

## Colonial Heights Department of Building Inspections

### Definitions Associated With Commercial Projects

The following words and terms shall have the meanings as shown herein. Terms not defined shall have the meanings ascribed to them in the Virginia Uniform Statewide Building Code (VUSBC).

<b>Architect of Record</b>	(AR) The <b>Registered Design Professional</b> retained by the <b>Owner</b> to design or specify architectural construction in accordance with the VUSBC and whose signature and seal appear on the <i>County-approved architectural construction documents</i> .
<b>Building Shell</b>	A building in which it is intended there shall be more than one occupiable tenant space. A building shell, when completed, is issued a <i>Certificate of Completion</i> and is not occupiable. Tenant spaces within a <i>Building Shell</i> become occupiable when issued a <i>Certificate of Occupancy</i> .
<b>Certification</b>	<ol style="list-style-type: none"><li>1. A statement by a <b>Registered Design Professional</b> which shall indicate that the item(s) under consideration, in his/her opinion and to the best of his/her knowledge, complies with <i>County-approved documents</i>. A <i>certification</i> shall carry the original signature and seal of the <b>Registered Design Professional</b> making the statement;</li><li>2. A statement by a <b>Registered Design Professional</b> which shall indicate that the item(s) under consideration, in his/her opinion and to the best of his/her knowledge, complies with the requirements of the VUSBC. A <i>certification</i> shall carry the original signature and seal of the <b>Registered Design Professional</b> making the statement.</li></ol>
<b>Certificate of Completion</b>	A certificate issued by the Department of Building Inspections indicating completion of work under a permit for which a <i>Certificate of Occupancy</i> is not required. A <i>Certificate of Completion</i> issued for a building shell indicates that construction of a new building has been completed in compliance with all County and VUSBC requirements. No part of a building shell may be occupied unless a <i>Certificate of Occupancy</i> has been issued for an associated tenant space.
<b>Completion Letter</b>	<ol style="list-style-type: none"><li>1. A <i>certification</i> by the <b>Special Inspections Engineer of Record (SIER)</b> which shall indicate that the specific construction subject to special inspections as required by the VUSBC has been inspected and is completed and, in the <b>SIER's</b> professional opinion and to the best of the <b>SIER's</b> knowledge, complies with <i>County-approved documents</i> and project specifications. A <i>completion letter</i> shall carry the original signature and seal of the <b>SIER</b> making the statement;</li><li>2. A <i>certification</i> by the <b>Geotechnical Engineer of Record (GER)</b> which shall indicate that the specific construction subject to special inspections as required by the VUSBC has been inspected and is completed and, in the <b>GER's</b> professional opinion and to the best of the <b>GER's</b> knowledge,</li></ol>

	complies with <i>County-approved documents</i> and project specifications. A <i>completion letter</i> shall carry the original signature and seal of the <b>GER</b> making the statement.
<b>Construction Documents</b>	Documents prepared for the purpose of obtaining a building permit, as defined by the VUSBC.
<b>County-Approved Documents</b>	<p>1. <i>Construction documents</i> as approved during the plan review process including all revisions;</p> <p>2. <i>Fabrication and erection documents</i> as approved during the plan review process including all revisions;</p> <p>3. <i>Plan Review Letters</i> as issued by the County during the process of reviewing the <i>Construction Documents</i> including all revisions.</p>
<b>Fabrication and Erection Documents</b>	All of the written, graphic and pictorial documents prepared or assembled after issuance of a building permit and in addition to the <i>County-approved construction documents</i> , for describing the design, location and physical characteristics of the building components or materials for fabrication, assembly or erection of the elements of the project.
<b>Final Report of Special Inspections</b>	A <i>certification</i> by the <b>Special Inspections Engineer of Record (SIER)</b> which shall indicate that all construction subject to special inspections as required by the VUSBC has been inspected and is completed and, in the <b>SIER's</b> professional opinion and to the best of the <b>SIER's</b> knowledge, a construction project complies with <i>County-approved documents</i> and project specifications. The <i>Final Report of Special Inspections</i> shall carry the original signature and seal of the <b>SIER</b> making the statement.
<b>Geotechnical Engineer of Record</b>	<b>(GER)</b> The <b>Registered Design Professional</b> retained by the <b>Owner</b> to design or specify earthwork and foundations in accordance with the VUSBC and County requirements and whose seal and signature appear on the County-approved geotechnical report.
<b>Inspection</b>	The periodic observation of work and the performance of tests for certain building or structure components to establish conformance with <i>County-approved documents</i> as required by the VUSBC.
<b>Inspection and Testing Agency</b>	Agency or agencies retained by the <b>Owner</b> and approved by the Code Official to perform special inspections and materials testing required by the VUSBC section 1705. The <i>Inspection and Testing Agency</i> shall be independent of the contractors performing the work subject to special inspections.
<b>Certificate of Occupancy</b>	A certificate issued by the Department of Building Inspections pursuant to section 118 of the VUSBC. A <i>Certificate of Occupancy</i> issued for a specific tenant indicates that construction of this tenant's space has been completed in compliance with all County and VUSBC requirements, and can be occupied. A <i>Certificate of Occupancy</i> issued for a tenant space within a building shell shall not be issued until a <i>Certificate of Completion</i> has been issued for the building shell.
<b>Owner</b>	Owner or owners of the freehold of the premises or lesser estate therein, a mortgagee or vendee in possession, assignee of rents, receiver, executor,

	trustee, or lessee in control of a building/structure to be constructed/altered, or the owner's duly authorized representative.
<b>Plan Review Letters</b>	Letters written as part of the County Plan Review process listing specific requirements associated with the project, deficiencies in the <i>Construction Documents</i> that are required to be addressed, and other information deemed pertinent by the plans reviewers. <i>Plan Review Letters</i> are a part of the <i>County Approved Documents</i> and must be available on site during inspections.
<b>Registered Design Professional</b>	A professional architect or professional engineer licensed in the Commonwealth of Virginia (see Code of Virginia, § 54-1).
<b>Special Inspections Engineer of Record</b>	<b>(SIER)</b> The <b>Registered Design Professional</b> who is directly responsible for special inspections, materials testing and related services as described in the <i>County-approved Statement of Special Inspections</i> .
<b>Statement of Special Inspections</b>	<b>(SSI)</b> The <i>Statement of Special Inspections</i> is a statement prepared by the <b>Owner</b> and the appropriate <b>Registered Design Professional</b> of record ( <b>AR, GER, SER</b> ) and submitted by the permit applicant. The <b>SSI</b> identifies the scope of the special inspections services applicable to a construction project and the <b>Registered Design Professionals</b> and <i>Inspection and Testing Agencies</i> who will provide those services. The <b>SSI</b> is required as a condition for permit issuance in accordance with the VUSBC.
<b>Structural Engineer of Record</b>	<b>(SER)</b> The <b>Registered Design Professional</b> retained by the <b>Owner</b> to design or specify structural documents in accordance with the VUSBC and whose signature and seal appear on the <i>County-approved</i> structural construction documents.
<b>Third Party Inspections and Reports</b>	<p>Inspections that are required to be performed and reports that are required to be prepared by approved individuals or employees of an approved agency, other than employees of the Department of Building Inspections. For structures which do not require special inspections in accordance the section 1705 of the VUSBC, County policy requires <i>Third Party Inspections and Reports</i> for:</p> <ol style="list-style-type: none"> <li>1. Steel Construction;</li> <li>2. Cast in place concrete construction;</li> <li>3. Prepared fill;</li> <li>4. Pile foundations;</li> <li>5. Retaining walls.</li> </ol>