



Special Inspections Program

Building Inspections Division

Procedures For IBC Section 1704 Special Inspections

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A. OWNER - Responsibilities:

1. Special Inspections and fees/costs are the responsibility of the Owner. These are not permit fees.
2. The Owner is responsible for employing or contracting the RDPiRC(s) and shall contact the building official if there is a change in the RDPiRC(s). In the case of an owner/contractor, the building official shall specify who employs the RDPiRC(s) and special inspectors.
3. The Owner shall employ one or more Approved Agencies to provide special inspections and tests.

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

1. The RDPiRC(s) are licensed design professionals responsible for coordination of Required Special Inspections, per Section 1704 of the International Building Code (IBC).
2. The RDPiRC(s) contracts with or is employed by the owner. The RDPiRC(s) and the special inspectors and testing technicians may not be in the employment of the general contractor, subcontractors or material suppliers.
3. The RDPiRC(s) are responsible for providing the general contractor with a list of all required Special Inspections and the associated special inspectors prior to construction.
4. The Agency or RDPiRC(s) shall prepare the [Final Report of Required Special Inspections](#) using the form approved by the building official.

C. SPECIAL INSPECTOR/ Approved Agency - Responsibilities:

1. Each special inspector /agency shall be qualified in the area of expertise of special inspection required.
2. Each special inspector/agency contracts with or is employed by the owner or the owners authorized representative.
3. Each special inspector is responsible for verification of items detailed in the plans and specifications.
4. Special inspectors/agency shall prepare, sign and submit to the RDPiRC(s) inspection reports. Submit reports within a reasonable time with supporting documentation.
5. The special inspector/agency shall bring non-complying items to the immediate attention of the general contractor

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

6. The inspector/agency shall submit special inspector field reports or any Notice of Non-Compliance items to the RDPiRC(s), owner, general contractor and upon request to the Building Official. The Building Official may suspend all future work in the areas of such non-compliance until items are corrected.
7. The inspector/agency shall prepare, sign and submit, to the Building Official, an approved Final Report of Required Special Inspections after the general contractor completes his work in accordance with the approved construction documents.

D. GENERAL CONTRACTOR - Responsibilities:

1. The general contractor shall not employ the special inspector.
2. The general contractor is responsible for coordinating all testing and inspections and notifying the special inspector of work ready for inspection.
3. The general contractor shall keep a special inspections log book readily available for both the special inspectors and the city building inspector. Failure of the general contractor to maintain a log book may result in a STOP WORK order. The log book shall include a copy of the following:
 - a. Statement of Special Inspections
 - b. The special inspections log & sign in sheet
 - c. A copy of all special inspection reports from the special inspector
 - d. 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:

1. A complete itemized list according to IBC Chapter 17-Required Verification and Inspection Tables
2. submitted by the RDPiRC(s) as part of the permit documents and signed by the owner
3. List the RDPiRC(s) name and contact information
4. The RDPiRC(s) shall furnish the frequency of each special inspection.

II. Approved Agency Documentation:

A complete itemized list of all required special inspections with the name of the Inspector/Agency that will perform the subject inspection services is to be submitted, prior to required special inspection. Documentation of the inspector/ agency's qualifications shall be provided for the Building Officials' approval. Any updates to the list during the course of the project shall be submitted to the Building Official.

III. Final Report of Required Special Inspections:

1. Report prepared, signed and submitted by the RDPiRC(s) and or Approved Agency shall be submitted to the building official.
2. Submittal indicates completion of all special inspections and resolution of all NNC items.
3. Copy the general contractor and all special inspectors listed in the report.
4. Final report is required prior to the issuance of a C.O.

F. BUILDING INSPECTOR - Special Inspection Review

1. Building Inspections Department Inspectors may review the special inspection reports submitted by the Agency in conformance with plans and specifications.
2. 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.