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Special Inspections Program

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A. OWNER - Responsibilities:

- Special Inspections and fees/costs are the responsibility of the Owner. These are not permit fees.
- The Owner is responsible for employing or contracting the RDPiRC and shall contact the building official if there is a change in the RDPiRC.

B. RDPiRC - Responsibilities - Registered Design Professional in Responsible Charge (RDPiRC):

- The RDPiRC is a licensed design professional responsible for implementation and determination of Required Special Inspections, per Section 1704 of the International Building Code (IBC).
- The RDPiRC contracts with or is employed by the owner. The RDPiRC and the special inspectors and testing technicians may not be in the employment of the general contractor, subcontractors or material suppliers. In the case of an owner/contractor, the building official shall specify who employs the RDPiRC and special inspectors.
- The RDPiRC, as the owner's agent, may employ or contract with the special inspectors.
- The RDPiRC shall assign only trained, experienced, qualified special inspectors and testing technicians.
- The RDPiRC is responsible for providing the general contractor with a list of all required Special Inspections and the associated special inspectors prior to construction.
- The RDPiRC shall submit special inspector field reports or any [Notice of Non-Compliance](#) (NNC) items to the building official and copy the special inspector, owner and general contractor.
- RDPiRC shall prepare, sign and submit the [Final Report of Required Special Inspections](#) after the general contractor completes his work according to the approved construction documents.
- The RDPiRC shall prepare the [Final Report of Required Special Inspections](#) using the form approved by the building official.

C. SPECIAL INSPECTOR - Responsibilities:

- Each special inspector must be qualified in the area of expertise of special inspection required.
- Each special inspector contracts with or is employed by the RDPiRC or owner.
- Each special inspector is responsible for verification of items detailed in the plans and specifications.
- Special inspectors shall prepare, sign and submit to the RDPiRC an inspection report for any time spent at a project site. Submit reports within a reasonable time with supporting documentation.
- The special inspector shall bring non-complying items to the immediate attention of the general contractor

and the RDPiRC. If non-complying items are not corrected in a timely manner, the special inspector shall prepare and submit a [Notice of Non-Compliance](#) (NNC).

- Copy the building official, the general contractor and owner. The building official may suspend all future work in the areas of such non-compliance until items are corrected.

D. GENERAL CONTRACTOR - Responsibilities:

- The general contractor shall not employ the special inspector.
- The general contractor is responsible for coordinating all testing and inspections and notifying the RDPiRC and the special inspector of work ready for inspection.
- The general contractor shall keep a special inspections log book readily available for both the special inspectors and the city building inspector. The log book shall include a copy of the following:
 - 1) Statement of Special Inspections
 - 2) The special inspections log & sign in sheet
 - 3) A copy of all special inspection reports from the special inspector
 - 4) Any changes that may apply to special inspections on the project

E. FORMS - Lists, Notice Forms and Report Forms for Special Inspections

I. Statement of Required Special Inspections:

- A complete itemized list according to IBC Chapter 17-Required Verification and Inspection Tables submitted by the RDPiRC as part of the permit documents
- List the RDPiRC name and contact information
- The RDPiRC shall furnish the required qualifications of the special inspector and frequency of each special inspection upon request.

II. Report of Required Special Inspections:

- Report prepared, signed and submitted by each special inspector to the RDPiRC for the RDPiRC to prepare the Final Report of Required inspections.
- Submitting this report indicates that inspections and tests performed, either periodically or continuously, represent all the work for the item inspected.
- Copy the general contractor.

III. Final Report of Required Special Inspections:

- Report prepared, signed and submitted by the RDPiRC for the owner and submitted to the building official.
- Submittal indicates completion of all special inspections and resolution of all NNC items.
- Copy the general contractor and all special inspectors listed in the report.
- Final report is required prior to the issuance of a Temporary C.O. or a C.O.

F. BUILDING INSPECTOR - Special Inspection Review (SIR)

- Building Inspections Department Inspectors are responsible for the Special Inspection Review of reports submitted by the RDPiRC in conformance with plans and specifications.
- A log book of all identified special inspections must be located on the job site and presented to the building inspector for review when requested.
- Failure of the general contractor to provide a log sheet may result in a STOP WORK order.