



## MEMORANDUM

**Date:** March 10, 2015  
**To:** Contractors and Owners  
**From:** Tom Coghill, Director of Building Safety and Permits  
**Subject:** Permitting and Inspections Policy for Helical Piles and Driven Piles

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Permit applications for helical pier or push pier systems shall include an evaluation report by a nationally recognized and accredited evaluation agency, such as International Code Council Evaluation Services (ICC/ES). These reports shall serve as the basis for permitting and inspecting helical pier and push pile system installations. A manufacturer's statement that the system complies with the acceptance criteria of an evaluation agency is not sufficient.

The permit applicant shall upload a copy of all design and installation documentation listed in the evaluation report; including but not limited to engineering analysis, calculations, drawings, specifications, and geotechnical investigation report. The installation shall comply with the conditions of use listed in the evaluation report. Design and detailing shall comply with Section 1810.3 of the *Virginia Construction Code*.

A modification request, in accordance with Section 106.3 of the Virginia Uniform Statewide Building Code (USBC), may be submitted for systems that do not have an evaluation report.

When the evaluation report requires special inspections, the permit applicant must submit a fully executed Statement of Special Inspections. The Statement of Special Inspections shall comply with the *Hampton Roads Regional Special Inspections Guidelines and Procedures* document:

<https://jamescitycountyva.gov/DocumentCenter/View/1996/Special-Inspection-Guidelines-and-Procedures-PDF>  
fees must be paid by the owner and not by the contractor (Ref. VCC Section 1704.2).

The permit holder has a duty to notify the building official when construction reaches a stage that requires an inspection (Ref. USBC 113.1.2). This inspection will typically occur when all piers or piles and brackets have been installed but prior to backfilling or otherwise concealing the work. Inspection requests must be submitted through our Permitlink system:

[www.jamescitycountyva.gov/permitlink](http://www.jamescitycountyva.gov/permitlink)

Reports from third-party or independent inspectors will not be accepted in lieu of inspections by JCC Building Safety & Permits inspectors unless prior written approval is granted in accordance with the *Building Official's Written Policy Regarding Approval of Third-party Inspectors and Agencies*:  
<https://jamescitycountyva.gov/DocumentCenter/View/1980/Permitting-and-Inspections-Policy-for-Helical-Piles-and-Driven-Piles-PDF>

Permitting and Inspections Policy for Helical Piers and Push Piers  
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Rev. 08-2019

	PERMIT REQUIRED	JCC FOOTING INSPECTION REQUIRED	ENGINEER CERTIFICATION LETTER REQUIRED (Serves as Final Insp.)	FINAL JCC FIELD INSPECTION REQUIRED
Foundation Jacks	YES	YES	NO	YES
Helical Pile	YES	YES	YES	YES
Push Piers	YES	YES	YES	YES
Crawlspace Encapsulation	YES	N/A	N/A	YES
Electrical Outlet	YES	N/A	N/A	YES



Foundation Jacks



Helical Piers/Piles



Push Piers