



Third Party Inspection Certification Program for Minor Critical Projects

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Building Official

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Background

The International Building Code establishes the requirements for Special Inspections and provides an exemption from Special Inspections for work of a minor nature, which in this policy will be referred to as Minor Critical Projects.

Purpose

The purpose of this policy is to establish the inspection and mandatory Third Party Inspection Certification requirements for Minor Critical Projects.

Inspection and Certification Requirements

During the plan review process, the permit applicant will be notified when a project is designated as a Minor Critical Project in lieu of being designated as a Special Inspections Project. One of the following three processes will be followed for the inspections of Minor Critical Projects:

1. Inspections performed by the Building Construction Inspections Branch.
2. Mandatory Third Party Inspections managed by the Building Construction Inspections Branch.
3. Mandatory Third Party Inspections managed by the Special Inspections Section.

Inspections performed by the Building Construction Inspections Branch

This category of Minor Critical Projects is inspected by the County Building Construction Inspections Branch. All inspections shall be scheduled by the permit applicant through the automated phone system or the [ePortal](#). (NOTE: In accordance with [Policy: Third Party Building Inspection Certification Program](#), the permit applicant still has the option of using a Third Party Inspector for certain inspections identified in the policy.

Mandatory Third Party Inspections managed by the Building Construction Inspections Branch

This category of Minor Critical Projects is identified in the attached table and is required to be inspected in accordance with [Policy: Third Party Building Inspection Certification Program](#). The County approved Third Party Engineer shall



perform the inspection and submit the required certification to the Building Construction Inspections Branch. The Final Inspection will be conducted by the Building Construction Inspections Branch.

Mandatory Third Party Inspections managed by the Special Inspections Section

This category of Minor Critical Projects is identified in the attached table and is required to adhere to the [Special Inspections Program](#) with the following exceptions:

- The design engineer of record is not required to perform field visits or participate in the review and approval of the Third Party Inspection Certification.
- A preconstruction meeting is not required.
- Certify the project on the standard [Building Inspection Certification](#) form instead of submitting a [Final Report of Special Inspections](#).

The permit applicant will submit the following documents to the Special Inspections Section as a prerequisite for the issuance of the building permit:

1. The Third Party Engineer shall submit a letter that they have been hired by the Owner or the Owner's authorized agent, to perform inspections (sample form letter is in Appendix II Attachment E of the Prince William County [Special Inspections Manual](#)).
2. The Third Party Engineer shall review plans and submit a detailed scope of work, supported by resumes and certifications of technicians and the laboratory accreditation certificate of the testing laboratory that will be used to provide material testing services.
3. Where applicable, a [Building Pad Certification](#) form shall be submitted; refer to [Building Pad Certification](#).

The Special Inspections Section will perform Quality Assurance Inspections and will conduct an inspection of the work being certified upon receipt of the [Building Inspections Certification](#) form. If no other trade inspections are required, the Special Inspections inspection will serve as the Final Inspection. If other trade inspections are required, the Final Inspection will be conducted by the Building Construction Inspections Branch subsequent to Special Inspections inspection.

Building Development Fee Schedule

- Please refer to the [Building Development Fee Schedule](#).



Minor Critical Projects and the Respective Processes of Inspections

Item #	Item	Inspections conducted by Construction Inspections Branch*	Mandatory Third Party Inspections managed by Construction Inspections Branch	Mandatory Third Party Inspections managed by Special Inspections Section	Projects under the Special Inspections Program by Special Inspections Section
1	Engineered fill	NA	Up to 10 feet compacted fill placed submit certification in accordance with Policy: Building Pad Certification .	Engineered fill placed under a primarily conventional wood construction, and having depth greater than 10 feet submit certification in accordance with Policy: Building Pad Certification .	All projects that are otherwise categorized as Special Inspections, and the fill is to be placed under the building permit.
2	Retaining Walls	Up to/equal to 4 feet	NA	Greater than 4 feet and up to/equal to 8 feet	greater than 8 feet
3	Pre-engineered metalbuildings (PEMB)	Structures, less than 1000 square feet, less than 20 feet high	NA	Structures, 1000 sq ft to 3000 square feet, less than 20 feet high	Structures, greater than 3000 square feet, and/or greater than 20 feet high
4	Caissons	NA	NA	Caissons for slope stabilization only	Caissons as engineered foundation solutions
5	Structural slab-on-grade	All	NA	NA	NA
6	Underpinning	NA	NA	Underpinning for projects that would not be categorized for Special Inspections	Underpinning for projects that would be categorized for Special Inspections
7	Limited structural steelmembers in wooden structures	Non stacked structural steel, e.g. steel column-beam frame supporting load from a single story	Stacked structural steel as in multi-story buildings and extending beyond the first floor	NA	NA
8	Exterior Insulation andFinish Systems (EIFS)	Final inspections of all drainable, EIFS construction or EIFS underlain by concrete or masonry layer.	NA	Non-drainable EIFS or EIFS not underlain by concrete or masonry layer with no other Special Inspections items on the project.	Non-drainable EIFS or EIFS not underlain by concrete or masonry layer that is part of a project that would be otherwise categorized for Special Inspections.
9	Sprayed Fire-Resistant Material	NA	NA	NA	All
10	Bleachers/Grandstand	Roll out bleachers, e.g. as in basketball courts	NA	Permanent, having bolted connections, cast-in- place concrete	NA
11	Alteration/Repair, Steel frames	Case by Case	Case by Case	Case by Case	Case by Case
12	Masonry New Construction	NA	NA	Up to/equal to 5,000 square feet of floor area.	Greater than 5,000 square fee of floor area.
13	Masonry Alteration/Repair	Non-engineeredmasonry	Engineered masonry	NA	Engineered masonry as part of an otherwise SIP project



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14	Antenna/Satellite Dish connections, mounted on Towers or Monopoles	NA	All	NA	NA
15	Towers/Monopoles	Up to 40 feet in residential settings	Greater than 40 feet in residential settings	Up to 100 feet in commercial settings	Higher than 100 feet in commercial settings
16	Precast Footings	All	NA	NA	NA
17	Elevated Slab	Less than or equal to 15 feet in loaded span	NA	Greater than 15 feet in loaded span	NA
18	Canopies	NA	NA	All	NA
19	Alternative Energy Systems - Roof Mounted Equipment Structural Inspections		All residential. Commercial will be determined based on each project scope and the technical difficulty.	Commercial will be determined based on each project scope and the technical difficulty.	All projects that are otherwise categorized as Special Inspections,
20	Alternative Energy Systems - Roof Mounted Equipment Electrical Inspections	Commercial will be determined based on each project scope and the technical difficulty.	All residential. Commercial will be determined based on each project scope and the technical difficulty.	NA	NA
21	Light Pole Bases	NA	Light poles 25 feet or greater in height. (Height includes base thickness.)	NA	NA

*NOTE: In accordance with [Policy: Third Party Building Inspection Certification Program](#), the permit applicant still has the option of using a Third Party Inspection for certain inspections identified in the policy.

Attachment/Hyperlinks

- [ePortal](#)
- [Policy: Third Party Building Inspection Certification Program](#)
- [Special Inspections Program](#)
- [Building Inspection Certification Form](#)
- [Final Report of Special Inspections](#)
- [Prince William County's Special Inspections Manual](#)
- [Building Pad Certification Form](#)
- [Building Development Fee Schedule](#)
- [Policy: Building Pad Certification](#)