



University Building Official
230 Sterrett Drive, 30A (0529)
VTUBO-g@gmail.com

Request for Independent Inspection

UBO Permit #: _____ Date: _____

Project Title: _____

Description of Work to Be Inspected: _____

Proposed Date of Inspection: _____

Reason for Independent Inspection: _____

Proposed Inspection Firm and Inspector (attach resume): _____

Name _____

Address _____

Phone/Email _____

I have reviewed the guidelines for independent inspection and reporting. I understand and agree that if the proposed inspection report does not strictly adhere to the above guidelines, it may be rejected and may be cause for the removal of the work.

Permit Holder (Printed name)

Signature – Permit Holder

Date

UBO Comments and Conditions:

Inspection Authorized (UBO)

Date

Authorization: The inspection cannot be done for the purpose of being in lieu of the UBO inspection unless authorized prior to the inspection.

Independent Inspection/Report Guidelines:

1. Inspections shall be in accordance with the Virginia Uniform Statewide Building Code.
2. Inspections shall not be performed without a permit posted and the approved plans on site.
3. The report shall include photographs of each area inspected. The photographs shall include a tape measure placed near the items being inspected in order to provide scale to the photo. Photographs showing the overall area and detail shall be included.
4. There shall be no ambiguous words included in the report such as: *general conformance, generally accepted practices, appears or observed.*
5. The report shall contain specific details (ex. reinforcing size, spacing, number of bars, cover and location). The report shall not make general statements similar to “meets drawing” or “general conformance.”
6. Each item inspected shall be referenced to the Approved Plans and specifically state the details of the approved design and the details of the actual field condition.
7. The physical inspection shall be performed by a Virginia Registered Design Professional.
8. The resulting original inspection report shall be submitted within 24 hours of the inspection to the University Building Official.
9. The report must be sealed (signed and dated) in conformance with Department of Professional and Occupational Regulations for RDP and use of seal.

Re-inspections: If the University Building Official’s office failed the inspection, independent inspectors may not perform the re-inspection. If an independent inspector failed the inspection, the independent inspector may do the re-inspection.

Approved Plans: Approved plans shall be stamped drawing(s) for the complete structure for which the building permit has been issued. “Stamped” means the drawing(s) have the approved University Building Official stamp. If the plans do not have such stamp, the inspection must be failed with the comment “No Approved Plans on Site.” If approved plans are not onsite and available at the time the inspection is performed supplemental engineering plans for such things as “grade beams”, brick ledges, etc. do not constitute *Approved Plans*. Any question as to the existence of the proper “Approved Plans” shall be directed to the Building Official prior to rendering a pass/fail inspection decision.

Notification: Prior to performing the inspection, the Building Official shall be contacted. The notification is to include the name of the permit Holder, the permit number, the inspectors/firms name (3rd party), the contractors name and contact number, the Location of the project and the type of work to be inspected. The resulting original inspection report shall be submitted to the building official within 24 hours of the inspection.

Inspection Fees: No costs associated with independent inspection shall be incurred by the VT University Building Official's Office.