James City County
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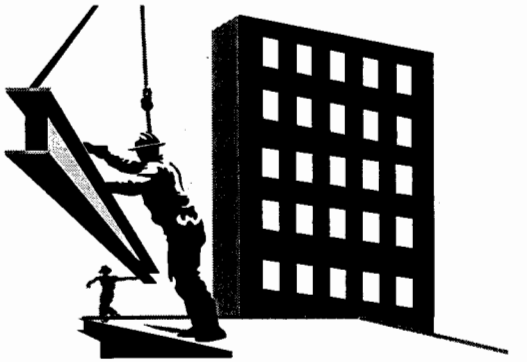
Independent Building Inspection Request Guidelines



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Independent Building Inspection Request Guidelines

- *What is an Independent Inspection?*

Section 115 of the Virginia Uniform Statewide Building Code States, in part:
115.8.1 Approved inspection agencies. *The building official may accept reports of inspections and tests from approved individuals or approved inspection agencies, which satisfy qualifications and reliability requirements. Under circumstances where the building official is unable to make the inspection or test within two working days of a request or an agreed upon date, the building official shall accept reports for review from such approved individuals or agencies. Such reports shall be in writing and shall be certified by the individual inspector or by the responsible officer when the report is from an agency. Note: Photographs, videotapes or other sources of pertinent data or information may be considered as constituting such reports and tests.*

- *How do I request an Independent Inspection?*

Independent Inspections, and the qualifications of the Independent Inspector must be requested and approved in advance. This request must be submitted in letter form and directed to the Director of Code Compliance. **Code Compliance Division,** P.O. Box 8784, Williamsburg, Virginia 23187-8784 or faxed (757) 259-4038.

- *What information is needed to be submitted with an Independent Inspection request?*

The following information shall be included in the written request for an Independent Inspection:

1. **Permit Number**
2. **Street Address**
3. **Type of Inspection**
4. **Date of proposed inspection**
5. **Reason for the request**

   <u>REMEMBER</u> : Independent inspections will be approved for ordinary inspections when an inspection can not be conducted by JCC at a critical time outside the normal business hours, when a JCC inspector can not conduct an inspection within 48 hours, and for other unusual circumstances.

6. **Name and credentials (resume and job experience) of the Independent Inspector**

- *Is there a fee?*

James City County does not charge a fee for Independent Inspection requests

- *How long will it take to process the request?*

If all of the required information has been submitted, the request for an independent inspection will be reviewed the day of submittal.

- *When can I proceed with the Independent Inspection?*

Once all of the required information has been reviewed and approved, you will receive written approval from the Code Compliance office. If you have not received written approval DO NOT proceed with the inspection. Please call the Code Compliance office with any questions.

- *When is the inspection report required to be submitted?*

The inspection report, prepared by the independent inspector, must be submitted within one business day from the date of inspection. Inspection results will then be posted on the Code Compliance Permit database. Submitting this report in a timely manner will prohibit delays with future inspection requests.

- *Can I request multiple Independent Inspections at one time?*

Depending on the circumstances, multiple Independent Inspections may be requested and approved. **<u>REMEMBER, independent inspections are considered to be the exception and not a routine practice.</u>**

- *What needs to be included in the inspection report?*

The independent inspector shall note:
- Permit number and street address
- The James City County approved construction documents were present for use during the inspection.
- Erosion and Sediment control measures, silt fence and construction entrance, were in proper locations as noted on the approved plat plan, and were in good condition.
- Report specific details on the requested USBC inspection, listing any discrepancies and remedial work required or that the inspection is approved.