

# Statement of Special Inspections

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Project:

Location:

Owner:

Design Professional in Responsible Charge:

This *Statement of Special Inspections* is submitted as a condition for permit issuance in accordance with the Special Inspection and Structural Testing requirements of the Building Code. It includes a schedule of Special Inspection services applicable to this project as well as the name of the Special Inspection Coordinator and the identity of other approved agencies to be retained for conducting these inspections and tests. This *Statement of Special Inspections* encompass the following disciplines:

- Structural                       Mechanical/Electrical/Plumbing  
 Architectural                       Other: \_\_\_\_\_

The Special Inspection Coordinator shall keep records of all inspections and shall furnish inspection reports to the Building Official and the Registered Design Professional in Responsible Charge. Discovered discrepancies shall be brought to the immediate attention of the Contractor for correction. If such discrepancies are not corrected, the discrepancies shall be brought to the attention of the Building Official and the Registered Design Professional in Responsible Charge. The Special Inspection program does not relieve the Contractor of his or her responsibilities.

Interim reports shall be submitted to the Building Official and the Registered Design Professional in Responsible Charge.

A *Final Report of Special Inspections* documenting completion of all required Special Inspections, testing and correction of any discrepancies noted in the inspections shall be submitted prior to issuance of a Certificate of Use and Occupancy.

Job site safety and means and methods of construction are solely the responsibility of the Contractor.

Interim Report Frequency: \_\_\_\_\_ or  per attached schedule.

Prepared by:

\_\_\_\_\_  
(type or print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Owner's Authorization:

Building Official's Acceptance:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Schedule of Inspection and Testing Agencies

This Statement of Special Inspections / Quality Assurance Plan includes the following building systems:

- |  |  |
|--|--|
| <input type="checkbox"/> Soils and Foundations     | <input type="checkbox"/> Spray Fire Resistant Material         |
| <input type="checkbox"/> Cast-in-Place Concrete    | <input type="checkbox"/> Wood Construction                     |
| <input type="checkbox"/> Precast Concrete          | <input type="checkbox"/> Exterior Insulation and Finish System |
| <input type="checkbox"/> Masonry                   | <input type="checkbox"/> Mechanical & Electrical Systems       |
| <input type="checkbox"/> Structural Steel          | <input type="checkbox"/> Architectural Systems                 |
| <input type="checkbox"/> Cold-Formed Steel Framing | <input type="checkbox"/> Special Cases                         |

Special Inspection Agencies	Firm	Address, Telephone, e-mail
1. <b>Special Inspection Coordinator</b>		
2. Inspector		
3. Inspector		
4. Testing Agency		
5. Testing Agency		
6. Other		

Note: The inspectors and testing agencies shall be engaged by the Owner or the Owner's Agent, and not by the Contractor or Subcontractor whose work is to be inspected or tested. Any conflict of interest must be disclosed to the Building Official, prior to commencing work.

# Quality Assurance Plan

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## Quality Assurance for Seismic Resistance

Seismic Design Category

Quality Assurance Plan Required (Y/N)

Description of seismic force resisting system and designated seismic systems:

## Quality Assurance for Wind Requirements

Basic Wind Speed (3 second gust)

Wind Exposure Category

Quality Assurance Plan Required (Y/N)

Description of wind force resisting system and designated wind resisting components:

## Statement of Responsibility

Each contractor responsible for the construction or fabrication of a system or component designated above must submit a Statement of Responsibility.

# Qualifications of Inspectors and Testing Technicians

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The qualifications of all personnel performing Special Inspection and testing activities are subject to the approval of the Building Official. The credentials of all Inspectors and testing technicians shall be provided if requested.

## Key for Minimum Qualifications of Inspection Agents:

When the Registered Design Professional in Responsible Charge deems it appropriate that the individual performing a stipulated test or inspection have a specific certification or license as indicated below, such designation shall appear below the *Agency Number* on the Schedule.

PE/SE	Structural Engineer – a licensed SE or PE specializing in the design of building structures
PE/GE	Geotechnical Engineer – a licensed PE specializing in soil mechanics and foundations
EIT	Engineer-In-Training – a graduate engineer who has passed the Fundamentals of Engineering examination

### American Concrete Institute (ACI) Certification

ACI-CFTT	Concrete Field Testing Technician – Grade 1
ACI-CCI	Concrete Construction Inspector
ACI-LTT	Laboratory Testing Technician – Grade 1&2
ACI-STT	Strength Testing Technician

### American Welding Society (AWS) Certification

AWS-CWI	Certified Welding Inspector
AWS/AISC-SSI	Certified Structural Steel Inspector

### American Society of Non-Destructive Testing (ASNT) Certification

ASNT	Non-Destructive Testing Technician – Level II or III.
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### International Code Council (ICC) Certification

ICC-SMSI	Structural Masonry Special Inspector
ICC-SWSI	Structural Steel and Welding Special Inspector
ICC-SFSI	Spray-Applied Fireproofing Special Inspector
ICC-PCSI	Prestressed Concrete Special Inspector
ICC-RCSI	Reinforced Concrete Special Inspector

### National Institute for Certification in Engineering Technologies (NICET)

NICET-CT	Concrete Technician – Levels I, II, III & IV
NICET-ST	Soils Technician - Levels I, II, III & IV
NICET-GET	Geotechnical Engineering Technician - Levels I, II, III & IV

### Exterior Design Institute (EDI) Certification

EDI-EIFS	EIFS Third Party Inspector
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### Other

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# Soils and Foundations

Item	Agency # (Qualif.)	Scope
1. Shallow Foundations		
2. Controlled Structural Fill		
3. Deep Foundations		
4. Load Testing		
4. Other:		

# Cast-in-Place Concrete

Item	Agency # (Qualif.)	Scope
1. Mix Design		
2. Material Certification		
3. Reinforcement Installation		
4. Post-Tensioning Operations		
5. Welding of Reinforcing		
6. Anchor Rods		
7. Concrete Placement		
8. Sampling and Testing of Concrete		
9. Curing and Protection		
10. Other:		

# Precast Concrete

Item	Agency # (Qualif.)	Scope
1. Plant Certification / Quality Control Procedures <input type="checkbox"/> Fabricator Exempt		
2. Mix Design		
3. Material Certification		
4. Reinforcement Installation		
5. Prestress Operations		
6. Connections / Embedded Items		
7. Formwork Geometry		
8. Concrete Placement		
9. Sampling and Testing of Concrete		
10. Curing and Protection		
11. Erected Precast Elements		
12. Other:		

# Masonry

Required Inspection Level:  1  2

Page of

Item	Agency # (Qualif.)	Scope
1. Material Certification		
2. Mixing of Mortar and Grout		
3. Installation of Masonry		
4. Mortar Joints		
5. Reinforcement Installation		
6. Prestressed Masonry		
7. Grouting Operations		
7. Weather Protection		
9. Evaluation of Masonry Strength		
10. Anchors and Ties		
11. Other:		



# Structural Steel

Item	Agency # (Qualif.)	Scope
1. Fabricator Certification/ Quality Control Procedures <input type="checkbox"/> Fabricator Exempt		
2. Material Certification		
3. Open Web Steel Joists		
4. Bolting		
5. Welding		
6. Shear Connectors		
7. Structural Details		
8. Metal Deck		
9. Other:		

# Cold-Formed Steel Framing

Item	Agency # (Qualif.)	Scope
1. Member Sizes		
2. Material Thickness		
3. Material Properties		
4. Mechanical Connections		
5. Welding		
6. Framing Details		
7. Trusses		
8. Permanent Truss Bracing		
9. Other:		

# Spray-Applied Fire Resistant Material

Item	Agency # (Qualif.)	Scope
1. Material Specifications		
2. Laboratory Tested Fire Resistance Design		
3. Schedule of Thickness		
4. Surface Preparation		
5. Application		
6. Curing and Ambient Condition		
7. Thickness		
8. Density		
9. Bond Strength		
10. Other:		

# Wood Construction

Item	Agency # (Qualif.)	Scope
1. Fabricator Certification/ Quality Control Procedures <input type="checkbox"/> Fabricator Exempt		
2. Material Grading		
3. Connections		
4. Framing and Details		
5. Diaphragms and Shearwalls		
6. Prefabricated Wood Trusses		
7. Permanent Truss Bracing		
8. Other:		

# Exterior Insulation & Finish Systems (EIFS)

Item	Agency # (Qualif.)	Scope
1. Material Submittals		
2. Condition of Substrate		
3. Application of Foam Plastic Board		
4. Application of Coatings		
5. Application of Mesh		
6. Ambient Condition and Curing		
7. Flashing and Joint Details		
8. Sealants/Caulks		
9. Other:		

Item	Agency # (Qualif.)	Scope
1. Smoke Control		
2. Mechanical, HVAC & Piping		
3. Electrical System		
4. Other:		

# Architectural Systems

Item	Agency # (Qualif.)	Scope
1. Wall Panels & Veneers		
2. Suspended Ceilings		
3. Access Floors		
4. Other:		

# Special Cases

Item	Agency # (Qualif.)	Scope



# Instructions – Preparation of the Statement of Special Inspections

1. Who Prepares the Form:

The program of inspection and testing for a project should be prepared by the Registered Design Professional (RDP) that is in responsible charge of the building system requiring inspections and testing. The Structural Engineer of Record (SER) should prepare the sections required for the structural elements such as foundations, concrete, structural steel, etc. The Architect and MEP Engineer of Record should prepare the corresponding sections of the SSI for the building systems that they are responsible for. For further explanation, please refer to the “Guide to Special Inspections and Quality Assurance”.
2. The Front Page:
  - 2-1. At the top of the page indicate the project name and location as they appear on the Contract Documents, provide the Owner’s name (individual, private company, municipality, government agency, etc.), and indicate the Design Professional In Responsible Charge. This should be the RDP in responsible charge of the building systems for which this Statement of Special Inspections is being prepared. See explanation in item 1 above.
  - 2-2. Next, read the first paragraph and check the box below indicating the discipline(s) that this SSI will encompass (Structural, Architectural, Mechanical/Electrical/Plumbing, or Other).
  - 2-3. After reading the remaining paragraphs, the RDP must indicate the frequency of “Interim Reports” required from the Special Inspection Coordinator for the project. This can be indicated directly on the page, i.e. ”weekly”, or the adjacent box can be checked to attach a more specific schedule.
  - 2-4. Near the bottom of the page, the RDP must print, sign, and date the form, and stamp the form with their professional seal in the box provided.
  - 2-5. The Owner or Owner’s agent must sign and date the front page after the SSI has been completed by the RDP.
  - 2-6. The Building Official must sign and date the form upon acceptance.
3. Page 2 – Schedule of Inspection and Testing Agencies:
  - 3-1. The top of the page lists all of the categories of building systems with a box next to each. The RDP must check the boxes for only the building systems that are going to be covered in this SSI. A completed inspection program page must be attached for each building system that is checked off. (See instruction #5 below.)
  - 3-2. The chart below is where the members of the Special Inspection Program are listed. Their names, addresses, telephone numbers, and emails should be filled out in the appropriate boxes. If the Inspectors and Testing Agencies have not been determined yet, the RDP can fill in the boxes with “To Be Determined”.
4. Page 3 – Quality Assurance Plan:
  - 4-1. The RDP must review sections 1705 and 1706 in Chapter 17 of the IBC to determine if the project requires a Quality Assurance Plan for the seismic force and wind force resisting systems and components.
  - 4-2. The RDP must indicate whether or not a Quality Assurance Plan is required by filling in the information requested on the page. It is only necessary to provide descriptions

of the seismic and wind force resisting systems if it is determined that a Quality Assurance Plan is required.

5. Inspection Program Pages For Each Building System:

- 5-1. There is a page attached for each building system where the RDP identifies the inspection requirements of each system. Fill out the pages for only the building systems included in this SSI. Do not include blank pages for building systems not covered under this SSI.
- 5-2. Indicate the inspection or testing firm (Agency #) that will perform each inspection task. The Agency # is the number listed next to the Inspector or Testing Laboratory on the chart on page 2 of the SSI.
- 5-3. Indicate the required qualifications of the Inspector for each inspection. A list of qualifications of Inspectors and testing technicians is provided on page 4 of the SSI for reference. The RDP may require additional qualifications beyond the ones listed if they feel it is appropriate. Suggested qualifications have been included for consideration. The RDP must determine what qualifications are appropriate for the particular project and confirm that the selected agency employs individuals with the specified qualifications.
- 5-4. The scope of each inspection must be filled in by the RDP. The editable text provided in italics reflects the code mandated minimum inspection requirements designated in section 1704 of IBC Chapter 17. The editable text does not include the inspections requirements for seismic and wind resisting systems listed in sections 1705 through 1708. The RDP must determine if the project falls under the requirements of sections 1705 to 1708 and add the required inspections to the building systems. The final scope of the inspections required for the project must be determined by the RDP.
- 5-5. Descriptions of all inspections must include the required frequency of each inspection or test.