

STATEMENT OF SPECIAL INSPECTIONS AGREEMENT

To permit applicants of projects requiring special inspection and/or testing in accordance with Section 1704 of the Virginia Construction Code (VCC):

Project Name: _____

Project Address: _____ Permit No.: _____

BEFORE A PERMIT CAN BE ISSUED, two (2) copies of this agreement, including the Statement of Special Inspections and the Statement of Special Inspections Schedule with the required acknowledgments, shall be completed by the owner or the registered design professional in responsible charge acting as the owner's agent. A preconstruction conference with the parties involved may be required to review the special inspection requirements and procedures.

APPROVAL OF SPECIAL INSPECTORS: Special inspectors may have no financial interest in projects for which they provide special inspection. Special inspectors shall be approved by the building department prior to performing any duties. Special inspectors shall submit their qualifications and are subject to personal interviews for prequalification. Special inspectors shall display approved identification, as stipulated by the building official, when performing the function of special inspector.

Special inspection and testing shall meet the minimum requirements of Sections 1704 and 1705 of the VCC. The following conditions also are applicable:

A. Duties and Responsibilities of the Special Inspector

1. **General requirements.** Special inspectors shall review approved plans and specifications for special inspection requirements. Special inspectors will comply with the special inspection requirements of the enforcing jurisdiction found in the Statement of Special Inspections, including work and materials.
2. **Signify presence at job site.** Special inspectors shall notify contractor personnel of their presence and responsibilities at the job site. If required by the building official, they shall sign in on the appropriate form posted with the building permit.
3. **Observe assigned work.** Special inspectors shall inspect all work according to the Statement of Special Inspections for which they are responsible for compliance with the building-department-approved (stamped) plans and specifications, and the applicable provisions of Section 1704 of the VCC.
4. **Report nonconforming items (discrepancies).** Special inspectors shall bring all nonconforming items to the immediate attention of the contractor. If any such item is not resolved in a timely manner or is about to be incorporated into the work, the design professional in responsible charge and the

Building Official should be notified immediately and the item noted in the special inspector's written report (see Section 1704.2.4). The building official may require this report to be posted in a conspicuous place on the job site. The special inspector should include in the report, as a minimum, the following information about each nonconforming item:

- Description and exact location.
- Reference to applicable detail of approved plans/specifications.
- Name and title of each individual notified and method of notification.
- Resolution or corrective action taken.

5. Provide timely progress reports. The special inspector shall complete written inspection reports for each inspection visit and provide the reports on a timely basis as determined by the building official. The special inspector or inspection agency shall furnish these reports directly to the building official and to the design professional in responsible charge (see Section 1704.2.4). These reports should be organized on a daily format and may be submitted weekly at the option of the building official. In these reports, special inspectors should:

- Describe inspections and tests made with applicable locations.
- Indicate nonconforming items (discrepancies) and how they were resolved.
- List unresolved items, parties notified, and time and method of notification.
- Itemize changes authorized by the design professional in responsible charge if not included in nonconforming items.

6. Submit final report. Special inspectors or inspection agencies shall submit a final signed report to the building department stating that all items requiring special inspection and testing by the Statement of Special Inspections were fulfilled and reported, and, to the best of their knowledge, conform to the approved plans and specifications (see Section 1704.2.4). Some jurisdictions also require the design professional in responsible charge to sign the report before it is submitted to the building official. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspection when continuous was required, etc.) should be specifically itemized in this report.

B. Owner Responsibilities

The project owner, the design professional in responsible charge or an agent of the owner is responsible for funding special inspection services. Measures should be taken to ensure that the scope of work and duties of the special inspector as outlined in the Statement of Special Inspections are not compromised.

C. Registered Design Professional in Responsible Charge

The design professional in responsible charge should be a consenting party by written acknowledgment of special inspection and testing agreements. The design professional in responsible charge has many duties and responsibilities related to special inspection, including the following:

The Statement of Special Inspections must be submitted with the permit application. The content of the statement contains the following information.

1. Materials, systems, components and work required to have special inspection. Duties of the building official and the registered design professional responsible for each part of the work are to be stated.
2. Type and extent of each special inspection, and the name of individuals or firms performing the inspections.
3. Type and extent of each test.
4. Special inspection of required seismic-resistant systems and components.
5. Special inspection of required wind-resistant systems and components.
6. Provide name and contact information of special inspector or special inspection agency. Subject to the approval of the building official, special inspectors holding current certification by ICC in the discipline in which they will be inspecting can be considered qualified. IAS-accredited special inspection agencies providing inspections within the scope of accreditation for the disciplines to be inspected can be considered qualified. The choice of special inspectors or special inspection agencies should include the following considerations:
 - Project size and complexity – experience with similar projects.
 - Inspection staffing – sufficient qualified inspectors.
 - Site location – proximity of inspection and testing facilities.
 - Off-site inspection – capabilities for inspection at remote locations.
7. Completion of a Statement of Special Inspections agreement and schedule as shown in this appendix is a simple method of fulfilling the requirement for preparation of a special inspection program that can be easily reviewed by the building official.
8. Respond to field discrepancies. The design professional in responsible charge shall respond to special inspector reports of uncorrected noncomplying items (discrepancies) and shall approve remedial measures.

9. Review shop drawings and submit revisions to approved plans. The design professional in responsible charge shall acknowledge and approve shop drawings that may detail structural information. The design professional shall submit to the building official and the special inspector/inspection agency written approval of any verbally approved deviations from the approved plans, and shall submit revised plans for building official approval.

D. Contractor Responsibilities

Submit a written statement of responsibility to the building official and the owner prior to commencement of the work on the system or component. The contractor's statement of responsibility is to contain the following:

1. Acknowledgment of awareness of the special requirements contained in the Statement of Special Inspections;
2. Acknowledgment that control will be exercised to obtain compliance with the construction documents approved by the building official;
3. Procedures for exercising control within the contractor's organization, the method and frequency of reporting, and the distribution of the reports; and
4. Identification and qualifications of the person(s) exercising such control and their position(s) in the organization.

Suggested job-site protocol for special inspection:

1. Notify the special inspector. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.
2. Provide access to approved plans. The contractor is responsible for providing the special inspector with access to approved plans.
3. Retain special inspection records. When required by the building official, the contractor is responsible for retaining, at the job site, all special inspection records submitted by the inspector and providing these records for review by the building department's inspector upon request.

E. Building Department Responsibilities

1. Review submittal documents for compliance with special inspection requirements as outlined in the Statement of Special Inspections. The building official is charged with the legal authority to review the plans, specifications, special inspection program and other submittal documents for compliance with code requirements.
2. Approve fabricator(s) used for building components installed on-site.

3. Monitor special inspection activities. The building official should monitor the special inspection activities at the job site to ensure that qualified special inspectors are performing their duties when work requiring special inspection is in progress.
4. Issuance of stop work orders. The building official is recognized as having the authority to stop work at the job site.
5. Approval to proceed. There are certain points of completion where work shall not proceed until approval by the building official has been given.
6. Perform final inspection. The building official should not perform the final inspection and approval for a project until the final special inspection report has been reviewed and approved.

ACKNOWLEDGMENTS

I have read and agree to comply with the terms and conditions of this agreement.

Owner:

_____ By: _____ Date: _____

Registered Design Professional in Responsible Charge:

_____ By: _____ Date: _____

Contractor:

_____ By: _____ Date: _____

Special Inspector/Special Inspection Agency*:

_____ By: _____ Date: _____

Others as required by Building Official:

_____ By: _____ Date: _____

ACCEPTED FOR THE BUILDING DEPARTMENT

By: _____

*This signature may be that of the Responsible Professional Engineer within the special inspection agency.