

SPECIAL INSPECTION PROGRAM INSTRUCTIONS

The following are general requirements and instructions for processing the Special Inspection Program forms.

Overview

The program consists of three independent forms which must be filled out and submitted to the building department. The *Statement of Special Inspections* and the *Schedule of Special Inspection Services* forms are submitted at the time of permit application. These approved forms should be maintained in a central location at the project site. The *Schedule of Special Inspection Services* will need to be accessed on a regular basis by the special inspector(s) for the project. The *Final Report of Special Inspections* is submitted at the completion of construction.

Statement of Special Inspections

This form provides the general project information. It identifies the project location, the permit applicant, the project architect, the project structural engineer, and the project registered design professional in responsible charge. Firm or company names are sufficient (individuals need not be listed). Depending on the project organization, the registered design professional in responsible charge could be the project architect, a project engineer, or an independent third party representing the Owner. In accordance with section 1704.1.1 of the 2000 Standard Building Code, the registered design professional in responsible charge is responsible for preparation of the special inspection program and would complete the "Prepared by" section of this form.

This form establishes the frequency interim inspection reports should be furnished. For complex projects, the registered design professional or the building official may attach a separate schedule listing the required report frequency. Additionally, the building official can request interim reports at a different frequency than the registered design professional.

The bottom portion of the form should be filled out by the building official in conjunction with the permit review process. It identifies that the building official has approved the special inspection program. A copy of this approved form should be kept at the project site with the *Schedule of Special Inspection Services*.

For large projects that are divided into multiple permit packages (foundation package, structural frame package, building package, etc.), the special inspection program submitted with each partial permit package would only contain the special inspection requirements for the scope of work associated with that permit package.

Schedule of Special Inspection Services

This form provides an itemized list of which special inspection activities are required for the specific project and which individual, firm, or agency will be performing the special inspection services associated with each required task. The form lists the various tasks required by Chapter 17 of the 2000 Standard Building Code and provides a column for the permit applicant to identify with a "yes" or "no" which items apply to the specific project.

The "Extent" column is where the applicant can provide additional information or detail regarding the scope of the special inspections. This column can be used to identify which items require continuous inspection and which require periodic inspection. For periodic inspections, the frequency of inspection can be identified here. Exceptions to a special inspection task may be noted in this column. Special instructions regarding how to perform inspections may be included here. For more complex projects, this may be addressed by referring to another project document, such as the project specifications.

Multiple special inspectors may exist on one project. For example, a testing agency may perform the special inspection duties associated with testing welds, a registered structural engineer may perform the special inspection duties associated with inspecting steel connections for conformance with the Construction Documents, and an architect may perform the special inspection duties associated with construction of the EIFS system. The multiple special inspectors are identified and numbered at the end of the form. The number next to the individual, firm, or agency's name would be listed in the schedule under the column heading "Agent" for the tasks that individual, firm, or agency will perform. In some instances, it may be desirable to have more than one special inspector involved in the same task. In this instance, the numbers for both parties would be listed adjacent to that task.

The only column not filled in on the schedule at the time of permit application should be the "Completed" column. When an individual special inspection task in the schedule is completed for the last time on the project and the special inspector has performed their final review, inspection, or test of that item for the project, the special inspector should initial and date the cell in the "Completed" column adjacent to that task. At the conclusion of the project, a copy of the *Schedule of Special Inspection Services* form with signatures in the "Completed" column for each task relevant to the project shall be submitted to the building department with the *Final Report of Special Inspections*.

Projects requiring a Wind or Seismic Quality Assurance Plan should be identified at the end of the form for cross reference between the special inspection and quality assurance programs.

Final Report of Special Inspections

This form is submitted when all the special inspection requirements for a project have been fulfilled. Each special inspector corresponding to an agent number in the *Schedule of Special Inspection Services* will be required to complete a copy of this form for submittal to the building official for their scope of work. The special inspection program will not be considered complete until forms from all agents have been received by the building department.