

STATEMENT OF SPECIAL INSPECTIONS AGREEMENT

To permit applicants of projects requiring special inspection and/or testing per Section 1705 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 jobsite.** Special inspectors shall notify contractor personnel of their presence and responsibilities at the jobsite. 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 1705.
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 1704.2.3). 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 1704.2.4). 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.

6. Itemize changes authorized by engineer or architect of record if not included in nonconforming items. **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 1704.2.4) 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 inspections 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 a 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.

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 WABO in the discipline in which they will be inspecting can be considered qualified within the appropriate scope of accreditation for the disciplines to be 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 is 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 stamp approve construction drawings. Any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents (section 107.4).

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 jobsite 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 program. The building official is responsible for approving the special inspection program submitted by the design professional in responsible charge (Section 104.1) 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 jobsite 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 jobsite 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 jobsite.
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.

ACKNOWLEDGMENTS

I have read and agree to comply with the terms and conditions of this agreement.

Owner:

_____ By: _____ Date: _____

Registered Design Professional in Responsible Charge:

_____ By: _____ Date: _____

Contractor:

_____ By: _____ Date: _____

Special Inspector / Special Inspection Agency*:

_____ By: _____ Date: _____

Others as required by Building Official:

_____ By: _____ Date: _____

ACCEPTED FOR THE BUILDING DEPARTMENT

By: _____ Date: _____

*This signature may be that of the Responsible Professional Engineer within the special inspection agency.

STATEMENT OF SPECIAL INSPECTIONS SCHEDULE

(This schedule should match the Statement of Special Inspections)

Where the option between continuous and periodic inspection is possible, circle the option required.

Open-Web Steel Joists & Joist Girders - Verification / Inspection See Table 1705.2.3	Continuous Special Inspection	Periodic Special Inspection
1. Installation of open-web steel joists and joist girders		
a. <input type="checkbox"/> End connections – welding or bolted	---	X
b. <input type="checkbox"/> Bridging – horizontal or diagonal	---	---
1. <input type="checkbox"/> Standard bridging	---	X
2. <input type="checkbox"/> Bridging that differs from the SJI specifications listed in Section 2207.1	---	X

Welding - Verification / Inspection See Table N5.4-1 through N5.4-3 - Specification for Structural Steel Buildings, American Institute for Steel Construction	QC	QA
Inspect Tasks Prior to Welding		
1. <input type="checkbox"/> Welding procedure specifications (WPSs) available	P	P
2. <input type="checkbox"/> Manufacturer certifications for welding consumables available	P	P
3. <input type="checkbox"/> Material identification (type grade)	O	O
4. <input type="checkbox"/> Welder identification system	O	O
5. <input type="checkbox"/> Fit-up of groove welds (including joint geometry)	O	O
6. <input type="checkbox"/> Configuration and finish of access holes	O	O
7. <input type="checkbox"/> Fit-up of fillet welds	O	O
8. <input type="checkbox"/> Check welding equipment	O	---
Inspect Tasks During Welding		
1. <input type="checkbox"/> Use of qualified welders	O	O
2. <input type="checkbox"/> Control and handling of welding consumables	O	O
3. <input type="checkbox"/> No welding over cracked tack welds	O	O
4. <input type="checkbox"/> Environmental conditions	O	O
5. <input type="checkbox"/> WPS followed	O	O
6. <input type="checkbox"/> Welding techniques	O	O
Inspect Tasks After Welding		
1. <input type="checkbox"/> Welds cleaned	O	O
2. <input type="checkbox"/> Size, length and location of welds	P	P
3. <input type="checkbox"/> Welds meet visual acceptance criteria	P	P
4. <input type="checkbox"/> Arc strike	P	P
5. <input type="checkbox"/> <i>k</i> -area*	P	P
6. <input type="checkbox"/> Backing removed and weld tabs removed (if required)	P	P
7. <input type="checkbox"/> Repair activities	P	P
8. <input type="checkbox"/> Document acceptance or rejection of welded joint or member	P	P
9. <input type="checkbox"/> Other		

* When welding of doubler plates, continuity plates or stiffeners has been performed in the *k*-area, visually inspect the web *k*-area for cracks within 3" of the weld.

Bolting - Verification / Inspection See Table N5.6-1 through N5.6-3 - Specification for Structural Steel Buildings, American Institute for Steel Construction combined with provisions of the RCSC specification		QC	QA
Inspect Tasks Prior to Bolting			
1. <input type="checkbox"/>	Manufacturer's certifications available for fastener materials	O	P
2. <input type="checkbox"/>	Fasteners marked in accordance with ASTM requirements	O	O
3. <input type="checkbox"/>	Proper fasteners selected for the joint detail (grade, type, bolt length if threads are to be excluded from shear plane)	O	O
4. <input type="checkbox"/>	Proper bolting procedure selected for joint detail	O	O
5. <input type="checkbox"/>	Connecting elements, including the appropriate faying surface condition and hole preparation, if specified, meet applicable requirements	O	O
6. <input type="checkbox"/>	Pre-installation verification testing by installation personnel observed and documented for fastener assemblies and methods used	P	O
7. <input type="checkbox"/>	Proper storage provided for bolts, nuts, washers and other fastener components	O	O
Inspection Tasks During Bolting		QC	QA
1. <input type="checkbox"/>	Fastener assemblies, of suitable condition, placed in all holes and washers (if required) are positioned as required	O	O
2. <input type="checkbox"/>	Joint brought to the snug-tight condition prior to the pretensioning operation	O	O
3. <input type="checkbox"/>	Fastener component not turned by the wrench prevented from rotating	O	O
4. <input type="checkbox"/>	Fasteners are pretensioned in accordance with the RCSC <i>Specification</i> , progressing systematically from the most rigid point toward the free edges	O	O
Inspection Tasks After Bolting		QC	QA
1. <input type="checkbox"/>	Document acceptance or rejection of bolted connections	P	P
2. <input type="checkbox"/>	Other		

Concrete Construction - Verification / Inspection See Table 1705.3 - Required Special Inspections and Tests of Concrete Construction		Continuous	Periodic
1. <input type="checkbox"/>	Inspect reinforcement, including prestressing tendons, and verify placement.	---	X
2. <input type="checkbox"/>	Reinforcing bar welding: a. Verify weldability of reinforcing bars other than ASTM A706; b. Inspect single-pass fillet welds, maximum 5/16"; and c. Inspect all other welds	— X	X X
3. <input type="checkbox"/>	Inspect anchors cast in concrete.	---	X
4. <input type="checkbox"/>	Inspect anchors post-installed in hardened concrete members. a. Adhesive anchors installed in horizontally or upwardly inclined orientations to resist sustained tension loads. b. Mechanical anchors and adhesive anchors not defined in 4.a.	X	X
5. <input type="checkbox"/>	Verify use of required design mix.	---	X
6. <input type="checkbox"/>	Prior to concrete placement, fabricate specimens for strength tests, perform slump and air content tests, and determine the temperature of the concrete.	X	---
7. <input type="checkbox"/>	Inspect concrete and shotcrete placement for proper application techniques.	X	---
8. <input type="checkbox"/>	Verify maintenance of specified curing temperature and techniques.	--	X
9. <input type="checkbox"/>	Inspect prestressed concrete for: a. Application of prestressing forces; and b. Grouting of bonded prestressing tendons.	X X	--- ---
10. <input type="checkbox"/>	Inspect erection of precast concrete members.	---	X
11. <input type="checkbox"/>	Verify in-situ concrete strength, prior to stressing of tendons in post-tensioned concrete and prior to removal of shores and forms from beams and structural slabs.	---	X
12. <input type="checkbox"/>	Inspect formwork for shape, location and dimensions of the concrete member being formed.	---	X

Mass Timber - Verification / Inspection See Table 1705.5.3 - Required Special Inspections of Mass Timber Construction		Continuous	Periodic
Type		Continuous	Periodic
1. <input type="checkbox"/>	Inspection of anchorage and connections of mass timber construction to timber deep foundation systems		X
2. <input type="checkbox"/>	Inspect erection and sequence of mass timber construction.		X
3. <input type="checkbox"/>	Inspection of connections where installation methods are required to meet design loads.		
a. <input type="checkbox"/>	Threaded fasteners.		
1. <input type="checkbox"/>	Verify use of proper installation equipment.		X
2. <input type="checkbox"/>	Verify use of predrilled holes were required.		X
3. <input type="checkbox"/>	Inspect screws, including diameter, length, head type, spacing, installation angle, and depth.		X
b. <input type="checkbox"/>	Adhesive anchors installed in horizontal or upwardly inclined orientation to resist sustained tension loads.	X	
c. <input type="checkbox"/>	Bolted connections.		X
d. <input type="checkbox"/>	Other proprietary concealed connection.		X

Masonry - Verification	Required			Reference for Criteria
	Level 1	Level 2	Level 3	TMS 602
1. Prior to construction:	Level 1	Level 2	Level 3	
<input type="checkbox"/> a. Verification of compliance of submittals.	R	R	R	Art. 1.5
<input type="checkbox"/> b. Verification of $f'm$ and f'_{AAC} , except where specifically exempted by the Code.	NR	R	R	Art 1.4 B
2. During Construction:				
<input type="checkbox"/> a. Verification of slump flow and Visual Stability Index (VSI) when self-consolidating grout is delivered to the project site.	NR	R	R	Art. 1.5 & 1.6.3
<input type="checkbox"/> b. Verification of $f'm$ and f'_{AAC} for every 5,000 sq. ft (465 sq. m)	NR	NR	R	Art. 1.4 B
<input type="checkbox"/> c. Verification of proportions of materials as delivered to the project site for premixed or preblended mortar, prestressing grout, and grout other than self-consolidating grout.	NR	NR	R	Art. 1.4 B

Masonry - Inspection	Frequency ²			Reference for Criteria	
	Level 1	Level 2	Level 3	TMS 402	TMS 602
1. As masonry construction begins, verify that the following are in compliance:					
a. <input type="checkbox"/> Proportions of site-prepared mortar	NR	P	P		Art. 2.1, 2.6 A, 2.6 C
b. <input type="checkbox"/> Grade and size of prestressing tendons and anchorages	NR	P	P		Art 2.4 B, 2.4 H
c. <input type="checkbox"/> Grade, type and size of reinforcement, connectors, anchor bolts, and prestressing tendons and anchorages	NR	P	P		Art. 3.4, 3.6 A
d. <input type="checkbox"/> Prestressing technique	NR	P	P		Art. 3.6 B
e. <input type="checkbox"/> Properties of thin-bed mortar for AAC masonry	NR	C(b) / P(c)	C		Art. 2.1 C
f. <input type="checkbox"/> Sample panel construction	NR	P	C		Art. 1.6 D
2. Prior to grouting, verify that the following are in compliance:					
a. <input type="checkbox"/> Grout space	NR	P	C		Art. 3.2 D, 3.2 F
b. <input type="checkbox"/> Placement of prestressing tendons and anchorages	NR	P	P	Sec. 10.8, 10.9	Art. 2.4, 3.6
c. <input type="checkbox"/> Placement of reinforcement, connectors and anchor bolts	NR	P	C	Sec. 6.1, 6.3.1, 6.3.7	Art. 3.2 E, 3.4
d. <input type="checkbox"/> Proportions of site-prepared grout and prestressing grout for bonded tendons	NR	P	P		Art. 2.6 B, 2.4 G, 1.b
3. Verify compliance of the following during construction:					
a. <input type="checkbox"/> Materials and procedures with the approved submittals	NR	P	P		Art. 1.5
b. <input type="checkbox"/> Placement of masonry units and mortar joint construction	NR	P	P		Art. 3.3 B
c. <input type="checkbox"/> Size and location of structural members	NR	P	P		Art. 3.3 F
d. <input type="checkbox"/> Type, size, and location of anchors, including other details of anchorage of masonry to structural members, frames, or other construction	NR	P	C	Sec. 1.2.1(e), 6.2.1, 6.3.1	
e. <input type="checkbox"/> Welding of reinforcement	NR	C	C	Sec. 6.1.6.1.2	

Masonry – Inspection (cont.)	Frequency ²			Reference for Criteria	
	Level 1	Level 2	Level 3	TMS 402	TMS 602
f. [] Preparation, construction, and protection of masonry during cold weather (temperature below 40°F (4.4°C) or hot weather (temperature above 90°F (32.2°C))	NR	P	P		Art. 1.8 C, 1.8 D
g. [] Application and measurement of prestressing force	NR	C	C		Art 3.6 B
h. [] Placement of grout and prestressing grout for bonded tendons is in compliance	NR	C	C		Art. 3.5, 3.6 C
i. [] Placement of AAC masonry units and construction of thin-bed mortar joints	NR	C(b) / P (c)	C		Art. 3.3 B.9, 3.3 F.1.b
4. Observe preparation of grout specimens, mortar specimens, and/or prisms	NR	P	C		Art. 1.4 B.2a.3, 1.4 B.2.b.3, 1.4B.2.c .3, 1.4 B.3, 1.4 B.4

1. R = Required, NR = Not Required
2. Frequency refers to the frequency of inspection, which may be continuous during the listed task or periodically during the listed task, as defined in the table. NR= Not Required, P=Periodic, C=Continuous
3. Required for the first 5,000 square feet (465 square meters) of AAC masonry.
4. Required after the first 5,000 square feet (465 square meters) of AAC masonry.

Soils - Verification / Inspection See Table 1705.6	Continuous during task	Periodic during task
1. <input type="checkbox"/> Verify materials below shallow foundations are adequate to achieve the design bearing capacity.	--	X
2. <input type="checkbox"/> Verify excavations are extended to proper depth and have reached proper material.	--	X
3. <input type="checkbox"/> Perform classification and testing of compacted fill materials.	--	X
4. <input type="checkbox"/> Verify use of proper materials, densities and lift thicknesses during placement and compaction of compacted fill.	X	---
5. <input type="checkbox"/> Prior to placement of controlled fill, inspect subgrade and verify that site has been prepared properly.	--	X
6. Other		

Driven Deep Foundations - Verification / Inspection See Table 1705.7	Continuous during task	Periodic during task
1. Verify element materials, sizes and lengths comply with requirements.	X	---
2. Determine capacities of test elements and conduct additional load tests, as required.	X	---
3. Inspect driving operations and maintain complete and accurate records for each element.	X	---
4. Verify placement locations and plumbness, confirm type and size of hammer, record number of blows per foot of penetration, determine required penetrations to achieve design capacity, record tip and butt elevations and document any damage to foundation element.	X	--
5. For steel elements, perform additional special inspections in accordance with Section 1705.2	--	---
6. For concrete elements and concrete-filled elements, perform tests and additional special inspections in accordance with Section 1705.3	--	---
7. For specialty elements, perform additional inspections as determined by the registered design professional in responsible charge.	--	---
8. Other		

Cast-In-Place Deep Foundations - Verification/ Inspection See Table 1705.8		
1. Inspect drilling operations and maintain complete and accurate records for each element.	X	---
2. Verify placement locations and plumbness, confirm element diameters, bell diameters (if applicable), lengths, embedment into bedrock (if applicable) and adequate end-bearing strata capacity. Record concrete or grout volumes.	X	---
3. For concrete elements, perform tests and additional special inspections in accordance with Section 1705.3.	---	---
4. Other		

Other materials - Verification / Inspection		

Other Work - Verification / Inspection		

Note-As schedules are developed, space for the special inspector, date of inspection, and the design profession in responsible charge should be provided as well as others who may need to recognize the inspections have been complete.