



Department of Building Construction and Inspections Henrico County, Virginia

TO: Permit Applicants & Registered Design Professionals
SUBJECT: Footing Inspections
FROM: Henrico County Building Official
DATE: Updated October 22, 2024

In 1992, the Henrico County Department of Building Construction and Inspections created a standardized footing inspection reporting form for use by approved inspection agencies. Implementation of our new online permitting and inspections software application (Build Henrico) has resulted in a policy revision for requesting footing inspections (item #1 below) and submitting the completed form (item #8 below).

Effective August 1, 1999, all residential footing inspections performed by private inspection firms shall be filed using the Residential Footing Inspection Report form provided by the Henrico County Department of Building Construction and Inspections. The forms will only be accepted from approved inspection agencies that have completed an orientation program delivered by the Department of Building Construction and Inspections (see item #2 below). The following policies and procedures will govern the approved inspection agencies that perform residential footing inspections and the use of the Residential Footing Inspection Report form.

1. Footing inspections performed by an approved agency cannot be requested using our Interactive Voice Response (IVR) telephone request line. The building contractor, permit holder, or the approved inspection agency shall request the footing inspection via Build Henrico for the day the inspection is scheduled to be performed by the approved agency. The Build Henrico user account for the individual requesting the inspection must be associated with the contractor listed on the building permit. The inspection request shall indicate the time that the approved agency will be performing the inspection and the name and telephone number of the person that will be performing the inspection for the approved inspection agency.
2. The approved inspection agency shall be either a design professional that is registered by the Virginia Department of Professional and Occupational Regulation as an architect or engineer, or a qualified inspector working under the supervision of a Virginia registered architect or engineer. The registered design professional (RDP) shall attend a brief orientation session prior to performing any residential footing inspections. RDPs can

schedule an orientation session by calling 804-501-4360. Qualified inspectors shall possess the knowledge, skills and abilities that are required to properly inspect residential footings for compliance with the County approved plans and the Virginia Uniform Statewide Building Code. The RDP is responsible for assuring the qualifications and reliability of any qualified inspector(s) that they employ and maintaining a file that substantiates the credentials of the inspector(s).

3. The contractor shall furnish a copy of the County approved plan to the RDP or qualified inspector for use during the inspection. The contractor shall also provide a copy of the soils report to the RDP or qualified inspector if one is required to obtain the building permit.

4. All portions of the footing inspection form shall be completed in type or legible print. Any parts of the form that do not apply to a specific inspection shall be marked "N/A" or "Not Applicable". The form shall be signed and sealed as required by items 6 and 7.

5. The approved agency shall note the installation of the concrete-encased electrode on the Residential Footing Inspection Report form as required by the attached policy. Residential Footing Inspection Reports that do not confirm the installation and location of the concrete-encased electrode in steel reinforced footings will be rejected by the Henrico County Building Inspector.

6. The qualified inspector shall print their name and sign, or e-sign, the form in the required block and indicate the date that they signed the form. The RDP shall print and sign, or e-sign, their name in this block, and date the form, if they perform the inspection.

7. The inspection report shall be signed and sealed by the RDP in the block that is provided for this purpose.

8. The footing inspection report form shall be filed with the Department of Building Construction and Inspections prior to obtaining a foundation inspection. A foundation inspection will not be performed until the footing inspection report is filed with the Department. **A .pdf version of the inspection report shall be uploaded to the building permit as a supplemental document on the Build Henrico Portal. An email shall be sent to BIFootingReports@henrico.gov confirming that the report has been uploaded to the permit.** The department will not accept photocopy or faxed reproductions of completed inspection forms. Failure to comply with the instructions listed on the form and this memorandum will result in rejection of the inspection report by Henrico County. Henrico County will disqualify the approved inspection agency, the RDP, and/or the qualified inspector for falsifying any information required by the inspection report form or this memorandum. Please call Senior Building Inspector Richard Moore at 804-501-4360 if you have any questions concerning this policy or use of the inspection reporting form.

H. Bolman Bowles, PE, CBO
Building Official