



THIRD PARTY PROGRAM MANUAL

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Department of Planning and Development Review
Bureau of Permits and Inspections
900 East Broad Street, Room 108
Richmond, Virginia 23219
(804) 646-4619

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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 2018 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 2018 Virginia Construction Code Part 1 and 2 under certain conditions.

The City of Richmond Third-Party Program allows projects to be submitted to 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 (except for 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 2018 Virginia

Construction Codes

3. Authorization or approval of alternative materials, design and methods of construction and equipment not specified in the 2018 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.

By undertaking a Third-Party Inspection and/or Plan Review, the Third-Party Agency acknowledges that it follows 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 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.

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.

B. 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.

C. 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.

11. The Third-Party Agency is conducting Plan Review and normal Inspections for the same project. Note: Special Inspections (VCC Chapter 17) are not considered a conflict.
12. 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.
13. The code or zoning consultant or other specialty consultants or advisors are associated with the design of the Project or their firms.
14. 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.

15. 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.
16. 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.
17. Any person or entity associated with the Third-Party Agency who performs legal counsel to the owner of the project.
18. 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.
19. The Third-Party Agency has provided advisory, consulting services, and/or design services related to the project.
20. The Third-Party Professional-in-Charge is subject to all conflict's requirements of the Third-Party Agency in which there is a business or family relationship.
21. The Third-Party Agency is owned or controlled by any entity associated with the project.
22. 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.

D. 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 3.1.1 Commercial Building Mandatory Minimum Qualifications

<p>Professional-in-Charge</p> <ul style="list-style-type: none">• 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. <p>Building Plan Reviewer</p> <ul style="list-style-type: none">• 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. <p>Building Inspector</p> <ul style="list-style-type: none">• 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 3.1.2 Residential Building Mandatory Minimum Qualifications

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 3.1.3 Mechanical and Fuel Gas Mandatory Minimum Qualifications

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 3.1.4 Electrical Mandatory Minimum Qualifications

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 3.1.5 Plumbing Mandatory Minimum Qualifications

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 3.1.6 Fire Protection Mandatory Minimum Qualifications

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 3.1.7 Residential Energy Mandatory Minimum Qualifications

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 3.1.8 Commercial Energy Mandatory Minimum Qualifications

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 to Daniel.Mouer@rva.gov, but the Third-Party Agency may submit Notice of Intent to the City of Richmond 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.

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 Commissioner of Buildings may within in his sole discretion 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. 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 Requirements

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

3. Third-Party Building Plan Review Submittal Sheet

The Third-Party Plan Review Agency shall complete a Building Plan Review Submittal Sheet for all completed building reviews. The Submittal Sheet shall specify:

- Project Address
- Occupancy Use Classification
- Code Cycle
- Type of Construction
- Occupant Load
- Certificate of Occupancy Requirements
- Special Inspections Requirements
- Third-Party Inspections Requirements.
- Code Modifications
- Third Party Plan Review Agency's Name and address
- Notice of Intent Number(s)
- Name and contact information of the approved Registered Professional-in-Charge and plan reviewers completing the review for each applicable discipline

Continued

4. Special Inspections

The Third-Party Plan Review Agency is responsible for determining if Special Inspections is required for the project-See The 2018 Virginia Construction Code section 1704.

Point of contact: Richa.bansal@rva.gov should you have any questions.

E. 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.

F. 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.

G. 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 public ally available on the City of Richmond 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 the designated agent of the owner must sign the NOI Application and the Third-Party Agency only shall submit the NOI application to the City of Richmond via email, the Third-Party Agency shall 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. Note: Special inspections (VCC Chapter 17) are not considered a conflict.

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.



Third Party Program Application

Department of Planning & Development Review, Bureau of Permits and Inspections
900 East Broad Street, Room 108

Richmond, Virginia 23219

Office: (804) 646-4169

<https://www.rva.gov/planning-development-review/permits-and-inspections>

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 Daniel.mouer@rva.gov

Section A – Applicant/Business Information

Agency Name: _____
Street Address: _____ Suite/Room/Unit: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Cell Phone: _____ Fax Number: _____
Email Address: _____ 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: _____ PE/ARC/MCP Number: _____
Position: _____
Certification(s): _____

Name: _____ PE/ARC/MCP Number: _____
Position: _____
Certification(s): _____

Name: _____ PE/ARC/MCP Number: _____
Position: _____
Certification(s): _____

Name: _____ PE/ARC/MCP Number: _____
Position: _____
Certification(s): _____

Section B – Third Party Program Staff (continued)

Name: _____ PE/ARC/MCP Number: _____

Position: _____

Certification(s): _____

Name: _____ PE/ARC/MCP Number: _____

Position: _____

Certification(s): _____

Name: _____ PE/ARC/MCP Number: _____

Position: _____

Certification(s): _____

Name: _____ PE/ARC/MCP Number: _____

Position: _____

Certification(s): _____

Name: _____ PE/ARC/MCP Number: _____

Position: _____

Certification(s): _____

Section C – Quality Assurance Plan

Provide a quality assurance plan, which includes details about the internal processes for ensuring that the agency will perform a minimum random 10% sampling of all assigned inspections and reviews. Third Party shall report non-conforming or deficient items to the attention of the owner and contractor. Provide timely reports for each inspection/review and submit a final signed report to Daniel.Mouer@rva.gov . Attach additional sheets if necessary.

Section D – Conflict of Interest Affidavit

Provide a notarized 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 while performing duties related to the City of Richmond Third Party Inspection Program and except as related specifically to the Third-Party Program. 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.

CITY OF RICHMOND - FOR OFFICIAL USE ONLY

Received By: _____ Received Date: _____ Review Date: _____

☐ Approved Notification Date: _____ Certification Number: _____

☐ Disapproved Notification Date: _____ Certification Number: _____

Additional Information Required:

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.



Third Party Building Plan Review Submittal Sheet

Department of Planning & Development Review, Bureau of Permits and Inspections
900 East Broad Street, Room 108
Richmond, Virginia 23219

Office: (804) 646-4169

<https://www.rva.gov/planning-development-review/permits-and-inspections>

THIS FORM SHALL BE SUBMITTED WITH BUILDING PERMIT SUBMISSION DOCUMENTS ONLY

City of Richmond Notice of Intent Approval Number: _____ Date: _____

Project Address: _____

Project Description: _____

Occupancy Use Classification: _____ Code Cycle: _____ Type of Construction: _____

Certificate of Occupancy Required: ☐ Yes ☐ No Occupant Load: _____

Code Modification: ☐ Yes ☐ No Special Inspections Required: ☐ Yes ☐ No

Third Party Inspection Required: ☐ Yes ☐ No

Third Party Inspection Description:

APPROVAL

Name of Agency: _____ Date: _____

Agency Address: _____

Signature: _____

Print Full Name and Title: _____

Agency Approval ID Number: _____

Professional Engineer/Architect or Master Code Professional Number: _____



Notice of Intent to Use Third Party Plan Review Agency

Department of Planning & Development Review, Bureau of Permits and Inspections
900 East Broad Street, Room 108

Richmond, Virginia 23219

Office: (804) 646-4169

<https://www.rva.gov/planning-development-review/permits-and-inspections>

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. thirdpartyprogram@richmondgov.com

Section A – Applicant Information

Applicant Name: _____ Project Name: _____

Project Address: _____

Project Description: _____

Section B – Third Party Plan Review Agency

Agency Name: _____

Name of Professional in Charge – First: _____ Last: _____

Street Address: _____ Suite/Room/Unit: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Number: _____ Fax Number: _____

Agency Approval ID Number: _____ Date: _____

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

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's Name: _____

Applicant's Signature: _____

Title of Signatory: _____ Date: _____

Professional-In-Charge of Primary Third-Party Plan Review Agency:

Design Professional's Name: _____

Design Professional's Signature: _____

PE/Architect License Number of Signatory: _____ Date: _____

Third Party Plan Review Agency:

Agency's Name: _____

Agency's Signature: _____

Title of Signatory: _____ Date: _____

CITY OF RICHMOND - FOR OFFICIAL USE ONLY

Accepted By: _____

Signature: _____

Title: _____ Date: _____

NOA Certification Number: _____

Notes:



Notice of Intent to Use Third Party Inspection Agency

Department of Planning & Development Review, Bureau of Permits and Inspections
900 East Broad Street, Room 108
Richmond, Virginia 23219

Office: (804) 646-4169

<https://www.rva.gov/planning-development-review/permits-and-inspections>

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. Rick.Paul@rva.gov

SUBMIT ONLY THIS FORM. NO ATTACHMENTS ARE REQUIRED

Section A – Property Owner/Agent Information

Owner/Agency Name: _____
Street Address: _____ Suite/Room/Unit: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Cell Phone: _____ Fax Number: _____
Email Address: _____ Website: _____
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: _____
(City of Richmond may conduct audit inspections after the project has begun)

Section C – Permits (List all permits/ permit numbers for the above noted project)

<input type="checkbox"/> Building _____	<input type="checkbox"/> Mechanical _____	<input type="checkbox"/> Fire Alarm _____
<input type="checkbox"/> Electrical _____	<input type="checkbox"/> Sprinkler _____	<input type="checkbox"/> Gas Piping _____
<input type="checkbox"/> Security _____	<input type="checkbox"/> Plumbing _____	<input type="checkbox"/> Tank _____
<input type="checkbox"/> Others (specify): _____		

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: _____ Title of Signatory: _____

Applicant Signature: _____ Date: _____

Third Party Inspection Agency (PIC - Professional-In-Charge)

Print Name: _____ Title of Signatory: _____

Signature: _____ Date: _____

CITY OF RICHMOND - FOR OFFICIAL USE ONLY

Accepted for City of Richmond

Staff Name: _____ Signature: _____

Title: _____ Date: _____

Notes:



Third Party Plan Review Code Deficiency Report

Department of Planning & Development Review, Bureau of Permits and Inspections
900 East Broad Street, Room 108
Richmond, Virginia 23219

Office: (804) 646-4169

<https://www.rva.gov/planning-development-review/permits-and-inspections>

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:

<input type="checkbox"/> City of Richmond <input type="checkbox"/> Owner <input type="checkbox"/> Owner's Representative <input type="checkbox"/> Engineer/Architect			
<input type="checkbox"/> Check for separately attached report			
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

Department of Planning & Development Review, Bureau of Permits and Inspections
900 East Broad Street, Room 108
Richmond, Virginia 23219
Office: (804) 646-4169

<https://www.rva.gov/planning-development-review/permits-and-inspections>

City of Richmond Notification Approval Number: _____ Date: _____

Project Name: _____

Project Address: _____

Project Description: _____

Third Party Plan Review has been provided for the Discipline(s) Checked Below:

- | | | | |
|-----------------------------------|---|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Building | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Fire Alarm | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Security | <input type="checkbox"/> Sprinkler | <input type="checkbox"/> Gas Piping | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Tank | <input type="checkbox"/> Other (specify): _____ | | |

Plan Review Discipline	Date of Code Deficiency Report	Date Corrections 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.
(Professional-In-Charge of Third-Party Plan Review Agency for discipline(s) checked above)

Signature: _____ Date: _____

Print Full Name and Title: _____

Name of Agency: _____

Agency Approval Identification Number: _____

Professional Engineer/Architect or MCP Number: _____



Third Party Inspections Non-Compliance Report

Department of Planning & Development Review, Bureau of Permits and Inspections
900 East Broad Street, Room 108
Richmond, Virginia 23219

Office: (804) 646-4169

<https://www.rva.gov/planning-development-review/permits-and-inspections>

Date: _____

Permit Number: _____

Inspection Agency: _____

Inspection Agency Address: _____

Professional-in-Charge: _____

Professional-in-Charge phone: _____

Inspector: _____

Inspector phone: _____

Inspection Discipline:

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

Inspection Type:

☐ Footing ☐ Foundation ☐ Slab ☐ Framing ☐ Insulation
☐ Sill ☐ Veneer ☐ Roof ☐ Consultation ☐ Fire Separation
☐ Partial Final ☐ Partial Final/CO ☐ Final ☐ Ditch/Trench ☐ Wall Rough-In
☐ Ceiling Rough-In ☐ Fire Stopping ☐ Duct Work ☐ Shower Pan ☐ Sewer Exterior
☐ Sanitary Rough-In ☐ Water Service ☐ Water Heater

Code Violation Number	Violation Description

Inspector Signature: _____

Time: _____

Date: _____



General Third-Party Inspections Report

Department of Planning & Development Review, Bureau of Permits and Inspections
900 East Broad Street, Room 108
Richmond, Virginia 23219

Office: (804) 646-4169

<https://www.rva.gov/planning-development-review/permits-and-inspections>

Permit Number: _____ 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, 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.	
Seal and Signature	

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Received By: _____ Date: _____



Footing Inspection Report

Department of Planning & Development Review, Bureau of Permits and Inspections
 900 East Broad Street, Room 108
 Richmond, Virginia 23219
Office: (804) 646-4169

<https://www.rva.gov/planning-development-review/permits-and-inspections>

(Report to be completed in its entirety by a Professional Structural Engineer licensed in the Commonwealth of Virginia)

Job Address:		Permit #:	
Owner:		General Contractor:	
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? Yes No	
Concrete grounding electrode installed per NEC? Yes No		Type of connection made:	
Location of encased electrode:			
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.			

CITY OF RICHMOND - FOR OFFICIAL USE ONLY

Received By: _____ Date: _____



Foundation Inspection Report

Department of Planning & Development Review, Bureau of Permits and Inspections
 900 East Broad Street, Room 108
 Richmond, Virginia 23219
Office: (804) 646-4169

<https://www.rva.gov/planning-development-review/permits-and-inspections>

(Report to be completed in its entirety by a Professional Structural Engineer licensed in the Commonwealth of Virginia)

Job Address:		Permit #:	
Owner:		General Contractor:	
Date of Inspection:	Are permit(s) and approved City plans on-site? Yes No		
Setbacks (Foundation(s))			
Does Location (Foundation) Comply with the Survey Plat? Yes No			
What is the distance from the foundation wall to the property line?	Describe any corrective measures taken:		
Foundation CMU/Wood			
Access door per IRC R408.4: Yes No	Vapor retarder in place per IRC R408.3: Yes No		
Anchor Bolts per IRC R403.1.6.1: Yes No	Drainage per IRC R405.1: Yes No		
Vents per IRC R408.1: Yes No	Foundation CMU/Brick per approved plans: Yes No		
Waterproofing per IRC R406.1: Yes No	CMU fully grouted: Yes No		
Clear of debris per IRC R408.5: Yes No	Finished grade per IRC R408.6: Yes No		
What is the footing projection:			
Foundation Walls (Concrete)			
Forms installed and reinforced steel in place prior to concrete foundation walls being poured? Yes No			
Anchor bolts per IRC R403.1.6.1: Yes No	Waterproofing per IRC R406.1: Yes No		
Clearance of rebar to form per IRC:			
Condition Crawl Space			
Vapor retarder in place per IRC R408.3: Yes No	Finished grade per IRC R408.6: Yes No		
Clear of debris per IRC R408.5: Yes No	Access door per IRC R408.4: Yes No		
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.			

CITY OF RICHMOND - FOR OFFICIAL USE ONLY

Received By: _____

Date: _____



Final Third-Party Inspections Report

Department of Planning & Development Review, Bureau of Permits and Inspections
900 East Broad Street, Room 108
Richmond, Virginia 23219
Office: (804) 646-4169

<https://www.rva.gov/planning-development-review/permits-and-inspections>

Permit Number: _____ 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, 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.	
Seal and Signature	

CITY OF RICHMOND - FOR OFFICIAL USE ONLY

Received By: _____ Date: _____