



**Department of Building Construction and Inspections  
Henrico County, Virginia**

**TO:** Interested Parties  
**SUBJECT:** Qualifications of Third-Party Inspection Agencies  
**FROM:** Henrico County Building Official  
**DATE:** July 1, 2024

The Virginia Construction Code requires that each local building official have a written policy establishing the minimum acceptable qualifications for third party inspectors. This policy is also required to stipulate the format and timeframe required for the submission of inspection reports and any pre-qualification, pre-approval or procedural requirements. The qualifications of individuals that perform [Special Inspections](#) as required by the International Building Code are governed by the provisions of Section 111 of the Virginia Construction Code separate and independent from this policy.

The Henrico County Department of Building Construction and Inspections 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 Henrico County inspector has not performed an inspection within two full working days of the inspection request. The RDP shall submit the pre-approval request by calling either 804-501-4360 or the specific inspector assigned to the project. The RDP is not authorized to perform the inspection until they are notified that their request has been approved. Beginning on the third workday after the inspection request, the third-party inspector can be used without obtaining pre-approval. **Once approved, an inspection request shall be posted on the [Build Henrico](#) portal for the date that the inspection will be performed by the third-Party inspector. The inspection request shall include the time of the inspection and the name, telephone number and email address for the third-party Inspector that will be on site.** 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 Virginia Uniform Statewide Building Code. **A .pdf version of the inspection report ([Special Inspections Form](#)) shall be uploaded to the building permit as a supplemental document on the [Build Henrico](#) portal. The department will not accept photocopy or faxed reproductions of completed inspection forms. The permit holder shall request the applicable**

***inspection on the [Build Henrico](#) portal and specify on the inspection request that the third-party inspection report has been posted to the permit.*** Residential Footing, Firewall Framing and Firewall Insulation inspections that are performed by third-party inspectors shall comply with the inspection policies and procedures for these specific types of inspections. Detailed information about the Residential Footing, Firewall Framing and Firewall Insulation inspections can be obtained by download from our website at [Residential Building Information](#) or by calling 804-501-4360 or visiting our offices on the 2<sup>nd</sup> floor of the Administration Building at 4301 E. Parham Road.

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Building Official