

THIRD PARTY BUILDING INSPECTIONS POLICY

SCOPE:

The City of Bristol is committed to ensure that third party inspections are performed in accordance with the terms of this policy and the requirements of the Virginia Uniform Statewide Building Code (USBC). Our goal is to secure the minimum safety standards and the intent of the USBC through the proper application and enforcement of this code.

PREREQUISITES:

An inspector must meet a minimum of one of the following criteria:

- The inspector must possess a valid inspector certification issued by the Virginia Department of Housing and Community Development in the field(s) of the inspections performed.
- The inspector shall retain a valid license as a Design Professional in Virginia.
- The Building Official may approve alternate qualifications.
- The Building Official reserves the right to reject any such qualifications at any point deemed necessary for any violation of these terms.

BUILDING INSPECTION NOTIFICATION:

Written request from the permit holder must be received by the Building Official a minimum of two weeks prior to any such inspection. The Building Official shall approve or deny in writing, all such requests. The Building Official may accept other alternatives by cause, and for emergency repairs or services. The request shall include the following information:

- The project name and permit number.
- The areas or portions of the project to be inspected.
- The trade(s) that are to be inspected.
- The inspector's name, the name of their firm and the appropriate certifications.

REPORTS:

Written reports of the inspection(s) must be received by the Building Official within five working days and shall contain the following information:

- The date, time and condition of the inspection, with any variable factors.
- The code edition referenced, and code section for any violations noted.
- The final approval of the inspection and compliance of any violations observed.



Michael R. Johnston
Building Official

re:// 2/10/2023

THIRD PARTY ELEVATOR INSPECTIONS POLICY

SCOPE:

The City of Bristol is committed to ensure that third party inspections are performed in accordance with the terms of this policy and the requirements of the Virginia Uniform Statewide Building Code (USBC). Our goal is to secure the minimum safety standards and the intent of the USBC through the proper application and enforcement of this code

PREREQUISITES:

A company seeking to perform elevator inspections in the City of Bristol must:

- Possess a valid certification recognized by the Virginia Department of Housing and Community Development (DHCD) for each person conducting inspections
- Submit for review, the certifications of each person conducting elevator inspections
 - Certifications for each person conducting elevator inspections must be resubmitted no later than July 1 of even numbered years
 - Companies acquiring new personnel must submit the certifications of such persons prior to him/her performing inspections in the City of Bristol
 - Failure to submit new/resubmit current certifications is a violation of this agreement and may result in the revocation of such company as an approved third-party inspector.

INSPECTION NOTIFICATION:

A notification must be made to the office of the Maintenance Official prior to the inspection of any elevator inspected in the City of Bristol. City inspectors may observe any inspection performed at their discretion. Failure to give proper notice of an inspection is a violation of this agreement and may result in the revocation of such company as an approved third-party inspector. Proper inspection notification will be made within 24 hours of an inspection and may be made by one of the following:

- Telephone
- Voice mail
- Email
- Written notification
- In-person

REPORTS:

Written reports of inspection(s) must be sent to the Maintenance Official, via email, within 48 hours of the completion of the inspection. Failure to do so is a violation of this agreement and may result in the revocation of such company as an approved third-party inspector. Reports must include:

- Time, Date, and location of the inspection
- Name and Virginia certification number of the inspector
- A summary of the inspection to include all findings, comments/remarks, & device information



Michael R. Johnston
Building Official

re://2/10/2023