

City of Robins
STATEMENT OF SPECIAL INSPECTION GUIDELINES

Project Address		
Project Title		
Special Inspection Agency	Phone	Email
Agency Contact Person	Phone	Email
Design Professional	Phone	Email
Company		
Address		
Comments		

Special Inspection Not Required for This Project (check box if applicable – IBC 1704.2, exceptions) (To be filled out by Registered Design Professional, as applicable.)

BEFORE A PERMIT CAN BE ISSUED: The owner, or the Engineer or Architect of record, acting as the owner’s agent, shall complete two (2) copies of this agreement and the attached Special Inspection and Testing Schedule, including the required acknowledgements. A pre-construction 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. The special inspection agency shall submit credentials and shall maintain records of all employees performing special inspections. Individual special inspectors shall submit their qualifications to the Building Official for pre-qualification, and are subject to personal interviews if so required by the Building Official.

Special inspection end testing shall meet the minimum requirements of the *International Building Code Chapter 17*. The following conditions are also applicable:

A. Duties and Responsibilities of the Special Inspector

1. **Signify presence at job site.** Special Inspectors should notify contractor personnel of their presence and responsibilities at the job site. If required by Building Official, they shall sign in on the appropriate form posted with the building permit.

2. **Observe assigned work.** The Special Inspector shall observe assigned work for conformance with the Building Department approved (stamped) design drawings and specifications and applicable workmanship provisions of the *International Building Code*. Architect/Engineer-reviewed shop drawings may be used only as an aid to inspection.

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For continuous special-inspection, the special inspector shall be on site at all times observing the work requiring special inspection. Periodic inspections, if any, must have prior approval based on a separate written plan reviewed and approved by the Building Department and the Engineer or Architect of record.

3. **Report non-conforming items.** The Special Inspector shall bring non-conforming items to the immediate attention of the contractor and note all such items in the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the Special Inspector shall immediately notify the Building Department by telephone or in person, notify the Engineer or Architect, and post a discrepancy notice.
 4. **Provide timely reports.** The Special Inspector should complete written inspection reports for each inspection visit and provide the reports on a timely basis determined by the Building Official. The Special Inspector or inspection agency shall furnish these reports directly to the Building Official, Engineer, or Architect of record, and others as designated. [IBC Sec. 1704.1.2] These reports should be organized on a daily format and may be submitted weekly at the option of the Building Official. Daily and weekly report forms are included in Appendix A of the General Program Guidelines. These reports should include:
 - a. Description of daily inspections and tests made with applicable locations;
 - b. Listing of all non-conforming items;
 - c. Report on how non-conforming items were resolved or unresolved as applicable;
 - d. Itemized changes authorized by the Architect, Engineer, and Building Official if not included in non-conforming items.
 5. **Submit final report.** The Special Inspector or inspection agency shall submit a final signed report to the Building Official stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her/their knowledge, in conformance with the approved design drawings, specifications, approved change orders, and applicable workmanship provisions of the *International Building Code*. Items not in conformance, unresolved items, or any discrepancies in inspection coverage (i.e. missed inspections, periodic inspections when continuous inspections were required, etc.) shall 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 employing special inspection services. The Special Inspector/agency shall *not* be in the employ of the contractor, subcontractor or material supplier. [IBC Sec. 1704.1] In the case of an owner/contractor, the Special Inspector/agency shall be employed as specified by the Building Official.
- C. **Engineer or Architect of Record Responsibilities**
1. **Prepare Special Inspection program.** The Engineer or Architect of record shall list the items for which special inspection is required and shall indicate any items for which the IBC or the Building Official approves periodic inspection and the frequency of such inspection.
 2. **Respond to field discrepancies.** The Engineer or Architect of record shall respond to uncorrected field discrepancies in design, material or workmanship observed by the Special Inspector.

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3. Review shop drawings and submit design changes. The Engineer or Architect of record shall acknowledge and approve shop drawings that may detail structural information, shall submit to the Building Official and to the special inspection agency written approval of any verbally approved plans, and shall submit revised plans for the Building Official approval as required.

D. Contractor Responsibilities

- 1. Notify the Special Inspector.** The contractor is responsible for notifying the Special Inspector or agency regarding individual inspection for items listed on the attached schedule and as noted on the Building Department approved plans. Adequate notice shall be provided so 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 access to approved plans.
- 3. Retain special inspection records.** Upon request, the contractor is also responsible for retaining at the job site all special inspection records complete by the Special Inspector.

E. Building Department Responsibilities

- 1. Approve special inspection program.** The Building Department shall approve all Special Inspectors and special inspection requirements.
- 2. Enforce special inspection.** Work requiring special inspection and the performance of Special Inspectors shall be monitored by the Building Inspector. His/her approval, in addition to that of the Special Inspector, must be obtained prior to placement of concrete, covering of structural site, or other similar activities.

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

Owner:	By:	Date:
_____	_____	_____
Project Engineer/Architect:	By:	Date:
_____	_____	_____
Soils Engineer:	By:	Date:
_____	_____	_____
Contractor:	By:	Date:
_____	_____	_____
Special Inspector or Inspection Agency:	By:	Date:
_____	_____	_____
ACCEPTED BY BUILDING DEPARTMENT:	By:	Date:
_____	_____	_____

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SPECIAL-INSPECTION AND TESTING SCHEDULE

- | | | | | | | | | | | | | | | | | | |
|---|--|--------------------------|------------|----------|--------------|--------------------------|--------------------------|----------|--------------------------|--------------------------|---------|--------------------------|--------------------------|--|--|--|---|
| <p>1. Concrete
 <input type="checkbox"/> Continuous placement inspection
 <input type="checkbox"/> Exceptions _____
 <input type="checkbox"/> _____ Cylinders per _____ CY
 Test: _____ @7 _____ @28 _____ Hold</p> <p>2. Bolts
 <input type="checkbox"/> All bolts (BASE PLATES)
 <input type="checkbox"/> Location _____</p> <p>3. Special moment-resisting concrete frame
 <input type="checkbox"/> As Indicated
 <input type="checkbox"/> Location: _____</p> <p>4. Reinforcing steel and pre-stressing tendons
 <input type="checkbox"/> Placement Inspection
 <input type="checkbox"/> Stressing and grouting of tendons</p> <p>5. Structural Welding
 Periodic Visual Inspection:
 <input type="checkbox"/> Single Pass fillet welds < 5/16"
 <input type="checkbox"/> Steel deck
 <input type="checkbox"/> Welded studs
 <input type="checkbox"/> Cold formed studs and joists
 <input type="checkbox"/> Stair and railing systems
 <input type="checkbox"/> Reinforcing steel
 Continuous Visual Inspection:
 <input type="checkbox"/> All other welding
 <input type="checkbox"/> Reinforcing steel
 <input type="checkbox"/> Other _____
 Special moment-resisting frames:
 <input type="checkbox"/> UT all CJP groove welds
 <input type="checkbox"/> US all CJP groove welds > 5/16"
 <input type="checkbox"/> UT all PP groove welds in column splices
 <input type="checkbox"/> UT all PP groove welds in column splices > 3/4"
 <input type="checkbox"/> UT all column flanges at beam flange welds
 <input type="checkbox"/> NDT rate reduction per IBC applies
 <input type="checkbox"/> Other _____</p> <p>6. High-strength bolting
 Snug tight: <input type="checkbox"/> All
 <input type="checkbox"/> As indicated
 Full pretension: <input type="checkbox"/> All
 <input type="checkbox"/> As indicated</p> <p>7. Structural Masonry $f^2m =$ _____, Stresses _____
 Verification of f^2m <input type="checkbox"/> Prism tests
 <input type="checkbox"/> Prism test record
 <input type="checkbox"/> Unit strength
 <input type="checkbox"/> Continuous Inspection
 <input type="checkbox"/> Periodic inspection (specify frequency): _____</p> | <p>8. Structural masonry (continued)
 Test: Before During
 Prisms <input type="checkbox"/> <input type="checkbox"/>
 Units <input type="checkbox"/> <input type="checkbox"/>
 Grout <input type="checkbox"/> <input type="checkbox"/>
 Mortar <input type="checkbox"/> <input type="checkbox"/></p> <p>9. Reinforced gypsum concrete
 <input type="checkbox"/> Continuous inspection of mixing and placement
 <input type="checkbox"/> Periodic inspection (specify frequency): _____
 <input type="checkbox"/> Strength testing _____</p> <p>10. Insulating concrete fill
 <input type="checkbox"/> Periodic inspection (specify frequency): _____
 <input type="checkbox"/> Strength testing _____</p> <p>11. Spray-applied fire-resistive materials
 <input type="checkbox"/> Periodic inspection (specify frequency): _____
 <input type="checkbox"/> Testing per IBC 1704.11.5 and ASTM E736</p> <p>12. Piling, drilled pier and caisson
 <table border="0" style="margin-left: 40px;"> <tr> <td></td> <td style="text-align: center;">Continuous</td> <td style="text-align: center;">Periodic</td> </tr> <tr> <td>Pile Driving</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Drilling</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Testing</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> </p> <p>13. Shotcrete
 <input type="checkbox"/> Continuous placement inspection
 <input type="checkbox"/> Preconstruction panel
 <input type="checkbox"/> In-place cores</p> <p>14. Special grading, excavation and filling
 <input type="checkbox"/> Periodic inspection (specify frequency): _____
 <input type="checkbox"/> Sub-grade tests
 <input type="checkbox"/> Compaction tests
 <input type="checkbox"/> Verify bearing strata</p> <p>15. Smoke control systems
 <input type="checkbox"/> Periodic inspection during ductwork erection
 (specify frequency) _____
 <input type="checkbox"/> During system testing</p> <p>16. Special cases
 <input type="checkbox"/> Shear wall/diaphragm nailing/masonry
 Anchorage to existing concrete/masonry
 <table border="0" style="margin-left: 40px;"> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/> Installation inspection</td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/> Proof load testing</td> </tr> </table> <input type="checkbox"/> Shoring
 <input type="checkbox"/> Underpinning</p> <p>17. Exterior insulation and finish systems (EFIS)
 <input type="checkbox"/> Requires inspection
 Exceptions:
 <input type="checkbox"/> EFIS installed over water-resistive barrier
 <input type="checkbox"/> EFIS installed over masonry/conc. walls</p> | | Continuous | Periodic | Pile Driving | <input type="checkbox"/> | <input type="checkbox"/> | Drilling | <input type="checkbox"/> | <input type="checkbox"/> | Testing | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> Installation inspection | | <input type="checkbox"/> Proof load testing |
| | Continuous | Periodic | | | | | | | | | | | | | | | |
| Pile Driving | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | |
| Drilling | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | |
| Testing | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | |
| | <input type="checkbox"/> Installation inspection | | | | | | | | | | | | | | | | |
| | <input type="checkbox"/> Proof load testing | | | | | | | | | | | | | | | | |

Notes: _____

