



Special Inspections Program

Building Safety Division

Procedures For IBC Section 1704 Special Inspections

December 27, 2023

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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 all special inspector field reports and any Notice of Non-Compliance items to the RDPIRC(s), owner, general contractor and to the Town of Addison 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

1. Statement of Required Special Inspections:
 - a. A complete itemized list according to IBC Chapter 17-Required Verification and Inspection Tables
 - b. submitted by the RDPIRC(s) as part of the permit documents and signed by the owner
 - c. List the RDPIRC(s) name and contact information
 - d. The RDPIRC(s) shall furnish the frequency of each special inspection.

2. 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.

3. Final Report of Required Special Inspections:

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

F. BUILDING INSPECTOR - Special Inspection Review

1. Building Inspections Division 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.



Statement of Required Special Inspections

DATE: _____ PERMIT NUMBER: _____

PROJECT NAME: _____

PROJECT ADDRESS: _____

AT SUBMITTAL : The registered design professional in responsible charge (RDPiRC), acting as the owner's agent, shall complete this Form / Statement of Special Inspections in fulfillment of the requirements of the 2018 International Building Code Chapter 17. The Owner acknowledges responsibility to hire the special inspectors.

OWNER OR OWNER'S REPRESENTATIVE

REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE

Name: _____

Company Name: _____

Phone No: _____

Phone No: _____

Mailing Address: _____

Mailing Address: _____

E-mail Address: _____

E-mail Address: _____

Section	Type of Special Inspections and Extent	Applicable	Non- Applicable	Continuous	Periodic
1705.1.1	Special cases				
1705.2	Steel Construction				
1705.3	Concrete construction				
1705.4	Masonry construction				
1705.5	Wood construction				
1705.6	Soils				
1705.7	Driven deep foundation				
1705.8	Cast-in-place deep foundations				
1705.9	Helical pile foundations				
1705.10	Fabricated items				
1705.11	Special inspections for wind resistance				
1705.14	Sprayed fire-resistant materials				
1705.15	Mastic and intumescent fire-resistant coatings				
1705.16	Exterior insulation and finish systems (EIFS)				
1705.17	Fire-resistant penetrations and joints				
1705.18	Testing for smoke control				
	Other :				

The Owner and the Registered Design Professional in Responsible Charge acknowledge that at the completion of construction, a final report that documents all of the special inspections required will be submitted to the building official. It is our understanding that a Certificate of Occupancy will not be issued until a final report of all required special inspections is received, indicating that there are no remaining deficiencies.

Name (print name)

Firm Name

Signature

Date





Approved Agency Documentation

DATE: _____ PERMIT #: _____

PROJECT NAME: _____

PROJECT ADDRESS: _____

PRIOR TO REQUIRED SPECIAL INSPECTION: The appropriate RDPiRC prepared and submitted a list of required inspections per 2018 International Building Code Sec. 1704.

OWNER OR OWNER'S REPRESENTATIVE

REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE

Name: _____

Company Name: _____

Phone No: _____

Phone No: _____

Mailing Address: _____

Mailing Address: _____

E-mail Address: _____

E-mail Address: _____

Checked below is a list of inspections I will be responsible for during this project along with names of each special inspectors/agency:

Please check all that apply	Section	Type of Special Inspections and Extent	Special Inspector / Agency
	1705.1.1	Special cases	
	1705.2	Steel Construction	
	1705.3	Concrete construction	
	1705.4	Masonry construction	
	1705.5	Wood construction	
	1705.6	Soils	
	1705.7	Driven deep foundation	
	1705.8	Cast-in-place deep foundations	
	1705.9	Helical pile foundations	
	1705.10	Fabricated items	
	1705.11	Special inspections for wind resistance	
	1705.14	Sprayed fire-resistant materials	
	1705.15	Mastic and intumescent fire-resistant coatings	
	1705.16	Exterior insulation and finish systems (EIFS)	
	1705.17	Fire-resistant penetrations and joints	
	1705.18	Testing for smoke control	
		Other :	

I, representing the Approved Agency for the above checked inspections, am providing the name of the special inspector performing each inspection for this project. I am attaching all special inspectors' qualifications.

Name (print name)

Firm Name

Signature

Date





Building Safety

Final Report of Required Special Inspections

Date: _____ Permit #: _____

Project Name: _____

Project Address: _____

The appropriate Agency or RDPiRC prepared and submitted a list of required inspections per 2018 International Building Code Sec. 1704 for this project.

OWNER OR OWNER'S REPRESENTATIVE

REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE

Name: _____

Company Name: _____

Phone No: _____

Phone No: _____

Mailing Address: _____

Mailing Address: _____

E-mail Address: _____

E-mail Address: _____

Checked below is a list of completed inspections for this project with names of each special inspector/agency:

Please check all that apply	Inspections Required		Special Inspector / Agency
	1705.1.1	Special cases	
	1705.2	Steel Construction	
	1705.3	Concrete construction	
	1705.4	Masonry construction	
	1705.5	Wood construction	
	1705.6	Soils	
	1705.7	Driven deep foundation	
	1705.8	Cast-in-place deep foundations	
	1705.9	Helical pile foundations	
	1705.10	Fabricated items	
	1705.11	Special inspections for wind resistance	
	1705.14	Sprayed fire-resistant materials	
	1705.15	Mastic and intumescent fire-resistant coatings	
	1705.16	Exterior insulation and finish systems (EIFS)	
	1705.17	Fire-resistant penetrations and joints	
	1705.18	Testing for smoke control	
		Other :	

As the approved agency or registered design professional in responsible charge for all of the inspections checked above and to the best of my information and knowledge the listed required inspections and tests for this project have been performed and all discovered discrepancies have been resolved.

Name (print name)

Firm Name

Signature

Date

