



Department of Codes Compliance
2400 Washington Avenue
Newport News, VA 23607
757-926-8861/757-926-8311(fax)

THIRD PARTY INSPECTION PROCEDURE

In order to make use of a third party inspection agency, please use the following procedure. Only those agencies listed on the reverse side of this document may be used for third party inspections.

1. Contact our office (757-926-8862) and request the inspection (specify date to be made and permit number). Indicate your desire to use a third party inspector.
2. Identify the third party firm to be used. (The selected agency **must** already have been approved by this office for the specific type of inspection requested.)
3. Submit the report of the inspection results to this office within **3 calendar days** of the inspection. An electronic copy (fax or email) may be submitted in order to meet this timeframe, however, an original report must be received within **10 calendar days** of the inspection and must contain the original seal and signature of the engineer responsible.

Prior to requesting a footing inspection, required Zoning inspections must be requested, conducted and approved by a City of Newport News Zoning Inspector.

The third party inspection procedure can be used for initial inspections as well as reinspections made necessary due to scheduling conflicts or other reasons.

This policy and the list of approved third party inspection agencies is subject to review and revision at any time. If revisions are made, we will post the updated document on our website.

| Third Party Inspection Agency | Type of Inspection ^{1, 2, 3} |
|---|---|
| Foundation Engineering Science, Inc. 11843-B Canon Boulevard Newport News, VA 23606 757-873-4113 (phone) 757-873-4114 (fax) | footings foundations |
| GET Solutions, Inc. 1592 Penniman Road, Suite E Williamsburg, VA 23185 757-564-6452 (phone) 757-564-6453 (fax) | footings (1 & 2 family) |
| IBTS - Institute for Building Technology and Safety 505 Huntmar Park Drive Suite 250 Herndon, VA 20170 703-481-2000 (phone) 703-437-6432 (fax) | combination (commercial) combination (1 & 2 family) |
| KLF Engineering 10310 Memory Lane Suite 1D P.O. Box 1178 Chesterfield, VA 23832 804-778-4518 (phone) 804-778-4517 (fax) | footings slabs poured walls foundations |
| McCallum Testing Laboratories, Inc. 1808 Hayward Avenue Chesapeake, VA 23320 757-420-2520 (phone) 757-424-2874 (fax) | footings foundations |
| The Structures Group, Inc. 1200 Old Colony Lane Williamsburg, VA 23185 757-220-0465 (phone) 757-220-1546 (fax) | footings foundations mechanical (commercial) plumbing (commercial) combination (1 & 2 family residential) |
| United Consulting 3587-D Forest Haven Lane Chesapeake, VA 23321 757-686-8578 (phone) 757-686-8579 (fax) | footings foundations structural wood framing |

FOOTNOTES:

1 – electrical and gas service inspections must be performed by City of Newport News inspection staff

2 – fire protection inspections must be performed by City of Newport News inspection staff

3 – final inspection by City of Newport News inspection staff required prior to occupancy approval