

Effective 2/17/16

**STATEMENT OF SPECIAL INSPECTION FORM**

PROJECT \_\_\_\_\_ PERMIT # \_\_\_\_\_  
ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_  
INSPECTION AGENCY \_\_\_\_\_ PHONE # \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
AGENCY CONTACT PERSON \_\_\_\_\_  
DESIGN PROFESSIONAL \_\_\_\_\_ COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

**Check Required Special Inspections - per International Building Code, Section 1701/1704/1707:**

Seismic Force Resisting Systems requiring inspection (IBC 1707): \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> 1. Structural Welding (Steel 1704.3.1)   | <input type="checkbox"/> 12. Sprayed Fire-Resistant Materials (1704.10) |
| <input type="checkbox"/> 2. High Strength Bolting (Steel 1704.3.3)  | <input type="checkbox"/> 13. Mastic and Intumescent Coatings (1704.11)  |
| <input type="checkbox"/> 3. Structural Concrete and Reinf. Steel (1704.4)   | <input type="checkbox"/> 14. Ext. Insul. and Fin. System (EIFS 1704.12) |
| <input type="checkbox"/> 4. Anchor Bolts in Concrete (1704.4)   | <input type="checkbox"/> 15. Expansion and Adhesive Anchors (1704.13)   |
| <input type="checkbox"/> 5. Prestressed Concrete and PT tendons (1704.4)  | <input type="checkbox"/> 16. Smoke Control (1704.14)                    |
| <input type="checkbox"/> 6. Shotcrete (1704.4)  | <input type="checkbox"/> 17. Cont. SI for Struct. Welding (SISR 1707.2) |
| <input type="checkbox"/> 7. Masonry (1704.5) <u>Level 1</u> or <u>Level 2</u> (Circle One)                                | <input type="checkbox"/> 18. Structural Wood (SISR 1707.3)              |
| <input type="checkbox"/> 8. High Load Diaphragms (Wood 1704.6)  | <input type="checkbox"/> 19. Cold-Formed Steel Framing (SISR 1707.4)    |
| <input type="checkbox"/> 9. Grading, excavation, and filling (Soils 1704.7)   | <input type="checkbox"/> 20. Stor. Racks and Access Flrs. (SISR 1707.6) |
| <input type="checkbox"/> 10. Pile Foundations (1704.8)  | <input type="checkbox"/> 21. Architectural Components. (SISR 1707.7)    |
| <input type="checkbox"/> 11. Pier Foundations (1704.9)  | <input type="checkbox"/> 22. Mech. and Elec. Components (SISR 1707.8)   |
| <input type="checkbox"/> 23. Other inspections as required by the Design Professional or the Building Official (1704.13). |   |

24. Items by an approved Fabricator (1704.2) \_\_\_\_\_

(For item 24, Refer to MCBP Policy Statement on Approved Fabricators-List only those items constructed by an approved fabricator when special inspections will not be provided. A certificate of compliance from the fabricator shall be provided).

**Section 1709-Structural Observations (List requirements):** \_\_\_\_\_

Specify Structural Testing for Seismic Resistance below (IBC 1705.3.1 when required)

A. Masonry (IBC 1708.1)                      Level 1 or Level 2 (Circle One)

Test Description \_\_\_\_\_

Frequency \_\_\_\_\_

B. Reinforcing and Prestressing steel (IBC 1708.3)

Test Description \_\_\_\_\_

Frequency \_\_\_\_\_

C. Structural Steel (IBC 1708.4)

Test Description \_\_\_\_\_

Frequency \_\_\_\_\_

D. Mechanical and Electrical Equipment (IBC 1708.5)

Test Description \_\_\_\_\_

Frequency \_\_\_\_\_

## STATEMENT OF SPECIAL INSPECTIONS GUIDELINES

In accordance to Section 1701, 1704, 1705 and 1708 of the current adopted International Building Code (IBC), 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 McKenzie County Building Department (MCBD).

The design professional shall complete the attached forms and submit them to the Building Department prior to issuance of the building permit. For projects requiring continuous inspection, the preparer shall submit the name and qualifications of the individual(s) assigned to the project. The inspectors assigned to any project within the Jurisdiction shall be currently registered with MCBD, and certified for the disciplines assigned.

### A. 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. Provide written statement of responsibility

The contractor shall provide a written statement of responsibility as required in section 1706 for construction of designated main-wind or seismic force resisting system.

#### 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.

### B. Duties of the Special Inspector

#### 1. Observe the work

The inspector shall observe 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.

#### 2. Report non-conforming items

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.

#### 3. 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 MCBD 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.

**4. 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.

**5. 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.

**C. Jurisdiction's Responsibilities**

**1. To verify compliance**

The Jurisdiction is required to oversee the implementation of Structural Tests and Special Inspection requirements found in IBC Chapter 17.

**2. Review special inspections**

The Building Department shall review all special inspectors and special inspection requirements.

**3. Monitor special inspections**

Work requiring special inspections, and the performance of special inspectors, shall 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. 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.

**D. Owner Responsibilities**

The owner, 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.

**E. 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 Per IBC Section 1709 as amended by the McKenzie County requirements and specifications on the plans.
3. Prepare the Statement of Special Inspections in accordance with IBC section 1705 and identify Structural Testing for Seismic Resistance per IBC section 1708 (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 1704.2.1.
4. Review the special inspection reports and provide corrective action for work that may not conform to the approved plans.

**ACKNOWLEDGMENTS**

**\*\* PLEASE CHECK WITH YOUR LOCAL JURISDICTION TO DETERMINE REQUIRED SIGNATURES**

**I have read and understand my responsibilities regarding special inspections.**

**Owner/  
Agent:** \_\_\_\_\_ **By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Inspection  
Agency:** \_\_\_\_\_ **By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Registered Design  
Professional in  
Resp. Charge:** \_\_\_\_\_ **By:** \_\_\_\_\_ **Date:** \_\_\_\_\_