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CONSTRUCTION BULLETIN
IBC Statement of Special Inspections
February 2021

2018 INTERNATIONAL BUILDING CODE

PROJECT_____ PERMIT #_____

ADDRESS_____ DATE_____

Summary Statement of Special Inspection

In accordance to Section 1704.2.3, the applicant shall submit a statement of special inspections as a condition for permit issuance. When special inspection is required to be performed, the ***owner***, or the ***registered design professional in responsible charge*** acting as the owner's agent, is required to hire an independent testing/inspection agency to perform required special inspections.

The independent agency hired to perform the duties of special inspection is required to be a registered agency with Washington Association of Building Officials (WABO), under the Special Inspection Registration Program (SIRP) Standard No. 1701 or most current adopted special inspection standard published by WABO.

The design professional shall complete the attached forms and submit them to the Building Department prior to issuance of the building permit. The special inspectors assigned to any project within the Jurisdiction shall be currently registered with WABO and certified for the disciplines assigned.

The Schedule of Special Inspections summarizes the Special Inspections and tests required. Special Inspectors will refer to the approved plans and specifications for detailed special inspection requirements. Any additional tests and inspections required by the approved plans and specifications will also be performed.

A Final Report of Special Inspections documenting 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 (Section 1704.2.4).

Prepared by:

Registered Design Professional in Responsible Charge: _____

The following are the testing agencies and special inspectors that will be retained to conduct tests and inspection on this project:

Responsibility	Firm	Address, Telephone, e-mail
1. Special Inspection Agency (except for geotechnical)		
2. Material Testing Agency (Laboratory)		
3. Geotechnical Inspection Agency		
4. Other		
5. Other		

GENERAL INFORMATION:

- *Obtain a building permit before starting construction.*
- *This construction bulletin is intended to provide guidelines and a checklist of some special inspections that may be required per 2018 IBC. Additional information can be found at your local building department.*

Summary of Special Inspection

For this project, check the required inspections per IBC Chapter 17

Architect	S Engr	MEP Engr	Special Inspections and tests	Notes
	☐		1705.1.1 Special Cases	
	☐		1705.2 Steel construction	
	☐		1705.2.1 Structural Steel	
	☐		1705.2.2 Cold-formed steel deck	
	☐		1705.2.3 Open-web steel joists and joist girders	
	☐		1705.2.4 Cold-formed steel joists and joist girders	
	☐		1705.3 Concrete construction	
	☐		1705.3 Concrete, reinf. & anchors (pre- or post-installed)	
	☐		1705.3.1 Welding of reinforcing bars	
	☐		1705.3.2 Material tests	
	☐		1705.4 Masonry construction	
	☐		1705.5 Wood construction	
	☐		1705.5.1 High-load diaphragms	
	☐		1705.5.2 Metal-plate-connected wood trusses	
	☐		1705.5.3 Mass timber construction	
	☐		1705.6 Soils	
	☐		1705.7 Driven deep foundations	
	☐		1705.8 Cast-in-place deep foundations	
	☐		1705.9 Helical pile foundations	
	☐		1705.10 Fabricated items**	
	☐		1705.11 Special inspections for wind resistance	
	☐		1705.11.1 Structural wood	
	☐		1705.11.2 Cold-formed steel light framed construction	
	☐		1705.11.3 Wind resisting components	
	☐		1705.12 Seismic force-resisting systems	
	☐		1705.12.1 Structural steel	
	☐		1705.12.2 Structural wood	
	☐		1705.12.3 Cold-formed steel light framed construction	
☐	☐	☐	1705.12.4 Designated seismic systems	
☐	☐		1705.12.5 Architectural components	
	☐	☐	1705.12.6 Plumbing, mechanical and electrical components	
☐	☐		1705.12.7 Storage racks	
	☐		1705.12.8 Seismic isolation systems	
	☐		1705.12.9 Cold-formed steel special bolted moment frames	
	☐		1705.13 Testing for seismic resistance	
	☐		1705.13.1 Structural steel	
☐	☐	☐	1705.13.2 Nonstructural components	
☐	☐	☐	1705.13.3 Designated seismic systems	
	☐		1705.13.4 Seismic isolation systems	
☐			1705.14 Sprayed fire-resistant materials	
☐			1705.15 Mastic and intumescent fire-resistant coatings	
☐			1705.16 Exterior insulation and finish systems (IEFS)	
☐			1705.17 Fire-resistant penetrations and joints	
☐			1705.17.1 Penetration firestops	
☐			1705.17.2 Fire-resistant joint systems	
☐		☐	1705.18 Testing for smoke control	
☐			1705.19 Sealing of mass timber	

** Off-site special inspection is not required when approved by the building official. See MBP construction tip sheet "**Approved Fabricators**" online.

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Seismic Requirements (IBC 1704.3.2)

Describe the seismic force resisting system and designated seismic systems subject to special inspections in accordance with IBC 1705.12 or 1705.13

The extent of seismic force resisting system and designated seismic systems are defined in more details in the construction documents.

Wind Requirements (IBC 1704.3.3)

Describe the wind force resisting systems and wind resisting components subject to special inspections in accordance with IBC 1705.11

The extent of wind force resisting system is defined in more details in the construction documents.

Structural Observation (IBC 1704.6)

Describe frequency and extent of structural observations when required by the provisions of IBC 1704.6.1, 1704.6.2 or 1704.6.3

The extent of structural observation is defined in more details in the construction documents.

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PLEASE CHECK WITH YOUR LOCAL JURISDICTION TO DETERMINE REQUIRED SIGNATURES

A. Owner Responsibilities

The owner or the design professional in responsible charge acting as the owner's agent, shall fund special inspection services. The owner is responsible for seeing that these requirements are met.

I have read and understand my responsibilities regarding special inspections.

Owner/ Agent:_____ **By:**_____ **Date:**_____

B. Registered Design Professional Responsibilities

1. The registered design professional in responsible charge (engineer, or architect), shall include special inspection requirements and specifications on the plans.
2. Provide structural observation where required per IBC Section 1704.6.
3. Prepare the Statement of Special Inspections in accordance with IBC section 1704.3 and identify Structural Testing for Seismic Resistance per IBC section 1704.3.2 (When required). The statement of special inspections shall identify items fabricated on the premises of an approved fabricator where special inspections are not required by section 1704.2.5.
4. Review the special inspection reports and provide corrective action for work that may not conform to the approved plans.

I have read and understand my responsibilities regarding special inspections.

Registered Design Professional in Resp. Charge:_____ **By:**_____ **Date:**_____

Structural Engineer of Record:_____ **By:**_____ **Date:**_____

C. Contractor's Responsibilities

1. Notify the agency:
   The contractor is responsible for notifying the inspection agency in sufficient time for scheduling personnel to perform required inspections.
2. Written statement of responsibility:
   Contractor shall complete this form to satisfy IBC 1704.4 Contractor responsibility for construction of designated main-wind or seismic force resisting system. Additional information shall be provided where requested by the jurisdiction.
3. Provide access to Jurisdiction approved plans:
   The approved plans shall be readily accessible at the job site.
4. Provide access to work:
   The contractor shall provide reasonable access to all work requiring special inspection.
5. Retaining special inspection reports at the job site:
   The contractor is also responsible for retaining at the job site all special inspection records submitted by the special inspector, and providing these records for review by the Building Department's inspector upon request.
6. Notify Jurisdiction of special inspections prior to scheduled inspection time.
7. Provide a copy of special inspector's credentials when requested by the jurisdiction.

I have read and understand my responsibilities regarding special inspections.

Contractor:_____ **By:**_____ **Date:**_____

D. Duties of the Special Inspector

1. **<u>Inspect and/or test the work</u>**:
   The inspector shall inspect and /or test the work for compliance with the Jurisdiction approved plans, specifications, and applicable provisions of the IBC. The architect/engineer's reviewed shop drawings, and/or placement drawings, may be used only as an aid to inspections.
   - ***Continuous Special Inspection*** – The full-time observation of work requiring special inspection by an approved special inspector who is present in the area where the work is being performed.
   - ***Periodic Special Inspection*** – The part-time or intermittent observation of work requiring special inspection by an approved special inspector who is present in the area where the work is being performed and at the completion of the work report non-conforming items:

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The 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 and is about to be incorporated in the work, the special inspector shall immediately notify the Building Department, the engineer or architect, his/her office.

2. **Furnish daily reports**:
   The special inspector shall complete a daily report for each day's inspections. The daily reports shall remain at the job site with the contractor for the Building Department's inspector. The reports shall include the following:
   a. *Name of special inspector with WABO certification number and certification type, date, time, temperature and weather conditions.*
   b. *Description of the inspections, with locations and tests performed.*
   c. *Listing any non-conforming items.*
   d. *Include how items were resolved or unresolved.*
   e. *List any changes or corrections to non-conforming issues authorized by the engineer, architect, or Jurisdiction's building inspectors.*
3. **Furnish weekly reports**:
   The inspection agency shall furnish weekly reports of the tests and inspections performed directly to the Building Department, project engineer, architect, and/or others as designated.
4. **Furnish final report**:
   The inspection agency shall submit a final signed report to the Building Department stating that all items requiring special inspections and testing were fulfilled, all discrepancies were corrected or resolved, and all work requiring special inspections is in conformance with the approved design drawings and specifications.
   - Any items unresolved or discrepancies in coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

I have read and understand my responsibilities regarding special inspections.

Special Inspection Agency:_____ **By:**_____ **Date:**_____

Material Testing Agency:_____ **By:**_____ **Date:**_____

Geotechnical Inspection Agency:_____ **By:**_____ **Date:**_____

Other:_____ **By:**_____ **Date:**_____

Other:_____ **By:**_____ **Date:**_____

E. Submittals to the Building Official

1. In addition to the submittal of reports of special inspections and tests by the approved special inspection agency in accordance with IBC Section 1704.2.4, reports and certificates shall be submitted by the owner or the owner's authorized agent to the building official for items listed in IBC 1704.5.

F. Jurisdiction

1. The Jurisdiction will review the implementation of Structural Tests and Special Inspection requirements.
2. Review special inspections:
   The Building Department shall review all special inspectors and special inspection requirements found in IBC Chapter 17 and the WABO - SIRP Standards 1701.
3. Monitor special inspections:
   Work requiring special inspections, and the performance of special inspectors, may be monitored by the Building Department's inspector. The jurisdiction's approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.
4. Perform inspections as required by the local building code.
5. Issue Certificate of Occupancy:
   The Building Department will only issue a Certificate of Occupancy after all special inspection reports and the final special inspection report, have been submitted and accepted.

Building Official:_____ **Date:**_____

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