

# PARISH OF ASCENSION

## BUILDING DEPARTMENT



## Ascension Parish Special Inspection Guidelines

***Ascension Parish Special Inspections Guidelines*** is to assist *all* parties involved in building projects in Ascension Parish to successfully comply with the special inspection's requirements of the ***International Building Code***. These parties include owners, building officials, design professionals, contractors and special inspectors.

Special Inspection is the monitoring of the materials and workmanship critical to the integrity of the building structure. It is a review of the work of the contractors and their employees to ensure that the approved plans and specifications are being followed and that the relevant codes and referenced standards are being observed. The Special Inspection process is *in addition* to the inspections conducted by the Building Official or authority having jurisdiction, Structural Observation by the Design Professional, and tests or inspections required by the Construction Documents.

Special inspections and tests are required to be performed by qualified, independent agents with special expertise as approved by the Building Official.

Special Inspections per ***International Building Code*** Chapter 17 is required to be provided on all professionally designed projects not meeting the exception for certain residential occupancies.

As part of the general requirements Section 1704 of the ***International Building Code***, Special Inspections, a *Statement of Special Inspections* (which includes a *Schedule of Special Inspection Services*) prepared by the Registered Design Professional in Responsible Charge shall be submitted to the Building Official at time of permit application. The Registered Design Professional for special inspections is typically the Engineer or the Architect. Often the Engineer or Architect will take input from the Structural, Mechanical and Electrical Engineers and act as the overall Registered Design Professional in Responsible Charge of preparing and submitting the *Statement of Special Inspections*.

In accordance with Section 1704 of the ***International Building Code*** the *Statement of Special Inspections*, shall identify the following:

1. The materials, systems, components and work required to have special inspection or testing 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. Additional requirements for special inspection or testing for seismic or wind resistance as specified in Chapter 17.
4. The type and extent of each test.

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5. For each type of special inspection, identification as to whether it will be continuous special inspection or periodic special inspection.

The *Statement of Special Inspections* must be maintained during the course of a construction project and reflect any changes. For example, the Statement shall be revised if a Special Inspection Agency changes during the course of the construction or if a change in a building material or technique requires a change in the Special Inspection requirements.

*Structural Observations* by a registered structural design professional for certain high seismic or wind conditions shall also be provided where required by ***International Building Code*** Section 1704.6.

At the completion of work and prior to issuing the Certificate of Occupancy, a *Final Report of Special Inspections* in accordance with ***International Building Code*** Section 1704.2.4 shall be submitted to the Building Official. This report shall document the completion of all required special inspections and testing.

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### Special Inspections Step-By-Step Timeline

The following is a suggested timeline for a project with special inspections. Some elements may not be applicable to all projects.

1. The Design Professional shall prepare the Special Inspection program with the assistance of the structural engineer of record.
2. The Owner or the Design Professional in Responsible Charge acting as the Owner's agent shall engage the Special Inspector(s).
3. The Design Professional shall submit to the Building Official the *Statement of Special Inspections*, which shall include the *Schedule of Special Inspection Services*. Where required the *Statement of Special Inspections* shall include additional special inspection and testing requirements for seismic and/or wind resistance.
4. The Owner or the Design Professional acting as the Owner's agent shall submit to the Building Official a list of the individuals, approved agencies or firms intended to be retained for conducting special inspections.
5. The Building Official shall approve the qualifications of the Special Inspectors and agencies in accordance with the ***International Building Code***.
6. Where required by the *Statement of Special Inspections*, each contractor responsible for the construction or fabrication of a system or component described in the *Requirements for Wind or Seismic Resistance* shall submit a *Statement of Responsibility*.
7. The Contractor shall notify the Special Inspector(s) when work is ready for inspection.
8. The Special Inspector(s) shall inspect the work per the *Schedule of Special Inspection Services* and provide a daily report detailing the inspection and any deficiencies. The Special Inspector(s) shall issue interim reports to the Design Professional and the Building Official as noted in the *Statement of Special Inspections*.
9. The Design Professional shall, as needed, respond to any discrepancies identified by the Special Inspector(s).
10. Each approved fabricator that is exempt from Special Inspection of shop fabrication and procedures per the ***International Building Code*** must submit implementation *Fabricator's Certificate of Compliance* at the completion of fabrication.

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11. The Contractor shall remedy deficient work as construction progresses and prior to final inspection.
12. The Contractor shall submit *Fabricator's Certificates of Compliance* for approved fabricators.
13. The Special Inspector(s) shall prepare and sign a *Final Report of Special Inspections* at the completion of the project.
14. The Building Official shall not issue a Certificate of Occupancy until the *Final Report of Special Inspections* has been submitted and approved to the Building Official.

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## Special Inspections Responsibilities

### **Owner Responsibilities:**

The Owner or the Registered Design Professional in Responsible Charge (hereafter referred to as the Design Professional) acting as the Owner's agent shall:

1. Engage the Special Inspector(s)
2. Submit to the Building Official a list of the individuals, approved agencies or firms intended to be retained for conducting special inspections.

### **Design Professional in Responsible Charge Responsibilities:**

The Design Professional shall:

1. Where engaged as the Owner's Agent, perform the duties noted above.
2. Prepare the Special Inspection program with the assistance of the structural engineer of record.
3. Submit to the Building Official the Statement of Special Inspections, which shall include the Schedule of Special Inspections Services.
4. Respond to identified field discrepancies.

### **Building Official or Authority Having Jurisdiction Responsibilities:**

The Building Official shall:

1. Obtain a *Statement of Special Inspections* prior to issuance of building permit.
2. Obtain a list of the individuals, agencies or firms intended to be retained for conducting special inspections.
3. Approve qualified special inspectors, firms and agencies in accordance with the ***International Building Code***.
4. Determine if fabricators qualify as *approved fabricators* in accordance with ***International Building Code*** section 1704.2.5.1
5. Obtain Special Inspections interim reports, certificates, and statements of responsibility.
6. Obtain a *Final Report of Special Inspections* prior to issuance of a Certificate of Occupancy

### **Special Inspectors Responsibilities:**

The Special Inspectors shall:

1. Notify the contractor of their presence and responsibilities at the job site.
2. Observe assigned work for which they are responsible for conformance with the plans and specifications.
3. Report nonconforming items to the immediate attention of the contractor for correction.

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4. Write a discrepancy report about each nonconforming item containing:
  - a. Description and exact location.
  - b. Reference to applicable drawings and specifications.
  - c. Resolution or corrective action taken and the date.
5. Provide timely reports in a daily format and furnish these reports directly to the Design Professional and the contractor. The reports should:
  - a. Describe the special inspection and tests made, with locations.
  - b. Indicate nonconforming items and their resolution.
  - c. List unresolved items and parties notified.
  - d. Itemize any changes authorized by the Design Professional.
6. Initial and date the "Date Completed" box in the Schedule of Special Inspections Services as the inspection and testing activities are completed.
7. Submit a final signed report stating that all required special inspections and testing were fulfilled and reported and that any outstanding discrepancies have been corrected.

### **Contractor/Construction Manager/Design Builder Responsibilities:**

- 1.) Submit a *Statement of Responsibility* where required by the *Statement of Special Inspections*.
- 2.) Notify the Special Inspector(s) when special inspections are needed.
- 3.) Coordinate the scheduling and timely notification of the specific individuals needed for the Special Inspection.
- 4.) Provide direct access to the approved plans and specifications for the project.
- 5.) Submit *Fabricator's Certificates of Compliance* for approved fabricators.
- 6.) Provide safe access to the work to be inspected and deliver samples for testing when needed.

# Statement of Special Inspections

PROJECT #: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
APPLICANT: \_\_\_\_\_  
ARCHITECT OF RECORD: \_\_\_\_\_  
STRUCTURAL ENGINEER: \_\_\_\_\_  
MECHANICAL ENGINEER: \_\_\_\_\_  
ELECTRICAL ENGINEER: \_\_\_\_\_  
DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE: \_\_\_\_\_

This Statement of Special Inspections is submitted in accordance with Section 1704.3 of the 2015 International Building Code. It includes a *Schedule of Special Inspection Services* applicable to the above- referenced Project as well as the identity of the individuals, agencies, or firms intended to be retained for conducting these inspections. If applicable, it includes Special Inspections *for Wind Resistance*

The Special Inspector(s) shall keep records of all inspections and shall furnish interim inspection reports to the Building Official and to the Registered Design Professional in Responsible Charge at a frequency agreed upon by the Design Professional and the Building Official prior to the start of work. Discrepancies shall be brought to the immediate attention of the Contractor for correction. If the discrepancies are not corrected, the discrepancies shall be brought to the attention of the Building Official and the Registered Design Professional in Responsible Charge prior to completion of that phase of work. A *Final Report of Special Inspections* documenting required special inspections and corrections of any discrepancies noted in the inspections shall be submitted to the Building Official and the Registered Design Professional in Responsible Charge at the conclusion of the project.

Frequency of interim report submittals to the Registered Design Professional in Responsible Charge:

\_\_\_ Weekly \_\_\_ Bi-Weekly \_\_\_ Monthly Other; specify: \_\_\_\_\_

The Special Inspection program does not relieve the Contractor of the responsibility to comply with the Contract Documents. Jobsite safety and means and methods of construction are solely the responsibility of the Contractor.

Statement of Special Inspections Prepared by:

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Building Official's Acceptance Signature:

Preparer's Seal
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# Contractor's Statement of Responsibility

Each contractor responsible for the construction or fabrication of a main wind or seismic force-resisting system, designated seismic system or wind or seismic-resisting component listed in the Statement of Special Inspections, Special Inspections for Seismic or Wind Resistance, must submit a Statement of Responsibility.

Project:

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Contractor's Name:

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Address:

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Parish License No.

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Description of building systems and components included in Statement of Responsibility:

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## **Contractor's Acknowledgement of Special Requirements**

I hereby acknowledge that I have received, read, and understand the Statement of Special Inspections and Special Inspection program:

I hereby acknowledge that control will be exercised to obtain conformance with the approved construction documents.

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Name and Title (type or print)

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Signature

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Date



# Fabricators Certificate of Compliance

Each approved fabricator that is exempt from Special Inspection of shop fabrication and implementation procedures per section 1704.2.5 of the International Building Code must submit *Fabricator's Certificate of Compliance* at the completion of fabrication.

Project:

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Fabricator's Name:

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Address:

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Certification or Approval Agency:

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Certification Number:

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Date of Last Audit or Approval:

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Description of structural members and assemblies that have been fabricated:

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*(PLEASE ATTACH PAPER USED FOR EXTRA SPACE TO THIS DOCUMENT)*

I hereby certify that items described above were fabricated in strict accordance with the approved construction documents.

\_\_\_\_\_  
Name and Title (type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Attach copies of fabricator's certification or building code evaluation service report and fabricator's quality control manual.*

## SPECIAL INSPECTION DAILY REPORT

PROJECT NAME / ADDRESS:	
INSPECTION TYPE(S) COVERAGE:  <input type="checkbox"/> CONTINUOUS <input type="checkbox"/> PERIODIC TIME BEGINNING INSPECTION:                      TIME ENDING INSPECTION:	
DESCRIBE INSPECTIONS MADE, INCLUDING LOCATIONS:	
LIST TESTS MADE:	
LIST ITEMS REQUIRING CORRECTIONS, CORRECTIONS OF PREVIOUSLY LISTED ITEMS AND PREVIOUSLY LISTED UNCORRECTED ITEMS: PROVIDE COPIES OF DISCREPANCY NOTICES:	
COMMENTS:	
TO THE BEST OF MY KNOWLEDGE, WORK INSPECTED WAS IN ACCORDANCE WITH THE APPROVED DESIGN DRAWINGS, AND SPECIFICATIONS, EXCEPT AS NOTED ABOVE.	
PRINTED FULL NAME	
NOTE BY "SPECIAL INSPECTOR" OR NAME OF TESTING AGENCY	
SIGNED:	DATE:
CERTIFICATION:	NUMBER:

One copy of this report to remain at job site with the contractor for review upon request.

## SPECIAL INSPECTION INTERIM REPORT

PROJECT NAME / ADDRESS:								
INSPECTION TYPE(S) COVERAGE <input type="checkbox"/> CONTINUOUS TIME BEGINNING INSPECTION:								
<input type="checkbox"/> PERIODIC TIME ENDING INSPECTION:								
DESCRIBE INSPECTIONS MADE, INCLUDING LOCATIONS:								
LIST TESTS MADE:								
TOTAL INSPECTION TIME EACH DAY	DATE							
	HOURS							
LIST ITEMS REQUIRING CORRECTIONS, CORRECTIONS OF PREVIOUSLY LISTED ITEMS AND PREVIOUSLY LISTED UNCORRECTED ITEMS: PROVIDE COPIES OF DISCREPANCY NOTICES:								
COMMENTS:								
TO THE BEST OF MY KNOWLEDGE, WORK INSPECTED WAS IN ACCORDANCE WITH THE APPROVED DESIGN DRAWINGS, AND SPECIFICATIONS, EXCEPT AS NOTED ABOVE.								
PRINTED FULL NAME								
NOTE BY "SPECIAL INSPECTOR" OR PROVIDE NAME OF TESTING AGENCY								
SIGNED:						DATE:		
CERTIFICATION:						NUMBER:		

One copy of this report to remain at job site with the contractor for review upon request.

**SPECIAL INSPECTION DISCREPANCY NOTICE**

PROJECT NAME / ADDRESS:		
INSPECTION TYPE(S) COVERAGE  <input type="checkbox"/> CONTINUOUS <input type="checkbox"/> PERIODIC		
AREA INSPECTED	TYPE OF INSPECTION	
NOTICE DELIVERED TO:  <input type="radio"/> CONTRACTOR  <input type="radio"/> ENGINEER/ARCHITECT  <input type="radio"/> OWNER	DATE:	TIME:
MAKE THE FOLLOWING CORRECTIONS AND SECURE INSPECTION APPROVAL PRIOR TO PROCEEDING WITH THIS PHASE OF THE WORK.		
PRINTED FULL NAME		
NOTE BY "SPECIAL INSPECTOR" OR PROVIDE NAME OF TESTING AGENCY		
SIGNED:	DATE:	
CERTIFICATION:	NUMBER:	

One copy of this report to remain at job site with the contractor for review upon request.

# Final Report of Special Inspections

PROJECT #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ARCHITECT OF RECORD: \_\_\_\_\_

STRUCTURAL ENGINEER: \_\_\_\_\_

MECHANICAL ENGINEER: \_\_\_\_\_

ELECTRICAL ENGINEER: \_\_\_\_\_

DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE: \_\_\_\_\_

To the best of my information, knowledge, and belief, which are based upon observations or diligent supervision of our inspection services for the above-referenced Project, I hereby state that the special inspections or testing required for this Project, and designated for this Agent in the *Statement of Special Inspection* have been completed in accordance with the Contract Documents.

The Special Inspection program does not relieve the Contractor of the responsibility to comply with the Contract Documents. Jobsite safety and means and methods of construction are solely the responsibility of the Contractor.

Interim reports submitted prior to this final report and numbered \_\_\_\_\_ to \_\_\_\_\_ form a basis for, and are to be considered an integral part of this final report. The following discrepancies that were outstanding since the last interim report dated \_\_\_\_\_ have been corrected.

**Comments:**

**Prepared By:**

\_\_\_\_\_  
Special Inspection Agent/Firm

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Preparer's Seal
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