

1. SPECIAL INSPECTION POLICY

The *International Building Code* (IBC) requires special inspections be performed on buildings constructed within the scope of Chapter 17. Following are the general procedures that will be utilized for these provisions:

I. Site-specific Special Inspection Requirements

A. Prior to Plan Approval/Permitting

1. The Design Professional(s) must submit special inspection requirements compliant with Chapter 17 of the *International Building Code* (2003 edition). ([See Qualification of Special Inspections Services](#))
2. Owner or owner's agent (can be the design professional) shall submit a recommended list of special inspectors to be used to comply with the special inspection program for approval. The list of special inspections shall also include the qualifications of the special inspectors unless they have been pre-qualified by the Building Official.

B. Special Inspection Reports Required

1. Owner or Owners agent (can be the design professional) shall submit a recommended report submittal schedule to the Building Official for approval prior to the start of construction. Daily Reports will not be required.
2. See [Final Report of Special Inspections Required](#)

C. During Construction

1. Contractor(s) must notify special inspectors when work is ready for inspection and retain inspection reports
2. Reports of special inspections must be provided to the Building Official prior to the applicable inspections being requested by the contractor as required by the codes. No required inspection will be made until all applicable special inspection reports have been received.
3. Special inspector(s) must notify the contractor and design professional(s) of field discrepancies observed during inspections

4. All field discrepancies observed during special inspections must be resolved, and applicable reports indicating such must be submitted to the Office of the Building Official prior to any required inspections being approved by the jurisdiction.
5. Routine construction inspections otherwise required by the code (e.g. foundation, framing, insulation, sheathing, rough inspections for all trades, final inspections for all trades, etc.) must still be performed at the appropriate stages of construction.
6. Certificates of Occupancy will not be issued and permanent utility service will not be connected to a structure until all required special inspections are approved, required progress reports and final reports of Special Inspections with seal and original signature are received by the Office of the Building Official.

II. Special Inspectors

- A. Special inspectors must submit qualifications to the Building Official to be authorized to perform these inspections.
- B. The Office of the Building Official will review qualifications submitted and maintain a list of special inspectors considered qualified to perform specific types of special inspections.
- C. Special inspectors on the authorized list need not submit their qualifications for each project, since these will be maintained on file.
- D. The Building Official reserves the right to remove special inspectors from the qualified list based upon inadequate quality of inspections, fraudulent claims of qualifications, revocation or suspension of registration or certification on which the qualification was based, and/or for other just causes.