

SPECIAL INSPECTION PROGRAM

PURPOSE

Special inspection is the monitoring of the materials and workmanship, which are critical to the integrity of the building structure. It is the responsibility of the owner to hire the special inspector to review the work of the contractors and their employees to assure that the approved plans and specifications are being followed and that relevant codes and ordinances are being observed.

ARCHITECT / ENGINEERS RESPONSIBILITY

When special inspection is required by CBC Section 1704.2.3, the architect or engineer of record shall prepare an inspection program which shall be submitted to the building official for approval **prior to issuance of the building permit.** The inspection program shall designate the portions of the work that require special inspection and the name or names of the individuals or firms who are to perform the special inspections, and indicate the duties of the special inspectors. The special inspector shall be employed by the owner, the engineer or architect of record, or an agent of the owner, but not the contractor or any other person responsible for the work. When structural observation is required by CBC Section 1704.5, the inspection program shall name the individuals or firms who are to perform structural observation and describe the stages of construction at which structural observation is to occur. The inspection program shall include samples of inspection reports and provide time limits for submission of reports.

DUTIES & RESPONSIBILITIES OF SPECIAL INSPECTOR

- 1.) Acknowledge the testing and inspection agreement and structural tests and inspection schedule.
- 2.) Signify presence at job site.
- 3.) Observe all work for which they are responsible.
- 4.) Separately identify all nonconforming work.
- 5.) Provide timely reports to the building official, engineer or architect of record, and others as designated by the CBC.
- 6.) Submit a final report.

DUTIES & RESPONSIBILITIES OF THE CONTRACTOR

- 1.) The contractor is responsible for notifying the special inspector or agency regarding individual inspections required by the building department.
- 2.) Provide access for the inspectors to the approved plans.
- 3.) Retain special inspection records provided by the special inspector, and provide these records for review by the building division's inspector upon request.

PROJECT OWNER RESPONSIBILITY

The project owner, engineer or architect of record acting as the owner's agent shall be responsible for funding special inspection services as required per CBC Section 1704.2.

BUILDING OFFICIAL RESPONSIBILITIES

Of all the team members in the development process, the building official is the only member who has the legal authority to see that all of the provisions of special inspection are carried out. This is clearly identified under the administrative provisions of CBC Section 104.1, which states, "The building official is hereby authorized and directed to enforce all provisions of this code".

The specific provisions of providing for special inspection services are mandatory under CBC Section 108.1, which states, "Construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain accessible and exposed for inspection purposes until approved." In addition, certain types of construction shall have continuous inspection as specified in Section 1704."

The duties and responsibilities include the following:

- 1.) Provide inspection forms review and examine plans, specifications and contract documents for compliance with special inspection requirements.
- 2.) Communicate special inspection requirements to the development team.
- 3.) Approve the choice of the special inspector prior to commencement of work.
- 4.) Monitor the special inspection activities.
- 5.) Review inspection reports.
- 6.) Issue Certificate of Occupancy.

Special Inspection Overview

A special inspector is a person who has been approved by the building official to perform certain types of inspection. The use of special inspectors is reserved for complex installations requiring certain highly developed inspection skills in one or more construction crafts. Continuous inspections during construction are in addition to those inspections provided by the municipality and in addition to periodic site visits that maybe required or provided by the architect or engineer. These generally include:

1. **Inspection of fabricators (1704.2.5)**
2. **Special Cases (Epoxy etc...) (1705.1.1)**
3. **Steel Construction / Welding / High-strength bolting (1705.2)**
4. **Concrete construction (1705.3)**
5. **Masonry construction (1705.4)**
6. **Vertical masonry foundation elements (1705.4.2)**
7. **Wood construction (1705.5)**
8. **Soils (1705.6)**
9. **Deep driven foundation (1705.7)**
10. **Cast-in-place deep foundations (1705.8)**
11. **Helical pile foundations (1705.9)**
12. **Special inspection for wind resistance (1705.10)**
13. **Special inspection for seismic resistance (1705.11)**
14. **Testing and qualification for seismic resistance (1705.12)**
15. **Sprayed fire-resistant materials (1705.13)**
16. **Mastic and intumescent fire-resistant coatings (1705.14)**
17. **Exterior insulation and finish systems (EIFS) (1705.15)**
18. **Fire-resistant penetrations and joints (1705.16)**
19. **Special inspection for smoke control (1705.17)**

SPECIAL INSPECTION EXCEPTIONS

In certain conditions where special inspection would otherwise be required per CBC Section 1704 the Building Official has the judgment to waive this requirement when the work is of minor nature. The following are some examples that would apply on a case-by-case basis:

1. Special inspections are not required for work of a minor nature or as warranted by conditions in the jurisdiction as approved by the building official;
2. Special inspections are not required for building components unless the design involves the practice of professional engineering or architecture as defined by applicable state statutes and regulations governing the professional registration and certification of engineers or architects;
3. Unless otherwise required by the building official, special inspections are not required for occupancies in Group R-3 and Group U that are accessory to a residential occupancy including, but not limited to, those listed in Section 312.1.

