

# **Municipal Inspections**

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## **SPECIAL INSPECTION AND TESTING INFORMATION**

**Purpose:** To provide a method for complying with the requirements of 2006 IBC section 1704 – Special Inspections.

**Before permit issuance:** The architect or engineer of record shall complete the special structural testing and inspection schedule, and shall be included in the projects submitted documents for permit approval. The completed schedule is an element of the construction documents, and after permit issuance, becomes part of the Building Departments approved plans and specifications. The completed schedule shall include:

1. A specific listing of the items requiring special inspection (observation and testing)
2. The frequency of special inspections (i.e., continuously or periodic).
3. The frequency of reporting (i.e., intermittent, weekly, or monthly).
4. The parties responsible for performing special inspections. Shall also include credentials, and copies of active certifications for all inspectors assigned to the project.
5. Acknowledgments by each designated party.

**Requirements:** Special inspection includes inspection (work requiring observation and engineering judgment) and testing (analyzing work and materials in accordance with approved standards). Special inspection shall meet the minimum requirements of the Minnesota State Building Code which includes IBC 1704, and the approved plans and specifications. The owner or engineer/architect of record shall employ special inspectors, not the contractor. Special inspection shall not relieve the contractor of the responsibility to complete the work in accordance with the approved plans and specifications.

## **Responsibilities**

### **1. Special inspectors (technicians)**

- Test and/or observe the work assigned for conformance with the approved plans, specifications, and applicable material and workmanship provisions of the code. Perform testing and inspection in a timely manner to avoid delay of work.
- Bring nonconforming items to the immediate attention of the contractor for correction. If these items are uncorrected after a reasonable period of time, bring them to the attention of the structural engineer of record, architect, and building inspector.
- Submit test and/or inspection reports to building official, contractor, architect, and structural engineer of record.
- Sign the special inspection and testing schedule in conjunction with other responsible parties prior to commencing construction.
- Submit a final signed report stating whether the work requiring special inspection was, to the best of the inspector's knowledge, in conformance with the approved plans, specifications, and applicable workmanship provisions of the code.

### **2. Architect of record**

- If required, attend pre-construction meeting to review scope of special structural testing and inspection.
- Complete and sign the special structural testing and inspection schedule.
- Submit a certificate of completion and compliance prior to the projects final inspection, and issuance of a certificate of occupancy.

### **3. Structural engineer of record**

- Identify items requiring special structural testing and inspection.
- Define type of special inspector required for description of work indicated on the special structural testing and inspection schedule.
- If required, attend pre-construction meeting to review scope of special structural testing and inspection.
- Complete and sign the special structural testing and inspection schedule.
- Review reports issued by special inspectors.

- Submit a certificate of compliance prior to the projects final inspection, and the issuance of a certificate of occupancy.

#### **4. Testing agency**

- Provide credentials to the building department on all special inspectors (technical and structural) that will be assigned to that specific project.
- If required, attend pre-construction meeting to review scope of special structural testing and inspection.
- Sign the special structural testing and inspection schedule.
- Submit all reports to the building official for review.

#### **5. Contractor**

- If required, attend pre-construction meeting to review scope of special structural testing and inspection.
- Sign the special structural testing and inspection schedule.
- Post or make available the special structural testing and inspection schedule within the jobsite office or trailer. Also, provide adequate notification to those parties designated on the schedule so they may properly prepare for and schedule their work.
- Provide special inspectors access to the approved drawings and specifications at the job site.
- Review reports submitted by special inspectors.
- Correct in a timely manner, deficiencies identified in inspection and or testing reports.
- Provide the special inspector safe access to the work requiring inspection and/or testing.

#### **6. Fabricator**

- Submit a certificate of compliance to the building official, special inspector, and structural engineer of record that the work was performed in accordance with the approved plans and specifications.
- Sign the special structural inspection and testing schedule.

## **7. Building Official**

- Review special inspector qualifications.
- Review qualifications of fabricators.
- Review, accept, and sign the completed special structural testing and inspection schedule.
- Review the final signed reports submitted by the special inspectors. These documents shall be accepted and approved by the building department prior to the issuance of a certificate of occupancy.

## **8. Owner**

- Establish direct funding to provide for cost of special structural testing and inspection services.
- Provide special inspector with approved design drawings, specifications, and approved shop drawings.
- Sign the special structural inspection and testing schedule.