



CITY OF MANASSAS

INSPECTIONS/FIREMARSHAL OFFICE

MEMORANDUM

May 31, 2006

Memo To: Permit Holders
From: Brian W. Smith, Building Official
Subject: Third Party Inspections
Effective Date: June 1, 2006

The Virginia Uniform Statewide Building Code requires that the City accept inspection reports for review from approved third-party individuals or agencies when the City is unable to conduct an inspection within two (2) business days of a request or an agreed upon date. For all permits issued after June 1, 2006 inspection reports will be accepted only from individuals or agencies identified on the approved third-party list.

The City's inspection policy allows the permit holder to **DIRECTLY CONTACT** approved third-party inspectors and arrange for inspections **ONLY** for the following inspections:

1. Footings/Foundations
2. Concrete slabs
3. Foundation wall
4. Foundation wall waterproofing

For most other inspections types, the permit holder must attempt to arrange for an inspection by City inspectors. If the City fails to make the inspection within two days of the expected date, the permit holder may contact an approved third-party inspector to complete the inspection. In addition, if after the permit holder has called to schedule an inspection with the City and is informed by City staff that a City inspection can not be scheduled within two business days due to workload constraints, the permit holder may either schedule a City inspection to meet the City's capability or contact an approved third-party inspector. In both cases mentioned in this paragraph (fail to inspect within two days and unable to schedule inspection within two days) the permit holder is required to call the City and inform City staff of the intent to use an approved third-party inspector.

City inspectors will conduct all close-in inspections

City inspectors will conduct **ALL FINAL INSPECTIONS.**

City inspectors will conduct **ALL SITE RELATED INSPECTIONS**

City inspectors will conduct **ALL ZONING RELATED INSPECTIONS**

City inspectors will conduct **ALL FIXTURE UNIT COUNT INSPECTIONS**

All costs associated with the use of third-party inspectors are the responsibility of the permit holder.

The City reserves the right to reject any inspection report if a City inspector observes a violation that was obvious and not noted, or if substantiated evidence is provided to suspect the validity or accuracy of the inspection outcome, subject to the right of appeal.



CITY OF MANASSAS INSPECTIONS/FIREMARSHAL OFFICE MEMORANDUM

CITY OF MANASSAS POLICY

TITLE: Policy Establishing Minimum Acceptable Qualifications for Third-Party Construction Inspectors and Third-Party Inspections Protocol

DATE: April 26, 2006

Section §113.7.1 of the 2003 Virginia Uniform Statewide Building Code (USBC) requires that each Building Official charged with the enforcement of the USBC shall have a written policy establishing the minimum acceptable qualifications for third-party inspectors. The policy shall include the format and time frame required for submission of reports, any prequalification or pre-approval requirements and any other requirements and procedures established by the Building Official. The permit holder is responsible for the cost of retaining the third-party inspectors.

Section §113.7 of the 2003 Virginia Uniform Statewide Building Code (USBC) requires that the Building Official accept reports for review from approved third-party individuals or agencies when the City is unable to conduct an inspection within two (2) business days of a request or an agreed upon date.

QUALIFICATIONS

1. Virginia Registered Design Professionals (RDP) in good standing that have experience in the installation and inspection of construction projects, and
2. Have no financial or personal relationship other than third-party inspections with the property owners, designers, permit holders or contractors being inspected, and
3. Have copies of the current Virginia Uniform Statewide Building Code in their possession, and
4. Be registered with the City of Manassas as a qualified third-party inspector, and
5. Attend meetings as required by the building official to review performance

OR

1. Virginia Department of Housing and Community Development (HCD) certified construction inspectors in good standing, with a minimum of three years of municipal construction inspection experience, and
2. Are currently employed by a Virginia Municipality other than the City of Manassas as a construction inspector, and
3. Was not employed by the City of Manassas within the previous 12 months, and
4. Conduct third-party inspections only in the discipline in which they are certified, and

5. Have no financial or personal relationship other than third-party inspections with the property owners, designers, permit holders or contractors being inspected, and
6. Be registered with the City of Manassas as a qualified third-party inspector, and
7. Attend Meetings as required by the Building Official to review performance.

DISQUALIFICATIONS

An individual third-party inspector shall receive a verbal or written reprimand and/or may be removed from this program for any of the following:

1. Registered Design Professional (RDP) fails to maintain registration in the Commonwealth of Virginia
2. HCD certified construction inspector fails to maintain the certification
3. HCD certified construction inspector ceases employment with Virginia municipality
4. Failure to attend meetings with the Building Official
5. Failure to adhere to the program's requirements and procedures, to include but not limited to:
 - a. Performing inspections prior to City of Manassas Authorization
 - b. Performing inspections in advance of permit issuance
 - c. Performing inspections without approved plans on-site
 - d. Performing inspections on projects halted by Stop Work Orders

APPLICATION FOR AUTHORIZATION

In order to be authorized to conduct third-party inspections in the City of Manassas, the following information must be submitted annually for review:

1. Name of RDP responsible for filing reports of inspections (including original professional's seal and signature), address and phone number, a list of elements and/or trades that the RDP is competent to inspect, brief resume, and a signed and dated copy of this document acknowledging receipt or,
2. Name of Virginia certified construction inspector, name of Virginia municipality employing inspector, copies of DHCD certifications, address and phone number, brief resume and a signed and dated copy of this document acknowledging receipt.

PROCEDURES

1. All inspections must be pre-authorized by the Building Official prior to conducting the inspection. Contractor/owner is to schedule inspections with the City of Manassas (703-257-8278) and leave contact number if anticipating the need for third-party inspections. The City will call contact person within two (2) working days if third-party inspection is authorized.
2. All inspections must be submitted to the City within ~~two (2)~~ ^{two (2)} days of conduction the inspection, *hard copy*
3. Failed inspections must be submitted to the City.

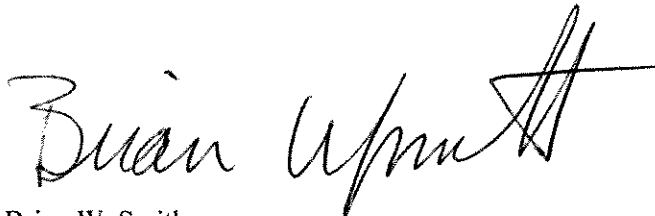
4. Inspections shall not be conducted without approved plans on-site. Third-party inspectors shall not approve construction not in strict compliance with the approved plans.
5. The City will conduct all final inspections. *+ close-inspections*
6. City inspectors may conduct interim quality control inspections.
7. Third-party inspectors are not authorized to issue notices of **Violation** or **Stop Work Orders**.
8. No discounts or refunds will be provided for the use of third-party inspections.
9. The City of Manassas reserves the right to reject any inspection report if a City inspector observes a violation that was obvious and not noted, or if substantiated evidence is provided to suspect the validity or accuracy of the inspection outcome, subject to the right to an appeal.

FORMAT

Inspection reports are to be submitted on letterhead stationary and contain the following information in the following sequence:

1. City of Manassas permit number
2. Project address
3. Date of inspection
4. Name of Certified Inspector
5. Type of inspection
6. A time dated photograph of the front of the structure taken on the day of the inspection
7. Results of inspection
8. A statement that reads: "The _____ system/elements for the above referenced building has been inspected and HAS / HAS NOT (circle one) found to be in general compliance with the minimum requirements of the Virginia Uniform Statewide Building Code and in general conformity with manufacturer's recommendations, installation instructions and specifications."
9. A Statement that reads: "This inspection becomes valid only when reviewed and approved the City of Manassas Building Official. Construction is not to proceed until inspection validation is assured."
10. Inspections comments, if any

This policy supersedes the previous policy dated February 12, 1981, regarding third-party inspections and is effective immediately. This policy does not amend previously approved memoranda of understanding associated with the inspection of interior alterations within several large industrial concerns with the City of Manassas.



Brian W. Smith
Building Official

CITY OF MANASSAS VIRGINIA

Fire Marshal/Inspections
9027 Center Street, BO1
Manassas, VA 20110

Facsimile: (703) 257-5831 Telephone: (703) 257-8278

MAYOR
Douglas S. Waldron

CITY COUNCIL
Harry J. Parrish II, V. Mayor
Judith S. Hays
Jackson H. Miller
Bob Oliver
J. Steven Randolph
Steven S. Smith

CITY MANAGER
Lawrence D. Hughes

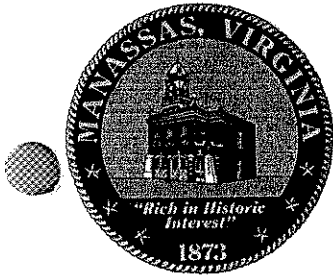
Addendum to City of Manassas Policy Regarding Third Party Inspections

Effective Date: May 17, 2006

This modifies the procedures section of the policy dated April 26, 2006.

Change paragraph number one to read "All inspections with the exception of footings, foundations, slabs, waterproofing/damp proofing, and masonry walls must be pre-authorized..."

The intent of this modification of policy is to allow third party inspectors registered with the City to conduct certain inspections without City pre-approval. This is consistent with previous City policies.



CITY OF MANASSAS VIRGINIA

Fire Marshal/Inspections
9027 Center Street, BO1
Manassas, VA 20110

Facsimile: (703) 257-5831 Telephone: (703) 257-8278

MAYOR
Douglas S. Waldron

CITY COUNCIL
Harry J. Parrish II, V. Mayor
Marc T. Aveni
Andrew L. Harrover
J. Steven Randolph
Steven S. Smith

CITY MANAGER
Lawrence D. Hughes

CITY OF MANASSAS POLICY

TITLE: Policy Establishing Minimum Acceptable Qualifications for Third-Party Construction Inspectors and Third-Party Inspection Protocol. Addendum #1.

DATE: December 28, 2006

This addendum modifies the third-party policy regarding the scheduling, authorization and inspection results format for third-party inspections.

Effective immediately, the following is to replace item #1 in the Procedures section and to delete the Format section of the third-party inspections policy dated April 26, 2006:

PROCEDURES

1. All inspections must be pre-authorized by the Building Official prior to conducting the inspection. The contractor/owner/permit holder is to schedule inspections with the City of Manassas (703-257-8278 or 703-257-8308) prior to scheduling a third-party inspection. If the Building Official authorizes the use of a third-party agency, that agency is to pick-up the City's inspection form in the Permits Office located at 9027 Center Street, Room 102. All third-party inspection results, comments and compliance instructions are to be recorded on the City's form, sealed by the Registered Design Professional and returned to the City for recordation.

FORMAT - delete

Brian W. Smith
Building Official