

INTRODUCTION TO SPECIAL INSPECTIONS

Special inspections are required for all institutional, educational, assembly, and hazardous occupancies regardless of size. This requirement will include buildings 5000 square feet or greater. Occupancies classified, as R3 or U are exempt.

Special inspectors is an individual with specialized skills who observes critical building or structural features identified by the design professional responsible for compliance to plans and specifications approved by the building official.

Special inspection is the monitoring of the materials and workmanship that are critical to the integrity of the building structure.

Good communications between the special inspector and the designers, contractors and the building department is essential to project quality assurance.

Duties of the special inspector

- A. Special inspectors shall review approved plans and specifications for special inspection requirements. Special inspector shall comply with the special inspection requirements of the enforcing jurisdiction.
- B. Special inspectors shall notify the contractor of their presence on a given job site. They shall sign in on the appropriate form provided.
- C. Special inspectors shall inspect all work they are responsible for conformance with the building department approved plans and specifications.
- D. Non-conforming items that are not corrected in a timely fashion shall be brought to the immediate attention of the building official and the responsible engineer in charge. A written report listing the exact location, referenced to applicable detail of approved plans or specifications, name and title of each individual notified and method of notification, resolution or corrective action taken.
- E. Timely reports shall be provided for each inspection and furnished to the building official. Inspection reports will be received and reviewed prior to scheduling a building department personnel inspection. Reports shall include the following:
 1. Describe inspections and tests made with applicable locations
 2. Indicate how non-conforming items were resolved
 3. List unresolved issues and parties notified as described previously.

4. Itemize changes authorized by responsible engineer in charge and submit copy of letter to the building official sealed with engineer's professional seal.
5. Prior to a certificate of occupancy being granted a final report shall be received stating that all items requiring special inspection and testing were fulfilled and to the best of your knowledge are in conformance.

F. The special inspector/agency shall in no way be affiliated with owner or the design professional in charge.

Duties and Responsibilities of the Project Owner

- A. Required to pay all fees associated with the special inspection process.

Duties of the Design Professional in Responsible in Charge

- A. Shall list all items that will require special inspections for the given project.
- B. Responsible engineer in charge shall furnish to the building department during the plan review process a list of special inspectors along with their certificates for the various inspections to be performed.
- C. Shall complete a special inspection and testing agreement and schedule.
- D. Shall approve shop drawings and submit revisions to approved plans.

Duties of the Contractor

- A. Notify the special inspector when various inspections are to be performed.
- B. Provide access to approved plans.
- C. Retain special inspection records.

Duties of the Building Official

- A. Responsible for legally enforcing the special inspection provisions of chapter 17 of the International Building code.
- B. Review submittal documents for compliance with special inspection requirements.
- C. Approve special inspection program.
- D. Approve special inspectors/agencies
- E. Monitor special inspection activities
- F. Review inspection reports
- G. Perform final inspection