



SPECIAL INSPECTIONS PROGRAM

Procedures - IBC Section 1704 Special Inspections - Index:

- A. Owner - Responsibilities.
 - B. Registered Design Professional in Responsible Charge (RDPiRC) - Responsibilities.
 - C. Special Inspector - Responsibilities.
 - D. General Contractor - Responsibilities.
 - E. Lists, Notice Forms and Report Forms for Special Inspections
 - I.) Statement of Special Inspections
 - II.) Report of Required Special Inspections
 - III.) Final Report of Special Inspections
 - F. Building Inspector - Special Inspection Review (SIR)
-

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 and shall contact the building official if there is a change in the RDPiRC.

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

- The RDPiRC is a licensed design professional responsible for implementation and determination of Required Special Inspections, per Section 1704 of the International Building Code (IBC).
- The RDPiRC contracts with or is employed by the owner. The RDPiRC and the special inspectors and testing technicians may not be in the employment of the general contractor, subcontractors or material suppliers. In the case of an owner/contractor, the building official shall specify who employs the RDPiRC and special inspectors.
- The RDPiRC, as the owner's agent, may employ or contract with the special inspectors.
- The RDPiRC shall assign only trained, experienced, qualified special inspectors and testing technicians.
- The RDPiRC is responsible for providing the general contractor with a list of all required Special Inspections and the associated special inspectors prior to construction.
- The RDPiRC shall submit special inspector field reports or any [Notice of Non-Compliance](#) (NNC) items to the building official and copy the special inspector, owner and general contractor.
- RDPiRC shall prepare, sign and submit the [Final Report of Required Special Inspections](#) after the general contractor completes his work according to the approved construction documents.
- The RDPiRC shall prepare the [Final Report of Required Special Inspections](#) using the form approved by the building official.

C. SPECIAL INSPECTOR - Responsibilities:

- Each special inspector must be qualified in the area of expertise of special inspection required.
- Each special inspector contracts with or is employed by the RDPIRC or owner.
- Each special inspector is responsible for verification of items detailed in the plans and specifications.
- Special inspectors shall prepare, sign and submit to the RDPIRC an inspection report for any time spent at a project site. Submit reports within a reasonable time with supporting documentation.
- The special inspector shall bring non-complying items to the immediate attention of the general contractor and the RDPIRC. If non-complying items are not corrected in a timely manner, the special inspector shall prepare and submit a [Notice of Non-Compliance](#) (NNC).
- Copy the building official, the general contractor and owner. The building official may suspend all future work in the areas of such non-compliance until items are corrected.

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 RDPIRC and 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. 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 as part of the permit documents

List the RDPIRC name and contact information

The RDPIRC shall furnish the required qualifications of the special inspector and frequency of each special inspection upon request.

II. Report of Required Special Inspections:

Report prepared, signed and submitted by each special inspector to the RDPIRC for the RDPIRC to prepare the Final Report of Required inspections.

Submitting this report indicates that inspections and tests performed, either periodically or continuously, represent all the work for the item inspected.

Copy the general contractor.

III. Final Report of Required Special Inspections:

Report prepared, signed and submitted by the RDPIRC for the owner and submitted 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 Temporary C.O. or a C.O.

F. BUILDING INSPECTOR - Special Inspection Review (SIR)

- Building Inspections Department Inspectors are responsible for the Special Inspection Review of reports submitted by the RDPiRC in conformance with plans and specifications.
- A log book of all identified special inspections must be located on the job site and presented to the building inspector for review when requested.
- Failure of the general contractor to provide a log sheet may result in a STOP WORK order.

Statement of Special Inspection

DATE: _____

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 2015 International Building Code Chapter 17.

OWNER OR OWNER'S REPRESENTATIVE

Name: _____

Phone No: _____

Mailing Address: _____

E-mail Address: _____

REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE

RDPiRC Name: _____

Phone No: _____

Mailing Address: _____

E-mail Address: _____

Section 1704 of the 2015 International Building Code, as amended by the City / Town of _____, has been reviewed. Below is a list of the required special inspections applicable for this project:

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 :				

I acknowledge, as the Registered Design Professional in Responsible Charge, 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 by the City / Town of _____ until a final report of all required special inspections is received, indicating that there are no remaining deficiencies.

Respectfully,

Name of RDPiRC (Type or print name)

Firm Name & Number

Signature of RDPiRC

Date

cc: General Contractor

*Design Professional
Seal*

Report of Required Special Inspections

DATE: _____ PERMIT #: _____

PROJECT NAME: _____

PROJECT ADDRESS: _____

PRIOR TO PERMIT ISSUANCE: The appropriate Registered Design Professional in Responsible Charge prepared and submitted a list of required inspections (per 2015 International Building Code Sec. 1704) as amended by the City / Town of _____ as part of the permit application for this project.

OWNER OR OWNER'S REPRESENTATIVE

Name: _____ Phone No: _____

Mailing Address: _____

E-mail Address: _____

Checked below is a complete list of inspections for this project along with names of each of the special inspectors/firms:

Please check all that apply	Section	Type of Special Inspections and Extent	Special Inspector / Firm
	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, as the Registered Design Professional in Responsible Charge for the above checked inspections, am providing the name of the special inspector performing each inspection for this project, along with the Firm name. I am attaching all special inspectors' qualifications.

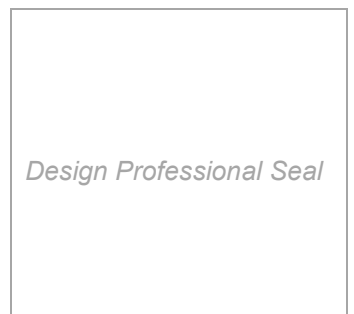
Respectfully,

Name of RDPIRC (Type or print name)

Firm Name & Number

Signature of RDPIRC

Date



cc: General Contractor

Final Report of Required Special Inspections

DATE: _____ PERMIT #: _____

PROJECT NAME: _____

PROJECT ADDRESS: _____

The appropriate design professional(s) prepared and submitted a list of required inspections (per 2015 International Building Code Sec. 1704 as amended by the City / Town of _____ on the permit set of drawings submitted for this project.

OWNER OR OWNER'S REPRESENTATIVE

Name: _____ Phone No: _____

Mailing Address: _____

E-mail Address: _____

Checked below is a completed list of inspections for this permitted project with names of each of the special inspectors/firm:

Please check all that apply	Inspections Required	Special Inspector / Firm
	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 registered design professional in responsible charge for all of the inspections checked above and to the best of my information, knowledge and belief the listed required inspections and tests for this project have been performed and all discovered discrepancies have been resolved.

Respectfully,

Name of RDPIRC (Type or print name)

Firm Name & Number

Signature of RDPIRC

Date

Design Professional Seal

cc: General Contractor