



Special Inspections Instructions

Contractors are responsible for scheduling all inspections with the Building Inspections Department in the proper sequence and prior to concealment of work as required. These are part of the permit and can be called in or requested online in the permit system.

However there are other inspections required per Chapter 17 of the International Building Code (IBC) called Special Inspections.

Special Inspections are different from the typical inspections performed City staff. Special Inspections are specifically outlined in Chapter 17 of the (IBC) with requirements for testing and structural observations for:

- * Steel Construction
- * Concrete construction
- * Masonry construction
- * Wood construction
- * Soils
- * Driven deep foundation
- * Testing for smoke control
- * Helical pile foundations
- * Fabricated items
- * Special inspections for wind resistance
- * Mastic and intumescent fire-resistant coatings
- * Exterior insulation and finish systems (EIFS)
- * Fire-resistant penetrations and joints

These Special Inspections are in addition to the inspections required for your permit.

Special inspections are to be made by Special Inspections Agencies approved by the building official and can include but are not limited to special inspectors, testing labs, fabrication shops and registered design professionals in responsible charge provided they all qualify as a special inspector. The approved agencies must be employed by the owner or the registered design professional in responsible charge acting as the owner's agent. (See attached "Special Inspections Agency / Special Inspectors Validation Form") These validations are a condition of permit issuance.

These instructions outline the requirements and responsibilities of all parties involved with special inspections during a project. Recognizing there are many ways to evaluate material and construction quality, this handout is NOT intended to be a step-by-step procedural specification sufficient for all projects. Adjustments may be needed to satisfy a project's particular conditions.

Special Inspections Program - Procedures - IBC Section 1704 Special Inspections

- A. Owner - Responsibilities.
 - B. Registered Design Professional in Responsible Charge (RDPiRC) - Responsibilities.
 - C. Special Inspector - Responsibilities.
 - D. General Contractor - Responsibilities.
 - E. Forms for Special Inspections
 - I.) Statement of Special Inspections
 - II.) Approved Agency Documentation
 - III.) Final Report of Special Inspections
 - F. Building Inspector - Special Inspection Review (SIR)
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A. OWNER - Responsibilities:

- Special Inspections and fees/costs are the responsibility of the Owner. These are not permit fees.
- The Owner is responsible for employing or contracting the RDPiRC(s) and shall contact the building official if there is a change in the RDPiRC(s). In the case of an owner/contractor, the building official shall specify who employs the RDPiRC(s) and special inspectors.
- The Owner shall employ one or more Approved Agencies to provide special inspections and tests.

B. RDPiRC - Responsibilities - Registered Design Professional in Responsible Charge (RDPiRC):

- The RDPiRC(s) are licensed design professionals responsible for coordination of Required Special Inspections, per Section 1704 of the International Building Code (IBC).
- The RDPiRC(s) contracts with or is employed by the owner. The RDPiRC(s) and the special inspectors and testing technicians may not be in the employment of the general contractor, subcontractors or material suppliers.
- The RDPiRC(s) are responsible for providing the general contractor with a list of all required Special Inspections and the associated special inspectors prior to construction.
- The Agency or RDPiRC(s) shall prepare the [Final Report of Required Special Inspections](#) using the form approved by the building official.

C. SPECIAL INSPECTOR/ Approved Agency - Responsibilities:

- Each special inspector /agency shall be qualified in the area of expertise of special inspection required.
- Each special inspector/agency contracts with or is employed by the owner or the owners authorized representative.
- Each special inspector is responsible for verification of items detailed in the plans and specifications.
- Special inspectors/agency shall prepare, sign and submit to the RDPiRC(s) inspection reports. Submit reports within a reasonable time with supporting documentation.
- The special inspector/agency shall bring non-complying items to the immediate attention of the general contractor and the RDPiRC(s). If non-complying items are not corrected in a timely manner, the special inspector shall prepare and submit field reports or a Notice of Non-Compliance (NNC).
- The inspector/agency shall submit special inspector field reports or any Notice of Non-Compliance items to the RDPiRC(s), owner, general contractor and upon request to the Building Official. The Building Official may suspend all future work in the areas of such non-compliance until items are corrected.
- The inspector/agency shall prepare, sign and submit, to the Building Official, an approved Final Report of Required Special Inspections after the general contractor completes his work in accordance with the approved construction documents.

D. GENERAL CONTRACTOR - Responsibilities:

- The general contractor shall not employ the special inspector.
- The general contractor is responsible for coordinating all testing and inspections and notifying the special inspector of work ready for inspection.
- The general contractor shall keep a special inspections log book readily available for both the special inspectors and the city building inspector. Failure of the general contractor to maintain a log book may result in a STOP WORK order. The log book shall include a copy of the following:
 - 1) Statement of Special Inspections
 - 2) The special inspections log & sign in sheet
 - 3) A copy of all special inspection reports from the special inspector
 - 4) Any changes that may apply to special inspections on the project

E. FORMS - Lists, Notice Forms and Report Forms for Special Inspections

I. Statement of Required Special Inspections:

- └ A complete itemized list according to IBC Chapter 17-Required Verification and Inspection Tables submitted by the RDPIRC(s) as part of the permit documents and signed by the owner
- └ List the RDPIRC(s) name and contact information
- └ The RDPIRC(s) shall furnish the frequency of each special inspection.

II. Approved Agency Documentation:

- └ A complete itemized list of all required special inspections with the name of the Inspector/Agency that will perform the subject inspection services is to be submitted, prior to required special inspection. Documentation of the inspector/ agency's qualifications shall be provided for the Building Officials' approval. Updates to the list during the course of the project shall be submitted to the Building Official.

III. Final Report of Required Special Inspections:

- └ Report prepared, signed and submitted by the RDPIRC(s) and or Approved Agency to the Building Official.
- └ Submittal indicates completion of all special inspections and resolution of all NNC items.
- └ Copy the general contractor and all special inspectors listed in the report.
- └ **Final report is required prior to the issuance of a C.O.**

F. BUILDING INSPECTOR - Special Inspection Review

- Building Inspectors may review the S.I. reports submitted by the Agency with plans and specifications.
- A log book must be located on the job site and presented to the building Inspector for review as requested.

F. FABRICATORS

Fabrication and Implementation Procedures:

The special inspector shall verify that the fabricator maintains detailed fabrication and quality control procedures that provide a basis for inspection control of the workmanship and ability to conform to approved construction documents and adequacy relative to the code requirements for the fabricator's scope of work.

Fabricator Approval:

Special inspections are not required where the work is done on the premises of a fabricator registered and approved to perform such work. Approval shall be based upon review of the fabricator's written procedural and quality control manuals and periodic auditing of fabrication practices by an approved special inspection agency. At completion of fabrication, the approved fabricator shall submit a certificate of compliance to the building official stating that the work was performed in accordance with the approved construction documents. (See attached "Fabricator's Qualification Statement Form")

Statement of Required Special Inspections



PROJECT NAME: _____

PROJECT ADDRESS: _____

AT SUBMITTAL : The registered design professional in responsible charge (RDPiRC), acting as the owner's agent, shall complete this Form / Statement of Special Inspections in fulfillment of the requirements of the 2018 International Building Code Chapter 17. The Owner acknowledges responsibility to hire the special inspectors.

OWNER OR OWNER'S REPRESENTATIVE

REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE

Name: _____ Company Name: _____

Phone No: _____ Phone No: _____

Mailing Address: _____ Mailing Address: _____

E-mail Address: _____ E-mail Address: _____

Section	Type of Special Inspections and Extent	Applicable	Non- Applicable	Continuous	Periodic
1705.1.1	Special cases				
1705.2	Steel Construction				
1705.3	Concrete construction				
1705.4	Masonry construction				
1705.5	Wood construction				
1705.6	Soils				
1705.7	Driven deep foundation				
1705.8	Cast-in-place deep foundations				
1705.9	Helical pile foundations				
1705.10	Fabricated items				
1705.11	Special inspections for wind resistance				
1705.14	Sprayed fire-resistant materials				
1705.15	Mastic and intumescent fire-resistant coatings				
1705.16	Exterior insulation and finish systems (EIFS)				
1705.17	Fire-resistant penetrations and joints				
1705.18	Testing for smoke control				
	Other :				

The Owner and the Registered Design Professional in Responsible Charge acknowledge that at the completion of construction, a final report that documents all of the special inspections required will be submitted to the building official. It is our understanding that a Certificate of Occupancy will not be issued until a final report of all required special inspections is received, indicating that there are no remaining deficiencies.

Name of Owner (print name)

Name of RDPiRC (print name)

Signature of Owner

Date

Signature of RDPiRC

Date

cc: General Contractor

Design Professional Seal

Approved Agency Documentation



PROJECT NAME: _____

PROJECT ADDRESS: _____

PRIOR TO REQUIRED SPECIAL INSPECTION: The appropriate RDPiRC prepared and submitted a list of required inspections per 2018 International Building Code Sec. 1704.

OWNER OR OWNER'S REPRESENTATIVE

Name: _____ Phone No: _____

Mailing Address: _____

E-mail Address: _____

Checked below is a list of inspections I will be responsible for during this project along with names of each special inspectors/agency:

Please check all that apply	Section	Type of Special Inspections and Extent	Special Inspector / Agency
	1705.1.1	Special cases	
	1705.2	Steel Construction	
	1705.3	Concrete construction	
	1705.4	Masonry construction	
	1705.5	Wood construction	
	1705.6	Soils	
	1705.7	Driven deep foundation	
	1705.8	Cast-in-place deep foundations	
	1705.9	Helical pile foundations	
	1705.10	Fabricated items	
	1705.11	Special inspections for wind resistance	
	1705.14	Sprayed fire-resistant materials	
	1705.15	Mastic and intumescent fire-resistant coatings	
	1705.16	Exterior insulation and finish systems (EIFS)	
	1705.17	Fire-resistant penetrations and joints	
	1705.18	Testing for smoke control	
		Other :	

I, representing the Approved Agency for the above checked inspections, am providing the name of the special inspector performing each inspection for this project. I am attaching all special inspectors' qualifications.

Name (print name)

Firm Name

Signature

Date

cc: General Contractor

Final Report of Required Special Inspections



Project Name: _____

Project Address: _____

The appropriate Agency or RDPiRC prepared and submitted a list of required inspections per 2018 International Building Code Sec. 1704 for this project.

Owner or Owner's Representative

Name: _____ Phone No: _____

Mailing Address: _____

E-mail Address: _____

Checked below is a list of completed inspections for this project with names of each special inspector/agency:

Please check all that apply	Inspections Required		Special Inspector / Agency
	1705.1.1	Special cases	
	1705.2	Steel Construction	
	1705.3	Concrete construction	
	1705.4	Masonry construction	
	1705.5	Wood construction	
	1705.6	Soils	
	1705.7	Driven deep foundation	
	1705.8	Cast-in-place deep foundations	
	1705.9	Helical pile foundations	
	1705.10	Fabricated items	
	1705.11	Special inspections for wind resistance	
	1705.14	Sprayed fire-resistant materials	
	1705.15	Mastic and intumescent fire-resistant coatings	
	1705.16	Exterior insulation and finish systems (EIFS)	
	1705.17	Fire-resistant penetrations and joints	
	1705.18	Testing for smoke control	
		Other :	

As the approved agency or registered design professional in responsible charge for all of the inspections checked above and to the best of my information and knowledge the listed required inspections and tests for this project have been performed and all discovered discrepancies have been resolved.

Name of Approved Agent or RDPiRC

Firm Name

Signature of Approved Agent or RDPiRC

Date

cc: General Contractor

