



City of Newport News
Department of Codes Compliance
2400 Washington Avenue 3rd Floor
Newport News, VA 23607
757-933-2311 phone
757-926-8311 fax
<https://www.nnva.gov/codes>

Third Party Inspection Policy

Understanding the time and weather sensitive nature of the construction industry and the fact that, from time to time, it may not be possible to schedule inspections to accommodate the needs of all our customers, we have established a procedure for acceptance of third party inspections. Through this procedure, permit holders needing immediate inspections at a time when our offices are closed or when our schedule cannot be adjusted to accommodate the request, may secure the services of any firm or individual holding prior approval of this office.

In order to be considered for approval to perform third party inspections in accordance with the Third Party Inspection Procedure, the following information must be submitted for review:

1. Company name, address and phone number.
2. If applicable, name of Virginia-licensed engineer who will be responsible for filing reports of inspections with this office. (include original professional engineer's seal and signature)
3. Names of all individuals who will conduct field inspections. Provide engineer's license number for each inspector and/or a copy of their Inspector's Certification (ACI, ICC, DHCD, etc.) as applicable or as may be required by law.
4. Elements of construction which will be covered by the individual inspectors (footings, foundations, structural/non-structural framing, electrical, plumbing, mechanical, elevators, etc.).
5. A sample report.

Document packages will be reviewed as quickly as possible and the submitting agency will be notified of our determination. A list of all approved agencies will be maintained by our office and provided to those who request the information. Section 113.7 of the Virginia Construction Code permits the use of a third party inspection agency to conduct the type of inspections for which they have been approved if our office cannot schedule the inspection within two (2) working days of the date requested provided such action is conducted in accordance with third party inspection procedures.

This policy is subject to review and revision at any time. If revisions are made, we will make every effort to contact those persons who have made use of the procedures described.

Revised 01/17/20