



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

TO: Interested Parties
FROM: Henrico County Building Official
SUBJECT: Inspection Surcharge Fee
DATE: July 1, 2024

Effective October 1, 2013, the permit fee ordinance adopted by the Henrico County Board of Supervisors established an inspection surcharge fee of \$75.00 for each inspection of new one- and two-family dwellings that exceeds the average total number of inspections for such structures with permits issued during the previous fiscal year. The following information explains the application of the inspection surcharge fee.

- The inspections that are counted toward assessment of the surcharge include all permits issued for construction of the dwelling (i.e. building, plumbing, mechanical, electrical, and fire protection). The inspection surcharge fee will be assessed after completion of all final inspections and prior to issuance of the permanent Certificate of Occupancy.
- The average total number of inspections for one- and two-family dwellings is calculated on July 1st of the current calendar year (the end of the County's fiscal year). The average total number of inspections for one- and two-family dwellings as of July 1, 2024, without a fire suppression system is 32. The average total number of inspections for one- and two-family dwellings as of July 1, 2024, with a fire suppression system is 40. For one- and two-family dwellings with an elevator, the average total number of inspections for each elevator is 2. Effective July 1, 2024, any new one- and two-family dwelling without a fire suppression system that requires more than 32 inspections for issuance of the certificate of occupancy will be assessed the inspection surcharge fee of \$75 for each additional inspection. If a fire suppression system is installed, the \$75 inspection surcharge will be assessed when more than 40 inspections have been performed. For any new one- and two-family dwelling with an elevator, the inspection surcharge fee of \$75 is assessed after the inspection totals exceed 34 for dwellings without a fire suppression system and 42 for dwellings with a fire suppression system. These total average number of inspections will be used until June 30, 2025, and the new average number of inspections will be recalculated on July 1, 2025.
- The inspection history for each permit can be viewed online at [Build Henrico](#).
- Any inspection that is performed by an employee of the Department of Building Construction and Inspections that is posted as a pass, fail, or partial result will count toward the inspection total. Any inspection that is performed by a registered design professional and is posted as a "RDP" result will count toward the inspection total.

- All work is required to be ready for inspection prior to scheduling the inspection request. Honoring requests for morning or afternoon inspection times are discretionary based on daily workload and staff assignments. The result for any inspection that is cancelled after 7 a.m. of the day the inspection is scheduled to be made will be posted as a “Fail” and will be included in the inspection total. Inspections cancelled prior to 7 a.m. of the day the inspection is scheduled to be made will not be included in the inspection total. Inspection cancellations shall be made via telephone call to our inspection request system at 804-501-7770 or online at [Build Henrico](#). Cancellations left as messages on staff voicemail will not be accepted.
- Only inspection results for the Department of Building Construction and Inspections will be counted toward the total number of inspections for each permit. Inspection results entered by Planning, Public Works, Public Utilities, the Division of Fire or other agencies will not be included in the inspections total.
- The inspection surcharge fee shall be paid prior to issuance of the final Certificate of Occupancy. Customers will be notified through the Customer Portal, by telephone and/or email if the total number of inspections exceeds the annual average and the fee amount that is due. The Certificate of Occupancy will not be issued until the fee is paid. Payment can be made by cash, check, echeck, or credit/debit card. Cash or check payments must be paid in person. Echeck payments must be processed in the Customer Portal. Credit/Debit card payments may be processed through the Customer Portal or in person at the Building Inspections Office. The Building Inspections Office is located on the 2nd floor of the Administration Building at the Western Government Center.

Please call 804-501-4360 if you have any questions regarding the inspection surcharge fee.

H. Bolman Bowles, PE, CBO
Building Official