

## STATEMENT OF SPECIAL INSPECTIONS AGREEMENT

To permit applicants of projects requiring special inspection and/or testing per Section 1704 of the *International Building Code* (IBC):

Project Address: \_\_\_\_\_ Permit No.: \_\_\_\_\_

**BEFORE A PERMIT CAN BE ISSUED**, two (2) copies of this agreement, including the Statement of Special Inspection and the Special Inspection and Testing Schedule with the required acknowledgments shall be completed by the owner, or registered design professional in responsible charge acting as the owner's agent. A preconstruction conference with the parties involved may be required to review the special inspection requirements and procedures.

**APPROVAL OF SPECIAL INSPECTORS:** Special inspectors may have no financial interest in projects for which they provide special inspection. Special inspectors shall be approved by the building department prior to performing any duties. Special inspectors shall submit their qualifications and are subject to personal interviews for prequalification. Special inspectors shall display approved identification, as stipulated by the building official, when performing the function of special inspector.

Special inspection and testing shall meet the minimum requirements of Section 1704 through 1707 of the *International Building Code*. The following conditions are also applicable:

### A. Duties and Responsibilities of the Special Inspector

- 1. General Requirements.** Special inspectors shall review approved plans and specifications for special inspection requirements. Special inspectors will comply with the special inspection requirements of the enforcing jurisdiction found in the Statement of Special Inspections including work and materials.
- 2. Signify presence at job-site.** Special inspectors shall notify contractor personnel of their presence and responsibilities at the job-site. If required by the building official, they shall sign in on the appropriate form posted with the building permit.
- 3. Observe assigned work.** Special inspectors shall inspect all work according to the Statement of Special Inspections for which they are responsible for conformance with the building department approved (stamped) plans and specifications and applicable provisions of IBC Section 1704.
- 4. Report nonconforming items (discrepancies).** Special inspectors shall bring all nonconforming items to the immediate attention of the contractor. If any such item is not resolved in a timely manner or is about to be incorporated into the work, the engineer or architect of record and the building official should be notified immediately and the item noted in the special inspector's written report (Section 1704.1.2). The building official may require this report to be posted in a conspicuous place on the job-site. The special inspector should include in the report, as a minimum, the following information about each nonconforming item:

- Description and exact location.
- Reference to applicable detail of approved plans/specifications.
- Name and title of each individual notified and method of notification.
- Resolution or corrective action taken.

5. **Provide timely progress reports.** The special inspector shall complete written inspection reports for each inspection visit and provide the reports on a timely basis as determined by the building official. The special inspector or inspection agency shall furnish these reports directly to the building official and to the design professional in charge (Section 1704.1.2). These reports should be organized on a daily format and may be submitted weekly at the option of the building official. In these reports, special inspectors should:

- Describe inspections and tests made with applicable locations.
- Indicate nonconforming items (discrepancies) and how they were resolved.
- List unresolved items, parties notified, and time and method of notification.
- Itemize changes authorized by engineer or architect of record if not included in nonconforming items.

6. **Submit final report.** Special inspectors or inspection agencies shall submit a final signed report to the building department stating that all items requiring special inspection and testing by the Statement of Special Inspection were fulfilled and reported and, to the best of their knowledge in conformance with the approved plans and specifications (Section 1704.1.2). Some jurisdictions also require the design professional in responsible charge to sign the report before it is submitted to the building official. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspection when continuous was required, etc.) should be specifically itemized in this report.

**B. Owner Responsibilities.** The project owner, the engineer or architect of record, or an agent of the owner is responsible for funding special inspection services. Measures should be taken to ensure that the scope of work and duties of the special inspector as outlined in the Statement of Special Inspection are not compromised.

**C. Registered Design Professional in Responsible Charge**

The design professional in responsible charge should be consenting party by written acknowledgment of special inspection and testing agreements. The design professional in responsible charge has many duties and responsibilities related to special inspection, including the following:

The Statement of Special Inspections has been submitted with the permit application. The content of the statement contains the following information.

1. Materials, systems, components and work required to have special inspection. Duties of the building official and the registered design professional responsible for each part of the work are to be stated.
2. Type and extent of each special inspection and the name of individual or firms performing the inspections.
3. Type and extent of each test.
4. Special inspection of required seismic resistance systems and components.
5. Special inspection of required wind resistance systems and components.
6. Provide name and contact information of special inspector or special inspection agency. Subject to the approval of the building official, special inspectors holding current certification by ICC in the discipline in which they will be inspecting can be considered qualified within the appropriate scope of accreditation for the disciplines to the inspected can be considered qualified. The choice of special inspectors or special inspection agencies should include the following considerations:
  - Project size and complexity – experience with similar projects.
  - Inspection staffing – sufficient qualified inspectors.
  - Site location – proximity of inspection and testing facilities.
  - Off-site inspection – capabilities for inspection at remote locations.
7. Completion of a special inspection and testing agreement and schedule as shown in the Appendix A examples in a simple method of fulfilling the requirement for preparation of a special inspection program that can be easily reviewed by the building official.
8. Respond to field discrepancies. The engineer or architect of record shall respond to special inspector reports of uncorrected non-complying (discrepancies) items and shall approve remedial measures.
9. Review shop drawings and submit revisions to approved plans. The design professional in responsible charge shall acknowledge and approve shop drawings that may detail structural information. The design professional shall submit to the building official and the special inspector/inspection agency written approval of any verbally approved deviations from the approved plans and shall submit revised plans for building official approval (Section 106.3.4).

#### **D. Contractor Responsibilities**

Submit a written statement of responsibility to the building official and the owner prior to commencement of the work on the system or component. The contractor's statement of responsibility is to contain the following:

1. Acknowledgement of awareness of the special requirements contained in the statement of special inspections;
2. Acknowledgement that control will be exercised to obtain conformance with the construction documents approved by the building official;
3. Procedures for exercising control within the contractor's organization, the method and frequency of reporting and the distribution of the reports; and
4. Identification and qualifications of the person(s) exercising such control and their position(s) in the organization.

Suggested job-site protocol for special inspection:

1. Notify the special inspector. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.
2. Provide access to approved plans. The contractor is responsible for providing the special inspector with access to approved plans.
3. Retain special inspection records. When required by the building official, the contractor is 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.

#### **E. Building Department Responsibilities**

1. Review submittal documents for compliance with special inspection requirements as outlined in the Statement of Inspection. The building official is charged with the legal authority to review the plans, specifications, special inspection program and other submittal documents for compliance with code requirements.
2. Approve fabricator(s) used for building components installed on-site.
3. Approve special inspection programs. The building official is responsible for approving the special inspection program submitted by the design professional in responsible charge (Section 106.1) and may require a preconstruction conference to review the program with all applicable members of the construction team.
4. Monitor special inspection activities. The building official should monitor the special inspection activities at the job-site to assure that qualified special inspectors are performing their duties when work requiring special inspection is in progress.
5. Monitor special inspection activities. The building official should monitor the special inspection activities at the job-site to ensure that qualified special inspectors are performing their duties when work requiring special inspection is in progress.
6. Issuance of stop work orders. The building official is recognized as having the authority to stop work at the job-site.

7. Approval to proceed. There are certain points of completion where work shall not proceed until approval by the building official has been given.
8. Review inspection reports. The building official receives and reviews special inspection progress reports and final reports for conformance with the approved plans, specifications and workmanship provisions of the code.
9. Perform final inspection. The building official should not perform the final inspection and approval for a project until the final special inspection report has been reviewed and approved.

### ACKNOWLEDGEMENTS

Each appropriate representative shall sign below:

Owner:	Firm:	Date:
_____	_____	_____
Contractor:	Firm:	Date:
_____	_____	_____
Architect:	Firm:	Date:
_____	_____	_____
SER:	Firm:	Date:
_____	_____	_____
SI-S:	Firm:	Date:
_____	_____	_____
SI-T:	Firm:	Date:
_____	_____	_____
TA:	Firm:	Date:
_____	_____	_____
F:	Firm:	Date:
_____	_____	_____

If requested by engineer/architect of record or building official, the individual names of all prospective special inspectors and the work they intend to observe shall be identified.

Legend: SER = Structural Engineer of Record    SI-T = Special Inspector    Technical TA = Testing Agency  
 SI-S = Special Inspector - Structural    F = Fabricator

Accepted for the Building Department By \_\_\_\_\_ Date \_\_\_\_\_

# SPECIAL INSPECTION DAILY REPORT

City/County of \_\_\_\_\_ Permit No.: \_\_\_\_\_ Date: \_\_\_\_\_

Project Name/Address: \_\_\_\_\_

Inspection Type(s)/Coverage: \_\_\_\_\_

Continuous  Periodic; frequency: \_\_\_\_\_

Inspections made, including locations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tests performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Items requiring 1) correction of previously listed items, and 3) previously listed uncorrected items: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Changes to approved plans authorized by engineer or architect of record: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To the best of my knowledge, work inspected was in accordance with the building department approved plans, specifications and applicable workmanship provisions of the IBC except as noted above.

Signed: \_\_\_\_\_ Inspection Agency\*: \_\_\_\_\_

Print full name: \_\_\_\_\_ ID / Certificate Number: \_\_\_\_\_

**\*Building official may require the signature / stamp of agency responsible for special inspection.**

# SPECIAL INSPECTION WEEKLY REPORT

City/County of \_\_\_\_\_ Permit No.: \_\_\_\_\_ Date: \_\_\_\_\_  
Project Name/Address: \_\_\_\_\_  
Inspection Type(s)/Coverage: \_\_\_\_\_

Continuous    Periodic; frequency: \_\_\_\_\_

Total inspection time each day:

Dates							
Hours							
Inspector							

Inspections made, including locations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tests performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Items requiring 1) correction, 2) correction or previously listed items, and 3) previously listed uncorrected items: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Changes to approved plans authorized by engineer or architect of record: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the best of my knowledge, work inspected was in accordance with the building department approved plans, specifications and applicable workmanship provisions of the IBC except as noted above.

Signed: \_\_\_\_\_ Inspection Agency\*: \_\_\_\_\_

Print full name: \_\_\_\_\_ ID / Certificate Number: \_\_\_\_\_

cc: Building Department  
Engineer/Architect

\* Building official may require the signature / stamp of agency engineer responsible for special inspection.





