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**CONSTRUCTION BULLETIN**  
**IBC Summary Statement of Special Inspections**

January 2025

**2021 INTERNATIONAL BUILDING CODE**

PROJECT \_\_\_\_\_ PERMIT # \_\_\_\_\_

ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

*GENERAL INFORMATION:*

- Obtain a building permit before starting construction.
- This construction bulletin is intended to provide guidelines and a checklist of some special inspections that may be required per 2021 IBC. Additional information can be found at your local building department.

### Summary Statement of Special Inspections

In accordance with International Building Code Section 1704.2.3, the applicant shall submit a statement of special inspections as a condition for permit issuance. When special inspection is required to be performed, the **owner**, or the **registered design professional in responsible charge** acting as the owner's agent, is required to hire an independent testing/inspection agency to perform required special inspections.

The independent agency hired to perform the duties of special inspection is required to be a registered agency with Washington Association of Building Officials (WABO), under the Special Inspection Registration Program (SIRP) Standard No. 1701 or most current adopted special inspection standard published by WABO.

The design professional shall complete the attached forms and submit them to the Building Department prior to issuance of the building permit. The special inspectors assigned to any project within the Jurisdiction shall be currently registered with WABO and certified for the disciplines assigned.

The Summary of Special Inspections summarizes the special inspections and tests required for the project. Special Inspectors will refer to the approved plans and specifications for detailed special inspection requirements. Any additional tests and inspections required by the approved plans and specifications will also be performed.

A Final Report of Special Inspections documenting required special inspections, testing and correction of any discrepancies noted in the inspections shall be submitted prior to issuance of a Certificate of Use and Occupancy (Section 1704.2.4).

The following are testing agencies and special inspectors that will be retained to conduct tests and inspections.

Responsibility	Firm	Address, Telephone, e-mail
1. Special Inspection Agency (except for geotechnical)		
2. Material testing Agency (Laboratory)		
3. Geotechnical Inspection Agency		
4. Other		

# Summary of Special Inspection

For this project, check the required inspections per IBC Chapter 17

Architect	S Engr	MEP Engr	Special Inspections and tests	Notes
<input type="checkbox"/>	<input type="checkbox"/>		1705.1.1 Special Cases	
<input type="checkbox"/>	<input type="checkbox"/>		1705.2 Steel construction	
<input type="checkbox"/>	<input type="checkbox"/>		1705.2.1 Structural Steel	
<input type="checkbox"/>	<input type="checkbox"/>		1705.2.2 Cold-formed steel deck	
<input type="checkbox"/>	<input type="checkbox"/>		1705.2.3 Open-web steel joists and joist girders	
<input type="checkbox"/>	<input type="checkbox"/>		1705.2.4 Cold-formed steel trusses	
<input type="checkbox"/>	<input type="checkbox"/>		1705.3 Concrete construction	
<input type="checkbox"/>	<input type="checkbox"/>		1705.3 Concrete, reinf. & anchors (pre- or post-installed)	
<input type="checkbox"/>	<input type="checkbox"/>		1705.3.1 Welding of reinforcing bars	
<input type="checkbox"/>	<input type="checkbox"/>		1705.3.2 Material tests	
<input type="checkbox"/>	<input type="checkbox"/>		1705.4 Masonry construction	
<input type="checkbox"/>	<input type="checkbox"/>		1705.5 Wood construction	
<input type="checkbox"/>	<input type="checkbox"/>		1705.5.1 High-load diaphragms	
<input type="checkbox"/>	<input type="checkbox"/>		1705.5.2 Metal-plate-connected wood trusses	
<input type="checkbox"/>	<input type="checkbox"/>		1705.5.3 Mass timber construction	
<input type="checkbox"/>	<input type="checkbox"/>		1705.6 Soils	
<input type="checkbox"/>	<input type="checkbox"/>		1705.7 Driven deep foundations	
<input type="checkbox"/>	<input type="checkbox"/>		1705.8 Cast-in-place deep foundations	
<input type="checkbox"/>	<input type="checkbox"/>		1705.9 Helical pile foundations	
<input type="checkbox"/>	<input type="checkbox"/>		1705.10 Structural integrity of deep foundation	
<input type="checkbox"/>	<input type="checkbox"/>		1705.11 Fabricated items**	
<input type="checkbox"/>	<input type="checkbox"/>		1705.13 Seismic force-resisting systems	
<input type="checkbox"/>	<input type="checkbox"/>		1705.13.1 Structural steel	
<input type="checkbox"/>	<input type="checkbox"/>		1705.13.2 Structural wood	
<input type="checkbox"/>	<input type="checkbox"/>		1705.13.3 Cold-formed steel light framed construction	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1705.13.4 Designated seismic systems	
<input type="checkbox"/>	<input type="checkbox"/>		1705.13.5 Architectural components	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1705.13.6 Plumbing, mechanical and electrical components	
<input type="checkbox"/>	<input type="checkbox"/>		1705.13.7 Storage racks	
<input type="checkbox"/>	<input type="checkbox"/>		1705.13.8 Seismic isolation systems	
<input type="checkbox"/>	<input type="checkbox"/>		1705.13.9 Cold-formed steel special bolted moment frames	
<input type="checkbox"/>	<input type="checkbox"/>		1705.14 Testing for seismic resistance	
<input type="checkbox"/>	<input type="checkbox"/>		1705.14.1 Structural steel	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1705.14.2 Nonstructural components	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1705.14.3 Designated seismic systems	
<input type="checkbox"/>	<input type="checkbox"/>		1705.14.4 Seismic isolation systems	
<input type="checkbox"/>	<input type="checkbox"/>		1705.15 Sprayed fire-resistant materials	
<input type="checkbox"/>	<input type="checkbox"/>		1705.16 Mastic and intumescent fire-resistant coatings	
<input type="checkbox"/>	<input type="checkbox"/>		1705.17 Exterior insulation and finish systems (IEFS)	
<input type="checkbox"/>	<input type="checkbox"/>		1705.18 Fire-resistant penetrations and joints	
<input type="checkbox"/>	<input type="checkbox"/>		1705.18.1 Penetration firestops	
<input type="checkbox"/>	<input type="checkbox"/>		1705.18.2 Fire-resistant joint systems	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1705.19 Testing for smoke control	
<input type="checkbox"/>	<input type="checkbox"/>		1705.20 Sealing of mass timber	

\*\* Off-site special inspection is not required for approved fabricators when approved by the building official.

**Seismic Requirements (IBC 1704.3.2)**

Describe the seismic force resisting system subject to special inspections in accordance with IBC 1705.13 and 1705.14

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The extent of seismic force resisting system is defined in more details in the construction documents.

**Seismic Requirements (IBC 1704.3.2)**

Describe the designated seismic systems (non-structural components or systems that are essential to the intended function of a Risk Category IV structure or that is essential to Life Safety in structures assigned to other Risk Categories) subject to special inspections in accordance with IBC 1705.13 and 1705.14

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The extent of the designated systems is defined in more details in the construction documents.

**Structural Observation (IBC 1704.6)**

Describe structural systems subject to structural observations when required by the provisions of IBC 1704.6.1

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The extent of structural observation is defined in more details in the construction documents.

PLEASE CHECK WITH YOUR LOCAL JURISDICTION TO DETERMINE REQUIRED SIGNATURES

### A. Owner Responsibilities

The owner or the design professional in responsible charge acting as the owner's agent, shall fund special inspection services. The owner is responsible for seeing that these requirements are met.

**I have read and understand my responsibilities regarding special inspections.**

Owner/  
Agent: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### B. Registered Design Professional Responsibilities

1. The registered design professional in responsible charge (engineer, or architect), shall include special inspection requirements and specifications on the plans.
2. Provide structural observation where required per IBC Section 1704.6.
3. Prepare project specific Statement of Special Inspections in accordance with IBC section 1704.3 and identify special inspections or tests for seismic resistance per IBC Section 1704.3.2 where required. The Statement of Special Inspections shall identify items fabricated on the premises of an approved fabricator where special inspections are not required by Section 1704.2.5.
4. Review the special inspection reports and provide corrective action for work that may not conform to the approved plans.

**I have read and understand my responsibilities regarding special inspections.**

Registered Design Professional in Resp. Charge: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Structural Engineer of Record: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### C. Contractor's Responsibilities

1. Notify the agency:  
The contractor is responsible for notifying the inspection agency in sufficient time for scheduling personnel to perform required inspections.
2. Written statement of responsibility:  
Contractor shall complete this form to satisfy IBC 1704.4 Contractor responsibility for construction of designated main-wind or seismic force resisting system. Additional information shall be provided where requested by the jurisdiction.
3. Provide access to Jurisdiction approved plans:  
The approved plans shall be readily accessible at the job site.
4. Provide access to work:  
The contractor shall provide reasonable access to all work requiring special inspection.
5. Retaining special inspection reports at the job site:  
The contractor is also responsible for retaining at the job site all special inspection records submitted by the special inspector and providing these records for review by the Building Department's inspector upon request.
6. Notify Jurisdiction of special inspections prior to scheduled inspection time.
7. Provide a copy of special inspector's credentials when requested by the jurisdiction.

### D. Duties of the Special Inspector

1. **Inspect and/or test the work:**  
The inspector shall inspect and /or test the work for compliance with the Jurisdiction approved plans, specifications, and applicable provisions of the IBC. The architect/engineer's reviewed shop drawings, and/or placement drawings, may be used only as an aid to inspections.
  - **Continuous Special Inspection** – The full-time observation of work requiring special inspection by an approved special inspector who is present in the area where the work is being performed.
  - **Periodic Special Inspection** – The part-time or intermittent observation of work requiring special inspection by an approved special inspector who is present in the area where the work is being performed and at the completion of the work report non-conforming items:

The inspector shall bring non-conforming items to the immediate attention of the contractor and note all such items in the daily report. If any item is not resolved in a timely manner and is about to be incorporated in the work, the special inspector shall immediately notify the Building Department, the engineer, architect, or his/her office.

2. **Furnish daily reports:**

The special inspector shall complete a daily report for each day's inspections. The daily reports shall remain at the job site with the contractor for the Building Department's inspector. The reports shall include the following:

- a. *Name of special inspector with WABO certification number and certification type, date, time, temperature and weather conditions.*
- b. *Description of the inspections, with locations and tests performed.*
- c. *Listing any non-conforming items.*
- d. *Include how items were resolved or unresolved.*
- e. *List any changes or corrections to non-conforming issues authorized by the engineer, architect, or Jurisdiction's building inspectors.*

3. **Furnish weekly reports:**

The inspection agency shall furnish weekly reports of the tests and inspections performed directly to the Building Department, project engineer, architect, and/or others as designated.

4. **Furnish final report:**

The inspection agency shall submit a final signed report to the Building Department stating that all items requiring special inspections and testing were fulfilled, all discrepancies were corrected or resolved, and all work requiring special inspections is in conformance with the approved design drawings and specifications.

- Any items unresolved or discrepancies in coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

## **E. Submittals to the Building Official**

1. In addition to the submittal of reports of special inspections and tests by the approved special inspection agency in accordance with IBC Section 1704.2.4, reports and certificates shall be submitted by the owner or the owner's authorized agent to the building official for items listed in IBC 1704.5.

## **F. Jurisdiction**

1. The Jurisdiction will review the implementation of Structural Tests and Special Inspection requirements.
2. Review special inspections:  
The Building Department shall review all special inspectors and special inspection requirements found in IBC Chapter 17 and the WABO - SIRP Standards 1701.
3. Monitor special inspections:  
Work requiring special inspections, and the performance of special inspectors, may be monitored by the Building Department's inspector. The jurisdiction's approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.
4. Perform inspections as required by the local building code.
5. Issue Certificate of Occupancy:  
The Building Department will only issue a Certificate of Occupancy after all special inspection reports and the final special inspection report, have been submitted and accepted.