



# COUNTY OF HIGHLAND

## DEPARTMENT OF BUILDING AND ZONING

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### THIRD PARTY POLICY

- I. **AUTHORITY:** The current edition of the Virginia Uniform Statewide Building Code, section 113.7.
- II. **NOTIFICATION:** Prior to performing the inspection, the building official shall be notified. The notification is to include the name of the permit holder, the permit number, the inspectors/firms name (3<sup>rd</sup> party), the contractors name and contact number, the location of the project and the type of work to be inspected. The resulting inspection report shall be submitted by email or in person within 72 hours of the inspection to the building official.
- III. **INSPECTION:** Inspections shall be in accordance with the Virginia Uniform Statewide Building Code, the applicable referenced Code and good engineering practice, should a signed and sealed engineered/architectural design be involved. Inspections are not to be performed without a permit posted or without the approved plans on site and reviewed and compared to the work being done by the third-party inspector.  
**Elevator inspectors must:** have licensed, qualified inspector and elevator mechanic's names, phone numbers, and signatures on inspection forms and must issue an annual certificate to the elevator owner and copy the Building Official.
- IV. **INSPECTIONS FEES:** Fees for third party inspections shall be the responsibility of the permit holder.
- V. **QUALIFICATION OF INSPECTORS:** Third party field technicians (inspectors) shall be certified in accordance with the Certifications program of the Virginia Department of Housing and Community Development **AND** the ICC examination program for the type of inspection they are performing. In addition, field technicians are required to obtain certifications in concrete inspections by the American Concrete Institute (ACI) or it's equivalency.
- VI. **FINANCIAL INTEREST:** Third party agencies/individuals shall have no financial interest in the project being inspected.

- VII. INSURANCE REQUIREMENT: Each third-party agency/individual must provide the building official with a valid professional insurance policy in the amount of one million dollars, with the jurisdiction being named as additional insured.
- VIII. SANCTIONS: The building official may Suspend/Revoke approval for the following reasons:
- a. Failure to enforce the applicable code;
  - b. Falsification of reports, inspections, etc.;
  - c. Late reports;
  - d. Lapse/revocation of required certification or insurance or not in good standing with DHCD;
  - e. Unbusinesslike conduct;
  - f. Failure to abide by all conditions of this policy.

NOTE: We request that all third-party agencies/individuals use the jurisdiction inspection report forms if suitable forms are available by request from the building official.