
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 2206.1.2 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.

Within the statement of special inspections, any assembly, component or element that will require special inspection should be listed. These inspections will be arranged by material and category: structural, fire or life safety. Additional structural inspections may be required due to high winds or moderate to high seismic risk for the building.

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

1704.3.1 Content of statement of special inspections. The statement of special inspections shall identify the following:

1. The materials, systems, components and work required to have special inspections or tests by the building official or by the registered design professional responsible for each portion of the work.
2. The type and extent of each special inspection.
3. The type and extent of each test.
4. Additional requirements for special inspections or tests for seismic or wind resistance as specified in Sections 1705.12, 1705.13 and 1705.14.
5. For each type of special inspection, identification as to whether it will be continuous special inspection, periodic special inspection or performed in accordance with the notation used in the referenced standard where the inspections are defined.
6. Deferred submittal items that require a supplemental statement of special inspections.

1704.3.2 Seismic requirements in the statement of special inspections. Where Section 1705.13 or 1705.14 specifies special inspections or tests for seismic resistance, the statement of special inspections shall identify the designated seismic systems and seismic force-resisting systems that are subject to the special inspections or tests.

1704.3.3 Wind requirements in the statement of special inspections. Where Section 1705.12 specifies special inspection for wind resistance, the statement of special inspections shall identify the main wind-force-resisting systems and wind-resisting components that are subject to special inspections.

Table 3.1 lists special inspection categories and the RDP assigned to create a statement of special inspections.

TABLE 3.1: RDP Responsible for a Special Inspection

Category	RDP Responsible	Special Inspection
Structural	Engineer	Structural Steel
		Structural Stainless Steel
		Open-Web Joists and Girders
		Steel Decks
		Metal Building Systems
		Concrete
		Masonry
		Wood High-Load Diaphragms
		Mass Timber
		Long-Span Wood or CFS Trusses
		Soils
		Driven Deep Foundations
		Cast-in-Place Deep Foundations
		Helical Piles
		Fabricated Items
		High Wind Resistance
		Seismic Resistance
		Testing and Qualification for Seismic Resistance

TABLE 3.1: RDP Responsible for a Special Inspection—continued

Category	RDP Responsible	Special Inspection
Fire	Architect	Sprayed Fire-Resistant Materials
		Intumescent Fire-Resistive Coatings
		Fire-Resistant Penetrations
		Fire-Resistant Joints
		Smoke Control
		Sealing of Mass Timber
Life Safety	Architect	Exterior Insulation and Finish Systems

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.

Exception: The building official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with this code.

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.

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.

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 the 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

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.

104.2 Determination of compliance. The building official shall have the authority to determine compliance with this code, to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures:

1. Shall be in compliance with the intent and purpose of this code.
2. Shall not have the effect of waiving requirements specifically provided for in this code.

The specific duties and responsibilities of the building official relating to special inspection include the following:

- Review of submittal documents for compliance with special inspection requirements. The building official is charged with the legal authority to review the plans and specifications pertaining to work and materials.
- Checking special inspection programs and other submittal documents for compliance with code requirements.

107.3 Examination of documents. The building official shall examine or cause to be examined the accompanying submittal documents and shall ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of this code and other pertinent laws or ordinances.

- Approval of materials in accordance with Sections 104.

104.2.3 Alternative materials, design and methods of construction and equipment. The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by this code, provided that any such alternative has been approved.

Exception: Performance-based alternative materials, designs or methods of construction and equipment complying with the International Code Council Performance Code and Facilities. This exception shall not apply to alternative structural materials or to alternative structural designs.

104.9 Approved materials and equipment. Materials, equipment and devices approved by the building official shall be constructed and installed in accordance with such approval.

- Approval of fabricator(s) used for building components installed on-site (Section 1704.2.5.1).

1704.2.5.1 Fabricator approval. Special inspections during fabrication are not required where the work is done on the premises of a fabricator approved to perform such work without special inspection. Approval shall be based on review of the fabricator's written fabrication procedures and quality control manuals that provide a basis for control of materials and workmanship, with periodic auditing of fabrication and quality control practices by an approved agency or the building official. At completion of fabrication, the approved fabricator shall submit a certificate of compliance to the owner or the owner's authorized agent for submittal to the building official as specified in Section 1704.5 stating that the work was performed in accordance with the approved construction documents.

- Approval of the special inspection program. The building official is responsible for approving the special inspection program, in the form of a statement of special inspections included in the construction documents, submitted by the RDP in responsible charge (Section 107.3.1).
- Approval of special inspectors and inspection agencies (Section 1703.1). Review qualifications and determine competence of the special inspectors for the types of work they will be inspecting. Require special inspectors and inspection agencies to notify the building department of each permit they do work on.

1703.1 Approved agency. An approved agency shall provide all information as necessary for the building official to determine that the agency meets the applicable requirements specified in Sections 1703.1.1 through 1703.1.3.

- Review of special inspection work with owner, RDP in responsible charge and contractor.
- Review of project documents and special inspection work with special inspection agency or special inspector.
- Requiring a preconstruction conference, if needed, to review the program with all applicable members of the construction team.
- Monitoring/auditing special inspection activities at the job site to assure that qualified special inspectors are performing their duties when work requiring special inspection is in progress.
- Withholding approval to proceed or cover current work when discrepancies have not been resolved.
- Issuing stop work orders when all other efforts have failed. The building official is recognized as having the authority to stop work at the job site (Section 115). The special inspector does not have this authority. Stop work orders are issued as a last resort when discrepancies have not been resolved and all other recourse has been explored by the building official.

115.1 Authority. Where the building official finds any work regulated by this code being performed in a manner contrary to the provisions of this code or in a dangerous or unsafe manner, the building official is authorized to issue a stop work order.

115.2 Issuance. The stop work order shall be in writing and shall be given to the owner of the property, the owner's authorized agent or the person performing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order and the conditions under which the cited work is authorized to resume.

- Performing regular inspections at the job site as required by code (Section 110).
- Giving approval to proceed. There are certain points of completion where work shall not proceed until approval by the building official has been given. The building official receives and reviews special inspection progress reports and final reports for conformance with the statement of special inspections, approved plans, specifications and workmanship provisions of the code (Section 110.6).

110.6 Approval required. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official. The building official, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or notify the permit holder or the permit holder's agent wherein the same fails to comply with this code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the building official.

- Review of special inspection reports (Section 1704.2.4). The building official should not perform the final inspection and issue a certificate of occupancy for a project until the final special inspection report has been reviewed and approved.

1704.2.4 Report requirement. ... A final report documenting required special inspections and tests, and correction of any discrepancies noted in the inspections or tests, shall be submitted, at a point in time agreed upon prior to the start of work by the owner or the owner's authorized agent, to the building official.

- Issuing final acceptance/certificate of occupancy (Section 111).

Preconstruction Meeting

A preconstruction conference may be required prior to the start of major projects and will be initiated by the general contractor, or in some jurisdictions by the building official, and conducted by the registered design professional. This conference is useful in achieving cooperation, coordination and cohesion among all parties involved with the project. Participants are provided with an outline of all required actions and documentation, including responsibilities of each participant. Any pertinent issues that may pose a challenge to special inspections or the building process should be addressed. A plan can then be developed with the project superintendent and subcontractors to identify hold points in the project, where work should not proceed until the required special inspections have been carried out after which the building department inspects and gives permission to continue.

The parties that should attend the preconstruction meeting are:

- Registered design professional in responsible charge.
- Additional RDPs involved with writing the statement of special inspections.
- All special inspectors assigned to the project.
- Project superintendent.
- Building official.
- Special inspection agencies involved in the project.
- Representatives of all subcontractors and material suppliers.
- Fire official.
- Sanitation district.
- Public works.
- Regional flood control.
- Any utility company involved.

