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SPECIAL INSPECTOR GUIDELINES

SECTIONS

- A. General**
- B. Special Inspector Qualifications and acceptance**
- C. Duties and Responsibilities**
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A. GENERAL

In the interest of uniformity in the enforcement of special inspections in accordance with The International Building Code Section 1704, as well as uniformity of qualifications of personnel to perform those functions, it has become necessary to establish minimum standards for the inspectors performing the special inspection tasks.

The owner, engineer, or the architect of record acting as the owner's agent shall employ one or more special inspectors who shall perform the necessary inspections for the types of work specified in Chapter 17 of the International Building Code, the approved plans and as required by the Logan City Building Official and these guidelines. The approved agency that provides special inspections and testing shall be objective and competent. Any possible conflicts of interest are to be disclosed to the Building Official.

When in the opinion of the Building Official, the nature of the work requires special inspection by a specialist or professional consultant having certain technical knowledge and skill in specialized work or designs, the Building Official may designate additional specific requirements for the special inspector to perform the inspections.

Definitions

"SPECIAL INSPECTOR-The special inspector shall be an individual who shall demonstrate qualification to the Building Official in accordance with Section B of this guide, for the inspection of the particular type of construction or operation requiring special inspection.

"BUILDING OFFICIAL-The person(s) employed by the jurisdiction responsible for enforcing this program.

B. SPECIAL INSPECTOR QUALIFICATIONS AND ACCEPTANCE

It is the intent of this section to institute a standard for minimum inspector qualifications, which will serve as a guideline for approval of special inspectors.

Building Code Requirements

As required by the International Building Code, the following shall be submitted prior to start of the project.

- ✚ The permit applicant shall submit a statement of special inspections prepared by the registered design professional. This statement shall include a complete list of materials and work requiring special inspection, the inspections to be performed and a list of the individuals and the approved agency to be retained. The individuals and agency shall demonstrate qualifications in accordance with "Qualifications of Inspectors" as outlined below in this section.

- ✚ A Quality Assurance Plan for Seismic Resistance. The quality assurance plan shall contain the required information in accordance with Section 1705 of the International Building Code.
- ✚ A contractor's statement of responsibility that includes:
 - Acknowledgment of awareness of special inspection requirements.
 - Acknowledgement that control will be exercised to obtain conformance with construction documents.
 - Procedures for exercising control within the contractor's organization.
 - Method and frequency of reporting and distribution of reports.
 - Identification and qualifications of the persons exercising such controls and their position in the organization.

Qualifications of Inspectors

The qualifications of all personnel performing special inspection activities are subject to review and approval of the Building Official. The credentials of all Inspectors and testing technicians shall be provided with application for pre-approval and shall be produced upon request at any time while performing such duties. Certification photocopies with valid expiration dates are to be included with credentials.

KEY FOR MINIMUM QUALIFICATION OF SPECIAL INSPECTORS:

The individual performing a stipulated test or inspection shall have a specific certification or license for the task being performed as indicated below. Certification is intended to mean successful completion of an examination appropriate to the category of work involved and in accordance with the requirements of the certifying agency.

ACI American Concrete Institute - Level I Certified Concrete Field Testing Technician. This certification is appropriate for individuals performing concrete sampling, slump tests, air-content tests, temperature tests, unit weight tests, and casting compression test cylinders. **This shall not include inspections of reinforced concrete.**

AWS American Welding Society - Certified Welding Inspector (CWI). This certification is appropriate for individuals performing visual inspection of welds. **This shall not include inspection of structural steel.**

ASNT American Society of Non-Destructive Testing – Level II or III. This certification is appropriate for individuals performing ultra-sonic testing of welds.

SMSI Structural Masonry Special Inspector – certification by ICBO.

SWSI Structural Steel and Welding Special Inspector – certification by ICBO. This certification is appropriate for individuals performing inspections of structural steel and welding.

SFSI Spray-Applied Fireproofing Special Inspector – certification by ICBO.

PCSI Pre-stressed Concrete Special Inspector – certification jointly sponsored by ICBO, BOCA and SBCCI with participation from PCI and PTI.

RCSI Reinforced Concrete Special Inspector – certification jointly sponsored by ACI, ICBO, BOCA and SBCCI.

C. DUTIES AND RESPONSIBILITIES

Duties of the General Contractor

GENERAL

It is the duty of the general contractor or person doing the work requiring inspection to notify both the special inspector and the Building Official's office that the work is ready for inspection. Requests for

inspection shall be made to the City of Logan Building Department at least one working day in advance of the inspection. In addition to requests for inspection by Logan City, the General Contractor shall be responsible for providing the Special Inspector adequate notice of inspection so as the Special Inspector shall have proper time to review plans and be able to perform a proper inspection.

SCHEDULE INSPECTIONS

A special inspection does not waive the requirement for inspection by the City of Logan Building Inspector. The General Contractor shall be responsible for scheduling Logan City inspections. Only after the Special Inspector has approved the work shall the Building Official inspect the work. This will provide the Building Official the proper means to monitor the Special Inspector's performance.

PROVIDE ACCESS

It is the duty of the person requesting the inspection to provide access to and means for proper inspection. This shall include access to the work as well as the "City of Logan Approved" construction drawings.

DAILY INSPECTION LOG

The General Contractor shall furnish and be responsible for a "Daily Inspection Log" for the Special Inspector. The log shall be accessible to the Special Inspector to sign in upon arrival to the job site and sign out upon departure from the site. The Daily Inspection Log shall include the name of the Inspector, arrival time, types of inspections performed and departure time. This log must be accessible to the Building Official for review at all times.

SPECIAL INSPECTION REPORTS

The General Contractor shall be responsible for retaining at the job site all special inspection reports submitted by the Special Inspector. There shall be 2 copies. One copy shall remain at the job site for review and the second copy shall be surrendered to the Building Official to be kept in the Building Department's permanent records.

NON-CONFORMANCE RESOLUTIONS

The General Contractor shall be responsible for resolving any non-conforming items as noted by the Special Inspector or Building Official. This may include contacting the Engineer for acceptable corrections to deficiencies. Such corrections shall be reviewed and approved by the Building Official prior to being permanently incorporated into the work.

Duties of the Special Inspector

GENERAL

Prior to the commencement of any work, the Special Inspector shall verify that the permit drawings at the site have the "City of Logan Approved" stamp. All inspections shall be conducted using the "City of Logan Approved" set of construction drawings. Any changes from the approved set of construction drawings must have the approval of the Logan City Building Department prior to commencing the affected portion of the work.

The Special Inspector shall observe the work for compliance with the "City of Logan Approved" construction documents, the International Building Code, job specifications and applicable standards of quality as referenced in the IBC as an "IBC Standard" or "Recognized Standard".

Special inspections are either required on a continuous or periodic basis. Continuous is defined as the Special Inspector being onsite and in the general area at all times observing the work. Periodic inspections are defined as part time or intermittent inspections. The basis of which the inspections are to be performed shall be included in the quality assurance plan, job specifications or upon the approved

construction drawings. If there is any question as to the basis of the inspections to be performed, contact the City of Logan Building Division.

DAILY SIGN IN LOG

Each Special Inspector shall “sign in” and “sign out” on the “Special Inspector Daily Log” upon arriving to or departing from the site. The Special Inspector shall include on the log the name of the Inspector, arrival/departure times and types of inspections performed. The Sign In Log shall be accessible to the Building Official for review at all times.

DAILY INSPECTION REPORT

The Special Inspector shall complete and sign a daily report for each day’s inspections. A copy of the daily report shall remain on the job site with the General Contractor. A second copy shall be provided to the Building Official for review to be kept in the Building Department permanent file. The daily report shall include the following:

1. Description of the work inspected.
2. Specific location of work observed.
3. Detailed description of area and grid lines when possible. (Ex. Masonry grout pour 4 ft to 8 ft at grids 1-2-B-C. West walls at gymnasium and interior walls locker room.)
4. List any non-conforming items.
5. List how non-conforming items were resolved or unresolved.
6. List any corrections to non-conforming items authorized by the Engineer, Architect or Building Official.
7. List any lapse in coverage i.e. missed inspections, unfulfilled tests etc.

REPORT NON-CONFORMING ITEMS

The Special Inspector shall bring all non-conforming items to the immediate attention of the General 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 Official and post a discrepancy notice onsite.

LIST DISCREPANCIES

A running Discrepancy list shall be maintained on the site and clearly posted at the job site. The list shall contain all discrepancies, missed coverage of inspections or tests and shall clearly note all unresolved discrepancies. Resolved discrepancies must be accompanied by the Engineer’s approval, the Building Official’s Approvals and the Special Inspector’s approval or verification of corrective action if required.

WEEKLY REPORTS

The Special Inspector shall provide weekly reports of tests and inspections performed. Copies shall be furnished directly to the Building Department, Engineer, Architect and others as designated. The weekly reports shall include the following:

Description of individual inspections and tests performed with specific locations included.

- A list of non-conforming items.
- A report of how non-conforming items were resolved or unresolved, as applicable.
- Itemized changes authorized by the architect or engineer accompanied by approval of the Building Official.

Copies of laboratory tests of construction materials shall be furnished directly to the Building Department, Engineer, Architect and General Contractor. These tests shall include descriptions of materials tested (include amount and number of tests), area of structure tests were taken, test dates, required strength of tests, results of tests. Any deficiencies in test results shall be

immediately brought to the attention of the Building Official, Engineer, Architect and General Contractor.

NONPERFORMANCE OF THE SPECIAL INSPECTOR

Nonperformance of the Special Inspector or the agency in charge of providing special inspection will not be tolerated. Examples of nonperformance includes not following the Duties of the Special Inspector outlined in this section, failing to inspect, failing to conduct inspections on the proper basis or knowingly approving items not in conformance with the approved plans, approved quality assurance plan, specifications, applicable Building Code or applicable reference standard. We understand that mistakes are made, but it is imperative that the Special Inspector maintain the highest level of professionalism and expertise in the fields they specialize. The Special Inspector shall follow the applicable construction documents very carefully in order to assure compliance with the approved documents.

In order to maintain the highest level of quality and to assure compliance with the approved construction documents the Special Inspector shall be held responsible for his/her work. If the Building Official finds nonperformance items, a discrepancy notice will be given to the Special Inspector. If a Special Inspector is given 2 notices, the agency providing special inspections will be immediately removed from the project and replaced by another agency specified by the owner. The new special inspection agency shall be subject to the review and approval process outlined in Section B of this guide.

FINAL REPORT

The Special Inspector shall submit a final, signed report to the Building Official. The report shall state that all items requiring inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the “City of Logan Approved” construction drawings, job specifications, Building Department approved changes, applicable provisions of the IBC and applicable standards. This report shall also include any unresolved issues as well as discrepancies in coverage (i.e. missed inspections or tests etc.)

Duties of the Building Department

VERIFY COMPLIANCE

The City of Logan Building Department shall ensure compliance of the Special Inspection requirements of section 1704 of the International Building Code.

APPROVE SPECIAL INSPECTORS

The City of Logan Building Department shall approve all Special Inspectors and special inspection agencies. We shall verify that all Special Inspectors meet the minimum qualifications for the work being done.

MONITOR SPECIAL INSPECTORS

Work requiring special inspections and the performance of Special Inspectors shall be monitored by the City of Logan Building Inspector. The City’s approval must be obtained prior to placement of concrete or similar construction in addition to that of the Special Inspector. Only after the Special Inspector has approved the work shall the Building Official inspect the work. This will allow the Building Department to fulfill its duties to monitor the Special Inspector. The contractor will not be able to proceed with work if special inspection is not provided.

ISSUE CERTIFICATE OF OCCUPANCY

The Building Department may issue a Certificate of Occupancy only after all the special inspection reports and the final inspection report has been received, reviewed and found acceptable.

D. ACKNOWLEDGMENTS

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

Project Name and Address

Permit Application Number

Owner

Date

City approval

Contractor

Date

City approval

Special Inspection and Testing Agency

Date

City approval

Date

City approval

Sub contractor (concrete, mason, steel erector)

Date

City approval