



## Requirements for Post Concealment Inspections for Special Inspections

Version 2021-07-01

### 1. When is a Post-Concealment Inspection required?

When one of the following events has occurred, a Post-Concealment Inspection is required:

- a. Work has started without obtaining a Building Permit and County approved construction documents.
- b. Required inspections for permitted work has not been performed; the inspections were performed by an unqualified Inspector; the contractor concealed unapproved work; or any reason casting doubt on the quality of the construction work.
- c. The Special Inspection Engineer of Record (SIER) is replaced during a project. The new SIER shall conduct a Post-Concealment Inspection or after due diligence take responsibility for the work already executed.

### 2. Post-Concealment Inspection Process

The following provides the Post-Concealment Inspections Process requirements:

- a. **Verification of Violations:** The Special Inspections Section (SIS) will verify that a violation has occurred and will contact the Owner to discuss the Post-Concealment Inspection requirements.
- b. **Registered Design Professional(s):** The Owner is required to engage the services of a Virginia Registered Design Professional (RDP) to serve as the SIER for the Post-Concealment Inspections Process. The SIER will evaluate the violation and prepare a detailed technical proposal for the Post-Concealment Inspections Process. The SIER must be on the County's list of [Approved Third Party Engineers](#). Any RDP that is already associated with the project is not eligible to serve as the SIER performing the Post-Concealment Inspections. In the scenario where work was performed without a Building Permit and County approved construction documents, plans will be submitted to the Building Plan Review for approval.
- c. **Submission of Proposal:** The SIER will submit their proposal to the RDP of Record for project (i.e., Architect, Mechanical Engineer, Structural Engineer, Geotechnical Engineer), with a copy to Special Inspections Section (SIS) for review and approval. If the SIER's proposal is not approved, the SIER will need to address the deficiencies and resubmit the proposal.
- d. **Post-Concealment Inspection Meetings:** A Post-Concealment Inspection Meeting will be required for all full Special Inspections Projects to discuss the proposal and other inspection requirements prior to the start of inspections by the SIER. The SIS will determine if any meetings are required for downgraded minor critical projects (mandatory third-party projects). Meetings may also be required during the Post-Concealment Inspection Process, or upon submission of the SIER's Post-Concealment Inspection Report. Please see paragraph 3 below for additional information.
- e. **Issuance of Building Permit:** Once the SIER's proposal is approved and the Post-Concealment Meeting is held (if required), a Building Permit will be issued upon payment of the applicable fees. Once the Building Permit is issued, the SIER can perform the Post-Concealment Inspection.
- f. **Review of Post-Concealment Inspection Report.** A signed and sealed Post-Concealment Inspections Report<sup>1</sup> shall be prepared by the SIER and submitted to the RDP(s) of Record and the SIS for review and approval. The RDP(s) of Record will submit their report to the SIS for review and approval.

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<sup>1</sup> The SIER will establish their own format for this report to be self sufficient record of performed inspections and their results. The [Final Report of Special Inspections](#) may be utilized for this purpose in which case the Post-concealment Inspection Proposal will be replaced by the Statement of Special Inspections.

- g. **Correction of Deficiencies in the Report:** If the Structural Engineer of Record (SER) and/or the SIS reject the report for lack of compliance, the owner and/or the SIER will be requested to address the comments by the SER(s) and/or the SIS and step 'h' will be repeated.
- h. **Acceptance of Report:** When all deficiencies have been corrected, the SIS will perform a final walk-through of the project before the report is accepted.  
(Special Note: The Contractor must verify if other inspections are required to be conducted by the Construction Inspections Branch before the proceeding.)

### 3. **Post-Concealment Inspection Meeting Requirements**

The following people must attend the meeting:

- a. The Owner or the Owner's authorized representative.
- b. The SIER hired by the Owner to perform the Post-Concealment Inspection.
- c. The applicable RDP(s) of Record:
  - i. SER for foundation and structural work;  
(Note: The SER is the individual that signed and sealed the structural design. In the case of pre-engineered buildings, there are two SER's: one SER for the pre-fabricated metal building, and the other SER for the footings and foundations.)
  - ii. Architect of Record for Sprayed Fire-Resistant Material and Exterior Insulation Finishing System;
  - iii. Mechanical Engineer of Record for Smoke Control System.

#### **Exceptions:**

- If the SER is not available due to extenuating circumstances, they may be represented in the meetings, for site visits, for the approval of shop drawings, concrete mix designs, design changes, etc. by another Virginia Certified Professional Engineer provided that the SER writes a letter to the SIS nominating such a person. However, the responsibility for the project stays with the SER who will be signing and sealing the [Final Report of Special Inspections](#).
- For pre-engineered buildings, the exception is in Chapter 7 of the [Special Inspections Manual](#).

The meeting, preferably, will be held at the construction site. Alternatively, the meeting will be held in one of the conference rooms in the Development Services Building, [5 County Complex Court, Prince William, VA 22192](#), which will be identified at the time of scheduling the meeting.

The SIER must be on the County's list of [Approved Third Party Engineers](#). If SIER was involved in the work which is in violation, the SIER is not be eligible to perform the Post-Concealment Inspections. Prior to the meeting, the SIER shall submit a proposal to RDP(s) of Record and the SIS detailing how the construction work will be verified to bring the work into compliance. The SIER Post-Concealment Inspection Proposal must be supported with resumes and certifications of Engineers and Technicians who would be performing the inspections, and the current laboratory accreditation certificate of the inspections and testing agency that will perform material testing.

### 4. **Correspondence and Submissions**

The relevant **Permit Numbers** must be noted on all correspondence and submissions. Separate documents must be submitted for each permit issued to the Special Inspections Section electronically at [ePortal](#) or at:

**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)**