



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, please use the following procedure. Only those agencies listed on Attachment A to this document may be used for third party inspections.

1. Contact our office 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 two working days of the desired date, 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 signature of the responsible inspector or the original seal and signature of the responsible engineer as applicable.

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 procedure 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.

**ATTACHMENT A  
THIRD PARTY INSPECTION PROCEDURE**

<b>Third Party Inspection Agency</b>	<b>Type of Inspection<sup>1, 2, 3</sup></b>
Ecovative Energy, Inc. Jeffrey T. Sadler 1102 Buckingham Avenue Norfolk, VA 23508  757-287-5175 (phone) 757-963-1443 (fax) www.ecovativeenergy.com	energy conservation materials (R-5 occupancies)
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 (R-5 occupancies)
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 (R-5 occupancies)
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

Overlord Services LLC Charlie Stainback 1238 Gatewood Road Newport News, VA 23601  757-508-0847	final acceptance inspection (elevator and related conveyances)
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 (R-5 occupancies)
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)

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