



**LOUDOUN COUNTY  
BUILDING & DEVELOPMENT  
CODE ENFORCEMENT DIVISION  
THIRD PARTY BUILDING INSPECTION PROGRAM**

**Overview**

The Third Party Building Inspection Program is an optional program to allow the property owner(s) and/or construction contractor(s) of residential and commercial construction projects the option for certain inspections to be performed and certified by private sector “third party” engineers, architects and inspectors to the extent specified herein.

The property owner(s) and/or construction contractor(s) of the commercial construction project is responsible for the cost of retaining the Virginia Certified Registered Professional Engineer or Architect.

Inspections shall be conducted under the direct supervision of, and certified by, a Virginia Certified Registered Professional Engineer or Architect.

The Virginia Certified Registered Professional Engineer or Architect performs inspections under the authority of the Building Official.

The Virginia Certified Registered Professional Engineer, Architect and/or field inspectors shall be independent of the contractors performing the work and have no personal financial interest in the project.

**Required Qualifications**

- A. Professional Certifying the Building Inspection  
Registered as a professional engineer or architect in the Commonwealth of Virginia.

**Third Party Application**

The Third Party Application must be submitted for approval. The purpose of the application is to document and verify each engineer or architect is certified and registered with the Virginia Department of Professional and Occupational Regulation in the State of Virginia as a professional engineer or architect.

## **Misconduct and Sanctions**

If it is alleged the Registered Design Professional (RDP) certifying the inspections or the field inspector has violated the requirements of the Third Party Building Inspection Program, the Building Official or his designee shall notify the RDP certifying the inspection of the allegation in writing. The RDP certifying the inspections shall be required to respond in writing within seven (7) calendar days. Based on the adequacy of the response, the Building Official or his designee may:

1. Determine the allegation has no merit
2. Require a meeting with the involved parties
3. The Building Official will no longer accept reports from the RDP
4. A formal complaint may be sent to the APELSCIDA Board
5. The RDP has the right to appeal under VAUSBC Section 119.0

The following provides examples of violations of the Program Requirements:

- A. Virginia professional engineer's or architect's failure to maintain their registration in the Commonwealth of Virginia
- B. Failure to adhere to the program's requirements and procedures, to include but not limited to the following:
  1. Failure to perform inspection prior to the certification of the work
  2. Inspection and/or certification of structures in advance of the issuance of a building permit
  3. Perform inspections without County approved drawings
  4. Failure to report changes in design not approved by the County
  5. Failure to perform inspections and submit the Quality Control Inspection Report to the Building and Development Code Enforcement Division
  6. Failure to comply with the special inspections requirements of the VAUSBC

## **Building Codes in Effect and Design Criteria**

The following is the list of applicable building codes and design criteria in effect for Loudoun County effective March 1, 2009 Virginia Uniform Statewide Building Code

- 2009 International Building Code
- 2009 International Residential Code
- 2009 International Mechanical Code
- 2009 International Fuel Gas Code
- 2009 International Residential Code (residential electrical)
- 2008 National Electrical Code (commercial electrical)
- 2009 International Plumbing Code
- 2009 International Building Code referenced standard - NFPA 13 and NFPA 72 the 2007 edition

	Minimum Requirement	Recommended
Ground Snow Load	30 PSF	35 PSF in Western Part
Wind Speed	$V_{fm} = 75$ MPH $V_{3S} = 90$ MPH	
Frost Depth	24 inch	30 inch
Earthquake	Refer to 2009 IBC Chapter 16	

### **Types of Inspections**

<b>BUILDING INSPECTIONS</b>	<b>RETAINING WALL INSPECTIONS</b>
Controlled Fill	Footing and Foundation
Footing and Foundation	Backfill
Slab	Guard Rail
Backfill	Wall Geometry
Load Bearing Masonry	Compaction
Structural Steel	Layout
Fire Protection	
Smoke Control	
Wood Construction	
Concrete Encased Electrode System	
Exterior Insulation Finish System (EIFS)	
Other	

### **Building Inspection Certification Form**

The Building Inspection Certification Form has been designed to allow multiple inspections to be recorded. The goal is to reduce the overall administrative burden of the program. A copy of the inspection certification form, with the original seal and signature of the Virginia Certified Professional engineer or architect, is to be submitted to the County. Faxed and emailed certifications are not acceptable.

Check each item inspected and provide the date of the inspection and the initial(s) of the on-site inspector(s). If the inspection occurs over a period of time, enter the range of the dates (first and last) of the inspections. Attach all required information as noted on the Building Inspection Certification Form.

## **Procedures**

All inspection reports shall be in writing, and shall include the street address; the building and/or fire protection system permit number(s) as appropriate; a brief description of the area inspected; and the inspection results (pass or fail), which shall be reported to all affected parties. Where appropriate, photographs should be attached.

All inspection reports shall be signed and sealed by a Virginia Certified Registered Professional Engineer or Architect and shall be submitted by the end of the seventh (7<sup>th</sup>) business day following each inspection, in the manner agreed by the Building Official.

Changes to approved Geotechnical recommendations must be submitted to this office for approval prior to implementation in the field. See separate handout for the Geotechnical Reports Policy.

See separate handout for Guidelines for Placement of Foundations in Plastic Materials.