Ditch/Trench Inspection
- Slab rough in Inspection
- Wall and Ceiling rough in Inspection
- Fire stopping Inspection
- Partial Final/no certificate of Occupancy
- Temporary or Partial finals with Certificate of Occupancy Inspections are reserved for the City of Richmond only
- Final Inspection reserved for the City of Richmond only

Plumbing Permit:

- Ditch/Trench Inspection
- Slab rough in Inspection
- Shower Pan Inspection
- Sewer Inspection
- Sanitary and Water pipe Rough in Inspection
- Water Service Inspection
- Fire Stopping Inspection.
- Back Flow Report
- Chlorination report
- Partial Final/no Certificate of Occupancy
- Temporary or Partial finals with Certificate of Occupancy
- Final Inspection

Mechanical Permit:

- HVAC Rough in/Duct Work Inspection

- Mechanical Rough in/Piping
- Partial Final/no Certificate of Occupancy
- Temporary or Partial finals with Certificate of Occupancy
- Final Inspection

Gas Permit:

- Gas Piping Rough in Inspection
- Gas Pressure Test
- Gas Appliance Inspection
- Fire Stopping Inspection
- Partial Final/no Certificate of Occupancy
- Temporary or Partial finals with Certificate of Occupancy
- Final Inspection

Sprinkler Permit:

- Sprinkler Rough in Inspection
- Fire Pump Test
- Mechanical Rough in/Piping Inspection
- Partial Final
- Temporary or partial finals with Certificate of Occupancy Inspections are reserved for the City of Richmond only
- Final Inspection are reserved for the City of Richmond only

3. Final Third Party Inspection Report

The Third-Party Agency must provide final reports for all permits at the completion of each discipline with the exception of fire alarm, sprinkler and building disciplines. This form must be signed and sealed by the design professional-in-charge.

F. Project Documents

The Third-Party Agency shall agree to exercise due diligence in the safekeeping of any project documents received from the Owner and to return promptly any requested documents to the City of Richmond or the owner upon request. Copies of plans utilized by a Third-Plan Review Agency shall be solely for the purpose of completing the Third Party Plan Review Agency's work under the program and not for any other purpose. The Third-Party Plan Review Agency agrees to treat such materials as restricted information. Copies of plan review documents shall be kept in accordance with the city's retention schedule.

G. On-Site Records

When conducting inspections, the Third Party Agency must verify and assure all approved plans, permits, on-site inspection record cards, shop drawings and any other required documents issued by the City of Richmond, are properly posted on the site. Upon completion of an inspection, the Third Party Agency must sign and date the On-Site Inspection Record Card in a clear and readable manner with the name of the inspector written beside their signature.

H. Internal Quality Assurance

The Third-Party Agency shall comply with the approved quality assurance plan, including by ensuring that its personnel and/or agents are subject to internal performance evaluations conducted by the Third Party Agency and submitting the required annual summary report to the Third Party Program Manager describing the number of reviews conducted for each employee or contractor and the results of those reviews. The Third-Party Agency shall maintain all records regarding the evaluation, certifications, and continuing education requirements of its personnel and/or agents. The Third Party Agency must maintain a tracking system to monitor the submissions of all documents required by the Third-Party Program.

V. DUTIES AND RESPONSIBILITIES OF THE THIRD-PARTY PROGRAM

The Third-Party Program is required to ensure that all plans and construction work meet the requirements of the Virginia Construction Code. This includes establishing qualifications for participation in the Third-Party Program, and to monitor performance by approved agencies so that agencies who fail to meet program requirements are disciplined, suspended or removed from the program. The following is required:

1. Maintain the Third Party Program Manual and update as required.
2. Review, approve or disapprove all Third Party Agency Applications and re- certification applications.
3. Review, approve or disapprove the owner's NOI to use a Third Party Agency.
4. Rescind the Notice of Intent on any Project assigned to a Third Party Agency after determining non-compliance with this manual or violations of the Construction Codes.
5. Perform compliance review and audits of the Third Party Agencies as described in the manual.
6. Review Inspection and Plan Review Reports for quality assurance.
7. Confirm submission by each Third Party Agency of the annual summary of quality assurance reviews of employees and contractors undertaken pursuant to the approved quality assurance plan.
8. Create and maintain a current and accurate list of all Third Party Agencies to be made publically available on the City website.
9. Issue disciplinary actions as necessary.

VI. DUTIES AND RESPONSIBILITIES OF THE PROJECT OWNER

A. Execution of Notice of Intent (NOI)

The owner may elect at the beginning of a project to use a Third-Party Agency for plan review and/or inspection in lieu of the City of Richmond. To use a Third-Party Agency, the owner or designated agent of the owner must fully execute, sign and submit an NOI

Application to use a Third-Party Agency and wait for the City's review and approval of the NOI before commencing plan review and/or inspections on a project. A notarized letter confirming the Agent's authority and identity must be attached to the Notice of Intent if the Owner is not the signing party. The City shall review the Notice of Intent to ensure compliance with this manual and shall grant approval or disapproval. If the NOI is incomplete or incorrect, the City will request additional information.

B. Conflict of Interest between Inspections and Plan Review Agencies

To ensure compliance with the Conflict of Interest requirements the owner must identify separate entities to conduct the plan review and the inspections for a single project. A Third Party Agency cannot perform Third Party Inspections and Plan Review for the same project.

C. Payments to Third Party Agencies

The owner or his/her authorized representative is responsible for all payment for services rendered to the Third-Party Agency. The City of Richmond is not a party to the contract between the owner and the Third-Party Agency. All fees and costs associated with the performance of a Third-Party Agency are the sole responsibility of the owner. If the owner elects to use a Third Party Agency, he/she shall not be entitled to a refund of any portion of the permit fee paid to the City. Any monetary claims that arise from incomplete, inaccurate or defective plan reviews and/or inspections provided by the Third-Party Agency shall be remedied without cost to the City.

VII. THIRD PARTY PROGRAM DISCIPLINARY PROCESS

The City of Richmond is authorized to discipline or remove a Third-Party Agency from the Third Party Program for failure to comply with this manual or the Construction Codes. Failure to comply with the Third-Party Program may result in disciplinary actions that may include, but are not limited to the following: warning, probation, suspension, and/or removal.

The City, within its sole discretion, shall issue disciplinary actions against a Third-Party Agency and its agents. Specifically, the City is authorized to issue discipline against a Third Party Agency for actions associated with the agency, plan review, and inspection activities for individual actions based on the trade activity.

It is the duty and responsibility of the City and Third-Party Agencies to ensure that all construction in the City of Richmond is built in compliance with Virginia Construction Code. It is incumbent on the Third-Party Agencies to appreciate the unique relationship it has with the City and its residents and businesses. In order to ensure that a Third-Party Inspection Agency or Plan Review Agency is acting on behalf of the City of Richmond in its discharge of its duties, the Inspector or Plan Reviewer is obligated and required to report any instance in which he or she has reasonable cause to believe that a Virginia Construction Code violation has occurred

within the building, structure or premises rendering it unsafe, dangerous or hazardous, whether or not it is outside of the Inspector or Plan Reviewer's contractual relationship. Therefore, to avoid Third-Party Agencies focusing on the financial benefits of the Third-Party Program and their relationships with their developers, owners, or expeditors, the City will ensure that all Third-Party Agencies inspect or review the entire project for code compliance. Failure to do so may result in disciplinary action.

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THIRD PARTY PROGRAM APPLICATION

Application Submission Package

Participation in the Third Party Program requires certification for all program participants. The Third Party Program Application submission package must be submitted electronically to the Third Party Program Manager @ thirdpartyprogram@richmondgov.com.

SECTION A - APPLICANT/BUSINESS INFORMATION

AGENCY NAME _____
STREET ADDRESS _____ SUITE _____
CITY _____ STATE _____ ZIPCODE _____
PHONE NUMBER (____) _____ CELL PHONE (____) _____
E-MAIL _____ FAX NUMBER (____) _____
WEBSITE _____
PRIMARY CONTACT: _____ POSITION _____
PRINT NAME _____ DATE _____
AUTHORIZED SIGNATURE _____

SECTION B - THIRD PARTY PROGRAM STAFF

Please complete the following section and attach PDF documentation detailing each individual's qualifications and relevant experience.

NAME _____ POSITION _____
PE/ARC/MCP NO. _____ CERTIFICATION(S) _____

NAME _____ POSITION _____
PE/ARC/MCP NO. _____ CERTIFICATION(S) _____

NAME _____ POSITION _____
PE/ARC/MCP NO. _____ CERTIFICATION(S) _____

NAME _____ POSITION _____
PE/ARC/MCP NO. _____ CERTIFICATION(S) _____

NAME _____ POSITION _____
PE/ARC/MCP NO. _____ CERTIFICATION(S) _____



THIRD PARTY PROGRAM APPLICATION

SECTION D CONFLICT OF INTEREST AFFIDAVIT

Provide a notarized sworn affidavit, signed by the Inspection Agency, attesting that the Third Party Program Agency, Professional(s)-in-Charge, Supervisory Inspector(s) (if different from the Professional(s)-in-Charge), and its inspectors shall in the course of performing duties related to the City Of Richmond Third Party Inspection Program and except as related specifically to the Third Party Program Agency named in the application, abide by the same ethical conduct as are required of City of Richmond employees and additionally attesting they will remain independent of conflicts of interest. Submit affidavit with this application package.

SECTION E PROOF OF INSURANCE

Submit a copy of the agency's insurance policy clearly identifying a Minimum General Liability and Errors and Omissions Coverage for each occurrence in the amount of One Million Dollars (\$1,000,000) with this application package.

SECTION F AGENCY QUALIFICATIONS

Provide a brief statement of the agency's qualifications and background. Attach additional sheets if necessary.

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CITY OF RICHMOND - FOR OFFICIAL USE ONLY		
RECEIVED BY:	RECEIVED DATE:	REVIEW DATE:
<input type="checkbox"/> APPROVED		
NOTIFICATION DATE:	CERTIFICATION NUMBER:	
<input type="checkbox"/> DISAPPROVED		
NOTIFICATION DATE:	CERTIFICATION NUMBER:	
<u>ADDITIONAL INFORMATION REQUIRED:</u>		

NOTICE OF NON-DISCRIMINATION:

The city of Richmond is an equal opportunity entity. We are firmly committed to non-discrimination and equal opportunities for all applicants. Approval and/or disapproval decisions are made solely on the basis of occupational qualifications.



NOTICE OF INTENT TO USE THIRD PARTY PLAN REVIEW AGENCY

The purpose of this notification is to inform the City Of Richmond of the Permit Applicant's intention to utilize Third Party Plan review services in connection with the following construction project.

SECTION A - APPLICANT INFORMATION

1. APPLICANT NAME _____
2. PROJECT NAME _____
3. PROJECT ADDRESS _____

SECTION B - THIRD PARTY PLAN REVIEW AGENCY

The Third Party Plan Review agency will be used for the project

1. AGENCY NAME _____
2. NAME OF PROFESSIONAL IN CHARGE: FIRST _____ LAST _____
3. STREET ADDRESS _____ SUITE _____
4. CITY _____ STATE _____ ZIP _____
5. PHONE NO. (____) _____ CELL NO. (____) _____
6. FAX NUMBER (____) _____ WEBSITE _____
7. AGENCY APPROVAL ID NUMBER _____ DATE ISSUED _____
8. PROFESSIONAL ENGINEER /ARCHITECT NUMBER _____

SECTION C - PRIMARY THIRD PARTY PLAN REVIEW AGENCY

The names of the Professionals-in-Charge, Supervisory Plan Reviewer and Plan Reviewer, along with the discipline to be reviewed are as follows:

Discipline	Professional-in-Charge	Plan Reviewer



NOTICE OF INTENT TO USE THIRD PARTY PLAN REVIEW AGENCY

SECTION D - ACKNOWLEDGMENTS

By signing below the Permit Applicant, the Third Party Plan Review Agency and its Professional-in-Charge, agree to comply with the third party plan review procedures, responsibilities and requirements set forth therein, and other conditions that may be specified by the Code Official.

I have read and agree to comply with the terms and conditions of this agreement.

APPLICANT:

Applicant Name _____

Applicant Signature _____

Title of Signatory _____ Date _____

PROFESSIONAL-IN-CHARGE OF PRIMARY THIRD PARTY PLAN REVIEW AGENCY:

Name _____

Signature _____

PE/Architect License No. of Signatory _____ Date _____

THIRD PARTY PLAN REVIEW AGENCY:

Name _____

Signature _____

Title of Signatory _____ Date _____

CITY OF RICHMOND - FOR OFFICIAL USE ONLY	
ACCEPTED BY:	
ACCEPTED BY:	
SIGNATURE:	
TITLE:	DATE:
NOA CERTIFICATION NUMBER:	
NOTES:	



NOTICE OF INTENT TO USE THIRD PARTY INSPECTION AGENCY

The purpose of this notification is to advise the City Of Richmond of the Permit Applicant's intention to utilize third party inspection services in connection with the following construction project. Use a separate form for each Third Party Agency being used on the project.

SUBMIT ONLY THIS FORM. NO ATTACHMENTS ARE REQUIRED

SECTION A - PROPERTY OWNER/AGENT INFORMATION

OWNER/AGENT NAME _____
PHONE NUMBER (____) _____ CELL PHONE (____) _____
EMAIL (REQUIRED) _____ FAX NUMBER (____) _____
PROJECT NAME _____
PROJECT ADDRESS _____

SECTION B - PRIMARY THIRD PARTY INSPECTION AGENCY

List only one third party agency per form

THIRD PARTY AGENCY _____ PRIMARY AGENCY ☐ YES ☐ NO
CITY OF RICHMOND CERTIFICATION NUMBER _____
PROJECTED /ACTUAL DATE OF FIRST INSPECTION _____
(COR may conduct audit inspections after project has begun)

SECTION C - PERMITS

List all permits/ permit numbers for the above noted project

☐ Building _____ ☐ Mechanical _____ ☐ Fire Alarm _____ ☐ Electrical _____
☐ Sprinkler _____ ☐ Gas _____ ☐ Security _____ ☐ Plumbing _____
☐ Other _____

SECTION D - ACKNOWLEDGEMENTS

By submitting this form, I certify that the above statements on this application are true and complete to the best of my knowledge and belief. I agree to comply with all applicable laws and regulations of the City Of Richmond. Signature/submission by a Third Party Agency indicates a contractual relationship between that agency and the building owner. The making of false statements on this application is punishable by law.

PROPERTY OWNER / AGENT

Third Party Agency cannot sign/submit as Property Owner/Agent

PRINT NAME _____ APPLICANT SIGNATURE _____
TITLE OF SIGNATORY _____ DATE _____

THIRD PARTY INSPECTION AGENCY (PIC / Professional - In - Charge)

PRINT AGENCY OR PIC NAME _____ AGENT OR PIC SIGNATURE _____
TITLE OF SIGNATORY _____ DATE _____

CITY OF RICHMOND - FOR OFFICIAL USE ONLY	
ACCEPTED FOR CITY OF RICHMOND	
Staff Name:	Signature:
Title:	Date:



PLAN REVIEW DEFICIENCY REPORT

CITY OF RICHMOND NOTIFICATION APPROVAL NUMBER: _____ DATE: _____

PROJECT NAME: _____

PROJECT ADDRESS: _____

PROJECT DESCRIPTION: _____

PLAN REVIEW DISCIPLINE: _____

DISCIPLINE REVIEW REPORT NUMBER: _____

REPORT HAS BEEN DELIVERED TO:

☐ City of Richmond ☐ Owner ☐ Owner's Representative ☐ Engineer/Architect

ITEM NUMBER	DEFICIENCIES	CODE SECTION	STATUS

APPROVAL

Name of Agency: _____ Date: _____

Signature: _____

Print Full Name and Title: _____

Agency Approval Id Number: _____

Professional Engineer/ Architect or MCP Number: _____

SUBMIT WITH BUILDING PERMIT SUBMISSION DOCUMENTS



THIRD PARTY PLAN REVIEW APPROVAL CERTIFICATE AND REPORT

CITY OF RICHMOND NOTIFICATION APPROVAL NUMBER: _____ DATE: _____

PROJECT NAME: _____

PROJECT ADDRESS: _____

PROJECT DESCRIPTION: _____

THIRD PARTY PLAN REVIEW HAS BEEN PROVIDED FOR THE DISCIPLINE CHECKED BELOW:

- ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Building
☐ Fire Alarm ☐ Sprinkler ☐ Gas ☐ Security

PLAN REVIEW DISCIPLINE	DATE OF CODE DEFICIENCY REPORT	DATE CORRETIONS VERIFIED	DATE OF REPORT REFLECTING APPROVAL

APPROVAL

Based upon plans review performed under my direct supervisor, and my review of substantiating reports, it is my professional judgment that, to the best of my knowledge, (a) the plans were designed and presented as outlined by the provisions of the Virginia Construction Codes and (b) the engineered systems and/or construction features are deemed, to be compliant with the relevant codes and regulations.

This certification does not relieve the registered designer(s) of record and other parties of their responsibilities for the design or construction of the project.

I understand that if I make a false statement on this certification, I could be criminally prosecuted under the law.

Signature: _____ Date: _____

Print Full Name and Title: _____

Professional-In-Charge of Third-Party Plan Review Agency for _____ Discipline.

Name of Agency: _____

Agency Approval Identification Number: _____

Professional Engineer/ Architect or MCP Number: _____



NON-COMPLIANCE REPORT

DATE: _____

Project Address:	
Permit Number:	
Inspection Agency:	
Inspection Agency Address:	
Professional-in-Charge:	
Professional-in-Charge phone:	
Inspector:	
Inspector phone:	

INSPECTION TYPE: (select all that apply)

Inspection Discipline:

☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Building ☐ Fire Alarm ☐ Sprinkler

Inspection Type:

☐ Ground Work ☐ Footing ☐ Foundation ☐ Slab ☐ Rough
☐ Gas ☐ Insulation ☐ Final ☐ Hydro ☐ Hood Suppression

Code Violation No.	Violation Description:

Inspector Signature: _____

Time: _____ Date: _____



GENERAL THIRD PARTY INSPECTIONS REPORT

Permit No: _____ Date: _____ Time: _____

Address: _____

Inspection Type: _____

Location:

☐ Inspection Approved ☐ Inspection Rejected

Comments:

Third Party Inspector's Information		
Engineer's Firm:		
Inspector:		
Date of Report:		
In my professional opinion, all work inspected was in accordance with the construction documents approved by the City of Richmond and the Virginia Uniform Statewide Building Code. Any discrepancies were brought to the attention of the contractor and have been corrected.		Seal and Signature
Office Use Only		
Received By:	Date:	



FOOTING/SLAB INSPECTIONS REPORT

		Permit No.:
Owner:		General Contractor:
Date of Inspection:	Are Permit and Approved City Plans On-Site?	
Sub grades and Setbacks		
Does Location (Footing) Comply with the Survey Plat?		
Allowable Soil Bearing Pressure:	Method of Determining Soil Bearing Pressure:	
Is Footing Sub grades Clean, Free of Water, Debris and Organics?	Describe Any Corrective Measures Taken:	
Is Footing Sub grades Suitable for Placement of Concrete?		
Footings		
Depth Below Grade per Plans:	Actual Depth Below Grade:	
Strip Footing Width per Plans:	Actual Strip Footing Width:	
Strip Footing Thickness per Plans:	Actual Strip Footing Thickness:	
Pier Footing Length & Width per Plans:	Actual Pier Footing Length & Width:	
Pier Footing Thickness per Plans:	Actual Pier Footing Thickness:	
Reinforcing Steel per Plans:	Actual Reinforcing Steel:	
Slab	Is wire mesh/fiber mesh in place?	Yes No
Slab Depth per Plans	Actual Depth Below Grade	
Slab Thickness per Plans	Actual Thickness Below Grade	
Vapor Barrier? Yes No	Porous Fill Material	
Perimeter Insulation? Yes No	Electrical./Plumbing rough-ins Approved	Yes No
Concrete		
Ready Mix Supplier:	Mix Designation:	
Design Compressive Strength:	Was Contractor Instructed About Proper Concrete Curing Procedures?	
Concrete grounding electrode installed per NEC? Yes No		
Location of encased electrode:		Type of connection made:
Third-Party Inspector's Information		
Engineer's Firm:		Seal and Signature
Inspector:		
Date of Report:		
In my professional opinion, the footings were constructed in accordance with the construction documents approved by the City of Richmond and the Virginia Uniform Statewide Building Code. Any discrepancies were brought to the attention of the contractor and have been corrected.		
Office Use Only		
Received By:		Date:



FINAL THIRD PARTY INSPECTIONS REPORT

Permit No: _____ Date: _____ Time: _____

Address: _____

Inspection Type: _____

Location:

☐ Inspection Approved ☐ Inspection Rejected

Comments:

Third Party Inspector's Information	
Engineer's Firm:	
Inspector:	
Date of Report:	
In my professional opinion, all work inspected was in accordance with the construction documents approved by the City of Richmond and the Virginia Uniform Statewide Building Code. Any discrepancies were brought to the attention of the contractor and have been corrected.	
Seal and Signature	
Office Use Only	
Received By:	Date: