



Department of Codes Compliance
2400 Washington Avenue
Newport News, VA 23607
757-933-2311/757-926-8311(fax)

THIRD PARTY INSPECTION PROCEDURE

In order to make use of a third party inspection agency in accordance with the Third Party Inspection Policy, please use the following procedure. Only those agencies listed on the reverse side of this document may be used for third party inspections.

1. Contact our office (757-926-8862) and request the inspection (specify date to be made and permit number). If you are advised that our staff will be unable to conduct the inspection within the desired timeframe, indicate your desire to use a third party inspector.
2. If the use of a third party inspector is approved, identify the firm to be used. (The selected agency **must** already have been approved by this office for the specific type of inspection requested.)
3. Submit the report of the inspection results to this office within **3 calendar days** of the inspection. An electronic copy (fax or email) may be submitted in order to meet this timeframe; however, an original report must be received within **10 calendar days** of the inspection and must contain the original seal and signature of the engineer responsible.

Prior to requesting a footing inspection, the required Zoning inspections must be requested, conducted and approved by a City of Newport News Zoning Inspector.

The third party inspection procedure can be used in accordance with established policy for initial inspections as well as reinspections made necessary due to scheduling conflicts or other reasons.

This policy and the list of approved third party inspection agencies are subject to review and revision at any time. If revisions are made, we will post the updated document on our website.

Third Party Inspection Agency	Type of Inspection ^{1, 2, 3}
Foundation Engineering Science, Inc. 11843-B Canon Boulevard Newport News, VA 23606 757-873-4113 (phone) 757-873-4114 (fax)	footings foundations
GET Solutions, Inc. 1592 Penniman Road, Suite E Williamsburg, VA 23185 757-564-6452 (phone) 757-564-6453 (fax)	footings (1 & 2 family)
IBTS - Institute for Building Technology and Safety 505 Huntmar Park Drive Suite 250 Herndon, VA 20170 703-481-2000 (phone) 703-437-6432 (fax)	combination (commercial) combination (1 & 2 family)
KLF Engineering 10310 Memory Lane Suite 1D P.O. Box 1178 Chesterfield, VA 23832 804-778-4518 (phone) 804-778-4517 (fax)	footings slabs poured walls foundations
McCallum Testing Laboratories, Inc. 1808 Hayward Avenue Chesapeake, VA 23320 757-420-2520 (phone) 757-424-2874 (fax)	footings foundations
The Structures Group, Inc. 1200 Old Colony Lane Williamsburg, VA 23185 757-220-0465 (phone) 757-220-1546 (fax)	footings foundations mechanical (commercial) plumbing (commercial) combination (1 & 2 family residential)
United Consulting 3587-D Forest Haven Lane Chesapeake, VA 23321 757-686-8578 (phone) 757-686-8579 (fax)	footings foundations structural wood framing

Zannino Engineering, Inc. 9915 Greenwood Road Glen Allen, VA 23060 804-262-0299 (phone) 804-262-8479 (fax)	footings foundations (includes projection, waterproofing/dampproofing & drainage)
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FOOTNOTES:

- 1 – electrical and gas service inspections must be performed by City of Newport News inspection staff
- 2 – fire protection inspections must be performed by City of Newport News inspection staff
- 3 – final inspection by City of Newport News inspection staff required prior to occupancy approval