

# Special Inspection Requirements

The **owner**, the **engineer of record**, or **architect of record** acting as the owner's agent, is required to hire an independent testing/inspection agency to perform required special inspections, as required.

The independent agency hired to perform the duties of special inspection is required to be a registered agency with the proper UCC certifications to accomplish the required testing.

The testing agency shall complete the attached forms and submit them to the Building Official prior to issuance of the building permit. For projects requiring continuous inspection, the agency shall submit the name and qualifications of the individual(s) assigned to the project. The inspectors must be certified for the disciplines assigned.

## A. Contractor's Responsibilities

### 1. Notify the agency

The contractor is responsible for notifying the inspection agency in sufficient time for scheduling personnel to perform required inspections.

### 2. Provide access to approved plans

The approved plans shall be readily accessible at the job site.

### 3. Retaining special inspection reports at the job site

The contractor is also responsible for retaining at the job site all special inspection records submitted by the special inspector, and providing these records for review by the Building Department's inspector upon request.

## B. Duties of the Special Inspector

### 1. Observe work

The inspector shall observe the work for compliance with the approved (stamped) plans, specifications, and applicable provisions of the IBC. The architect/engineer's reviewed shop drawings, and/or placement drawings, may be used only as an aid to inspections.

**Continuous Special Inspection** - Means the same inspector is on site day to day observing the work requiring special inspections. Sometime referred to as the Resident Inspector, etc.

**Periodic Special Inspection** -Some inspections may be made on a periodic basis to satisfy the requirements of continuous inspection, provided these periodic scheduled inspections are performed as outlined in the project plans and specifications, and approved by the Building Official.



## **2. Report non-conforming items**

The inspector shall bring non-conforming items to the immediate attention of the contractor, and note all such items in the daily report. If any item is not resolved in a timely manner and is about to be incorporated in the work, the special inspector shall immediately notify the Building Official, the engineer or architect, his/her office, and post a discrepancy notice.

## **3. Furnish daily reports**

The special inspector shall complete and sign a daily report for each day's inspections. The daily reports shall remain at the job site with the contractor for the BCO's inspection. The reports shall include the following:

- a. Description of the inspections, with locations and tests performed.
- b. Listing any non-conforming items.
- c. Include how items were resolved or unresolved.
- d. List any changes or corrections to non-conforming issues authorized by the engineer, architect, or building inspectors.

## **4. Furnish weekly reports**

The inspection agency shall furnish weekly reports of the tests and inspections performed directly to the BCO, project engineer, architect, and/or others as designated.

## **5. Furnish final report**

The inspection agency shall submit a final signed report to the BCO stating that all items requiring special inspections and testing were fulfilled, all discrepancies were corrected or resolved, and all work requiring special inspections is in conformance with the approved design drawings and specifications.

Include any items unresolved or discrepancies in coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

## **C. Municipality Responsibilities**

### **1. To verify compliance**

The BCO is required to oversee the implementation of IBC Section 1704.

### **2. Approve special inspections**

The BCO shall approve all special inspectors and special inspection requirements.



**3. Monitor special inspections**

Work requiring special inspections, and the performance of special inspectors, shall be monitored by the BCO's designate. The BCO's approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

**4. Issue Certificate of Occupancy**

The BCO will only issue a Certificate of Occupancy after all special inspection reports and the final report, have been submitted and accepted.

**D. Owner Responsibilities**

The owner, the engineer, or architect of record acting as the owner's agent, shall fund special inspection services. The owner is responsible for seeing that these requirements are met.

**E. Engineer or Architect of Record Responsibilities**

The engineer, or architect of record, shall include special inspection requirements and specifications on the plans. Provide structural observation Per Section 1702.

**ACKNOWLEDGMENTS**

**I have read and agree to comply with the terms and conditions of this agreement.**

**Owner/  
Agent: By: Date:**

**Contractor: By: Date:**

**Inspection  
Agency: By: Date:**

**Project Engineer/  
Architect  
of Record: By: Date:**



## Inspection Agency Information Form

PROJECT PERMIT #

ADDRESS

DATE

TESTING AGENCY PHONE #

ADDRESS CITY ZIP ASSIGNED INSPECTOR

ENGINEER OF RECORD COMPANY

ADDRESS CITY ZIP

### Check Required Special Inspections

(Indicate continuous (C) or periodic (P) special inspection requirement in categories below)

1. Reinforced concrete (over 2500 psi) \_\_\_\_
2. Bolts installed in concrete \_\_\_\_
3. Reinforcing steel  
and prestressing tendons \_\_\_\_
4. Structural welding \_\_\_\_
5. High strength bolting \_\_\_\_
6. Structural masonry \_\_\_\_
7. Reinforced gypsum concrete \_\_\_\_
8. Insulating concrete fill \_\_\_\_
9. Spray-applied fire-resistive materials \_\_\_\_
10. Piling, drilled piers, and caissons \_\_\_\_
11. Shotcrete \_\_\_\_
12. Special grading, excavation, and filling \_\_\_\_
13. Smoke-control system \_\_\_\_
14. Expansion and Adhesive Anchors \_\_\_\_
15. Soil nailing, concrete tiebacks \_\_\_\_
16. Other inspections as required by the  
Engineer or the Building Official.