



## Requirements for Mandatory Third-Party Inspections Managed by the Special Inspections Section

Version 2021-07-01

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](#).

### Other Requirements:

Prior to erection of structural steel members, submit original sets of structural steel shops drawings, reviewed, and approved by the design engineer, to the Special Inspections Section for approval electronically. All building plans are required to be submitted via Prince William County's [ePortal](#) system. Consult the [customer electronic plan review \(ePlans\) guide](#) for information on how to prepare and submit documents for electronic plan review and the [electronic plan review guide](#) for building ePlan submission guidelines.

**For any questions regarding special inspections projects contact:**

**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**

**Email: [SpecialInspections@pwcgov.org](mailto:SpecialInspections@pwcgov.org)**

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.