

POLICY FOR EXPEDITED CONSTRUCTION DOCUMENT REVIEW

VUSBC Section 109.4.1 The building Official may except reports from an *approved* person or agency that the construction documents have been examined and conform to meet the requirements of the Virginia Uniform Statewide Building Code and, may *establish requirements* for that person or agency submitting such reports.

Definitions:

- **Approved:** Acceptable to the building official.
- **Establish requirements:** A pre-recognized standard that is established by the Building Official in accordance to recognized practices and through specific certifications required to provide a competent review of the required task. **In addition, copies of professional certifications are required to be submitted to the Building Official for consideration during the pre-approval process, along with this pre-approval submittal document.**

Approved Agency or Person shall meet one of the following:

- 1. The Professional agency/person holds a “Certification” for plan review in the specific subject area. In addition, “Certifications” shall be current and issued from or recognized as acceptable in accordance to the Virginia Uniform Statewide Building Code (VUSBC)
- 2. A Registered Design Professional, Architect/Engineer with a current license valid in the “Commonwealth of Virginia,” whose expertise is specific to the subject area and is not related or associated, professionally or personally to the designer in any way that would suggest a possible conflict of interests.

APPLICANT INFORMATION

Name _____

Address _____

Phone _____ Email _____

Project location _____

Scope of project _____

Applicant's role in the review: ____ All documents ____ Partial review

If this is a partial, which part(s) is the applicant applying for:

This form must be accompanied by an Employee Data Sheet.

POLICY FOR EXPEDITED CONSTRUCTION DOCUMENT REVIEW (Continued)

VUSBC Section 109.4.1 Upon submittal of this expedited construction document review application, the applicant understands the Established *requirements* for any person or agency submitting such reports shall meet the following criteria.

- It is understood that all third-party construction document review is done at the permit applicants' expense. The county shall bear no responsibility for the cost of such construction document reviews.
- Third Party expedited construction document reviews are approved only as a convenience at the building officials' discretion, not a right of the applicant and may be denied by the building official at any time.
- The building official shall receive the copies of all documentation correspondence between the designers and "approved" review personnel before, during and after the review. This can be in the form of hard copies or email and must be kept current daily. This includes all documents relative to the review.
- Upon completion of the review, the "approved" person or agency shall submit a hard copy letter/document to the building official declaring the plans to be in compliance with the USBC and any amendments.
- The building official shall receive the "approved" set of plans. All pages applicable to the review of the "approved" plans shall be clearly marked or stamped for compliance by the "approved" person or agency.
- The building official may require two sets of "approved" plans if needed. It is important to check with the official as to how many copies are required.
- The "approved" genuine site copies of the plans shall be returned to the building official at the completion of the final inspection and prior to the issuance of the certificate of occupancy.

I, _____, *have read and agree to all the above listed conditions.*
Print name

Signature

Date

Updated March 2014

THIS SPACE FOR OFFICE USE ONLY

- The individual/agency listed on this pre-approval request have submitted enough information and are “APPROVED” to review the construction documents as described in this document.

- The individual/agency listed on this pre-approval request has not submitted enough information and is “NOT APPROVED” to review the construction documents as described in this document.

Building Official Signature

Date