



## COUNTY COMMISSIONERS

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COUNTY MANAGER: Dan LaMontagne

# BUILDING INSPECTIONS DEPARTMENT

## Policy/Procedure

### Re: 3<sup>rd</sup> Party Inspection Procedure

Effective Date: 08.02.2022

In reference to § 160D-1106 and the guidance paper provided by the NCDOT OSFM; the Chatham County Inspections department has provided a written procedure addressing third party inspections. The guidance paper (attached below). These requirements do not apply to the required Special Inspections and tests listed in chapter 17 of the NC Building Code; nor does it apply to engineered design changes or documents.

Third party inspections on components and elements must be completed on the Chatham County Inspections Department 3<sup>rd</sup> Party Inspection Form (attached below). No other form or document will be accepted for inspections conducted by NC licensed design professionals in lieu of our the County's inspectors. This form must be available on the jobsite at the time of inspection AND uploaded to the permit portal attachments. Upon receipt and acceptance of the inspection form, the inspection may then be resulted as "approved per 3<sup>rd</sup> party inspection."

The document uploaded to the portal shall be in .pdf format and be titled as such: Permit Number-3<sup>rd</sup> Party Component Inspected – Date of Inspection. Ex: "20-2041 – 3<sup>rd</sup> Party Foundation – 07.21.2022". Each component/element inspected shall have its own file.

The form must be completed in its entirety including the following requirements:

- Be sealed, signed, and dated by the NC licensed design professional
- State the issued permit number, project address, date inspected, and contractor's name
- State the inspection was conducted according to the County's approved jobsite plans
- State that the inspection is IN CONFORMANCE with the requirements of the current applicable adopted code (i.e 2018 NCRC), any manufacturers installation instructions, and/or designed plans. Forms will not be accepted with language such as "appears to be, or in general conformance with..."
- List the specific applicable code sections used for inspection

If the component inspected is one of the inspections listed in the NC Administrative code 107 (footing, underslab, foundation, and open floor), the County inspections department will not visit the site until the next scheduled inspection. It is the duty of the scheduled inspector for the next scheduled inspection to verify that all previous work has been inspected either by the County's inspectors or approved 3<sup>rd</sup> party inspectors. If previous work has not been signed off or 3<sup>rd</sup> party forms are not present on the jobsite AND uploaded to portal, the scheduled inspection for that day will not be approved and will be charged a fee.