



*County of Gloucester  
Codes Compliance – Building Department  
Building Three  
P. O. Box 329  
Gloucester, Virginia 23061*

February 6, 2006

To: Designers, Builder/Contractors, Design Professionals, Citizens, Applicants & County Staff.

**Re: Third Party Inspection Policy**

Pursuant to section 113.7.1 of the 2003 Edition of the Virginia Uniform Statewide Building Code (USBC) please find the following policy relating to third party inspections in Gloucester County.

The Gloucester County Building Department requires that all third party inspectors be either a Virginia registered design professional (RDP – architect or engineer), or be performing under the direct supervision of an RDP in accordance with Title 54.1 of the Code of Virginia. The qualifications of individuals performing under the supervision of an RDP shall be the responsibility of the RDP. Use of a third party inspector shall be pre-approved in all cases, except when a Gloucester County inspector has not performed an inspection within two full working days of the inspection request. Beginning on the third work day after the inspection request, the third party inspector can be used without obtaining pre-approval. All third party inspection reports shall bear the seal and signature of the RDP that is approved to perform the inspection. All third party inspections performed under the direct supervision of an RDP shall bear the name (legibly printed or typed) and signature of the inspector in addition to the seal and signature of the RDP. All third party inspections performed before, and including, a framing inspection shall be submitted prior to obtaining an approved insulation inspection. All third party inspections performed after the framing inspection shall be submitted and approved prior to obtaining a final inspection.

All third party inspection reports are required to indicate the time and date of the inspection, the applicable permit number assigned to the work that is being inspected, confirmation that the county approved plans were used during the inspection and that the work conforms to the approved plans and the provisions of the USBC. The minimum required inspections form may be obtained on the county web site at [www.gloucesterva.info/codes](http://www.gloucesterva.info/codes), by calling (804) 693-2744 or visiting our office at 6582 Main Street, Gloucester, VA 23061.

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