



PRINCE WILLIAM COUNTY
Department of Development Services – Building Development Division



**Requirements for
Mandatory Third Party Inspections
Managed by the Special Inspections Section**

Version 2009-07-01

Please refer to [Policy 1.18 Third Party Inspection Certification Program for Minor Critical Projects](#) for complete inspections requirements for the Mandatory Third Party Inspections managed by the Special Inspections Section. Relevant permitting requirements of the Policy are reproduced below for expediency.

Relevant Permitting Requirements

A Special Inspections preconstruction meeting is not required for this permit. Please submit the following documents to the Special Inspections Section as a prerequisite for the issuance of the building permit.

1. An approved [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 shall be submitted; refer to [Policy 1.4 Building Pad Certification](#).

Please submit the documents to:

**Special Inspections Section
Building Construction Review Branch
Building Development Division
5 County Complex Court, Suite 120
Prince William, VA 22192**

**Tel: 703-792-6112 or 703-792-6930
Fax: 703-792-7054**

The project will be assigned to one of the **Special Inspections Section staff**, who will remain your point of contact during construction of the special inspection items.