
Chapter 3—Other Integral Participants Duties

Everyone involved in the special inspection process has a responsibility to perform their agreed-upon duties correctly and in a timely fashion during the project. In order for the special inspection program to run smoothly, all parties must perform their duties as required and must work cooperatively. Communication between all parties is an essential element to the special inspection process which underscores the value of participating in preconstruction meetings.

Alone, a statement of special inspections does not ensure consensus regarding the scope of work and duties of the special inspector. A signed Special Inspection Agreement verifies consensus has been reached on the specific processes and frequency of special inspection tasks. An example of the form is available in Appendix B, Section B.4.1.

Duties and Responsibilities of the Project Owner

Building owners understand that they have a role to play in the construction administration and quality assurance practiced for the project. By hiring experienced, qualified design professionals, construction contractors and special inspection agencies, the owner affects construction.

The project owner, the design professional in responsible charge or another agent of the owner is responsible for funding and managing special inspection services. Note, the agent may not be a contractor providing construction services for the project due to the conflict of interest.

The project owner supplies funds, approves the design and employs all who work on a project. Ultimately, their vision drives the project. The owner or an agent of the owner hires the special inspector. When choosing special inspectors or special inspection agencies, the owner or designee should consider:

- 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.

Duties and Responsibilities of the Registered Design Professional in Responsible Charge

The registered design professional (RDP) in responsible charge, an engineer or architect prepares the statement of special inspections, which is submitted with the permit application. Requirements for the statement of special inspections are located in *International Building Code*[®] (IBC[®]) Sections 1704.2.3 and 1704.3. Section 1704.2.3 specifies the statement as part of the construction documents required to obtain a building permit.

1704.2.3 Statement of special inspections. The applicant shall submit a statement of special inspections in accordance with Section 107.1 as a condition for permit issuance. This statement shall be in accordance with Section 1704.3.

Exception: A statement of special inspections is not required for portions of structures designed and constructed in accordance with the cold-formed steel light-frame construction provisions of Section 2211.1.2 or the conventional light-frame construction provisions of Section 2308.

Section 1704.3 describes when the statement of special inspections is required to be completed and contains an exception allowing certain statements to be prepared by someone other than a registered design professional (engineer or architect).

1704.3 Statement of special inspections. Where special inspections or tests are required by Section 1705, the registered design professional in responsible charge shall prepare a statement of special inspections in accordance with Section 1704.3.1 for submittal by the applicant in accordance with Section 1704.2.3.

Exception: The statement of special inspections is permitted to be prepared by a qualified person approved by the building official for construction not designed by a registered design professional.

The statement of special inspections is to be submitted with the construction documents. Section 107.1 details the documents required for submittal.

107.1 General. Submittal documents consisting of construction documents, statement of special inspections, geotechnical report and other data shall be submitted in two or more sets, or in a digital format where allowed by the building official, with each permit application. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.

The RDP in responsible charge also responds to reports of uncorrected discrepancies from the special inspector and approves remedial measures. The RDP submits to the building official and the special inspector written approval of any verbally approved deviations from the approved plans. The revised plans are also submitted for building official approval in accordance with Section 107.4.

107.4 Amended construction documents. Work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.

The RDP is ultimately responsible for the special inspection program and has the following duties and responsibilities:

- Identifies special inspection requirements.
- Develops the special inspection program and prepares the statement of special inspections.
- Takes part in the submittal of documents.
- Conducts and documents the preconstruction meeting.
- Outlines the duties of the special inspector.
- Makes periodic site visits as part of the structural observation program.
- Specifies tests and testing procedures.
- Reviews special inspection reports.
- Documents plan revisions to be submitted to the building official.
- Designates an “alternative” registered design professional.
- In some jurisdictions, the RDP verifies that special inspections were performed and documents the compliance of the structure with the approved construction documents

The RDP is also a signatory of the Special Inspections Agreement and of any subsequent agreements affecting the work of special inspection on the project.

In some cases, the RDP may also serve as the special inspector per Section 1704.2.1. In order to serve as special inspector, the RDP must have practical experience in the construction to be inspected. These qualifications are in addition to qualifications specified in other sections of the IBC. In some cases the required inspection is for a new method or material that is still in the prototype or early production phase, in other cases, the engineer or architect has previous documented construction experience with the specific material or method of construction.

Duties and Responsibilities of the Contractor

Each contractor responsible for construction of the wind- or seismic-force-resisting systems and components listed in the statement of special inspections is required to submit a written statement of responsibility to the building official and the owner prior to any work on the system or component. IBC Section 1704.4 defines the duties and responsibilities of the contractor.

1704.4 Contractor responsibility. Each contractor responsible for the construction of a main wind- or seismic force-resisting system, designated seismic system or a wind- or seismic-resisting component listed in the statement of special inspections shall submit a written statement of responsibility to the building official and the owner or the owner's authorized agent prior to the commencement of work on the system or component. The contractor's statement of responsibility shall contain acknowledgement of awareness of the special requirements contained in the statement of special inspections.

The contractor is responsible for coordinating with special inspectors, the building official and the registered design professional. Although the code does not require a preconstruction meeting, for projects with a statement of special inspections, the meeting is commonly scheduled to review the unique aspects of the project and verify attendees' understanding of the project requirements. Typically, the contractor schedules and the registered design professional in responsible charge conducts the meeting. Increasingly, jurisdictions require a preconstruction meeting if a project requires special inspections.

Lastly, the contractor coordinates the on-site special inspection activities.

CONTRACTOR STATEMENT OF RESPONSIBILITY

Project: _____ Permit #: _____

Project Address: _____ Contractor: _____

Description of system or component included in Statement of Special Inspections:

Procedure for exercising control:

Supervisor of quality control:

Name _____ Job Title _____

Qualifications _____

Reporting Method: _____ Frequency of reporting: _____

Report Distribution List:

I hereby acknowledge that I have received and read Statement of Special Inspections, and understand my responsibilities in maintaining control of construction of those systems and elements listed in the statement. I acknowledge that control will be exercised to obtain conformance with the approved construction documents.

Signature _____ Date _____

Printed Name _____ Position _____

FIGURE 3.1: Contractor Statement of Responsibility Form

The contractor's Statement of Responsibility contains the following:

1. Acknowledgement of awareness of the special requirements pertaining to construction of a main wind- or seismic-force-resisting system, designated seismic system or a wind- or seismic-resisting component contained in the statement of special inspections.
2. Acknowledgement that control will be exercised to obtain conformance with the construction documents approved by the building official.
3. Procedures for exercising control within the contractor's organization.
4. Method and frequency of reporting; distribution of the reports.
5. Identification and qualifications of the person(s) exercising such control and their position(s) in the organization.

In addition to the responsibilities mentioned by the code, the contractor should:

1. Give adequate notice to the special inspector so the inspector is prepared to perform specific inspection tasks or tests.
2. Provide the special inspector with access to approved plans, including all changes and requests for information (RFIs), pertaining to the inspections to be performed, on the job site.
3. Retain at the job site all discrepancy reports submitted by the special inspector and provide these records for review by the building department's inspector upon request.
4. Provide access for the special inspector on the job site for inspection.

Duties and Responsibilities of the Building Official

The building official has the legal authority to enforce the special inspection provisions of the code. The employment of a special inspector or agency shall not relieve the building department of responsibility for jurisdictional inspections or overseeing structural observations as required by the code and stated in the statement of special inspections. Building department inspections of items also requiring special inspection should not be signed off without the concurrence of the special inspector. The building official gives or denies the final approval of the special inspection program.

104.4 Inspections. The building official shall make the required inspections, or the building official shall have the authority to accept reports of inspection by approved agencies or individuals. Reports of such inspections shall be in writing and be certified by a responsible officer of such approved agency or by the responsible individual. The building official is authorized to engage such expert opinion as deemed necessary to report on unusual technical issues that arise, subject to the approval of the appointing authority.