



**CONSTRUCTION BULLETIN**  
**IBC Statement of Special Inspections**  
January 2018

2015 INTERNATIONAL BUILDING CODE

PROJECT \_\_\_\_\_ PERMIT # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_  
 INSPECTION AGENCY \_\_\_\_\_ PHONE # \_\_\_\_\_  
 CONTACT \_\_\_\_\_ EMAIL \_\_\_\_\_  
 DESIGN PROFESSIONAL \_\_\_\_\_ PHONE # \_\_\_\_\_  
 COMPANY \_\_\_\_\_ EMAIL \_\_\_\_\_

**Check Required Special Inspections - per International Building Code, Section 1704:**

Seismic Force Resisting Systems requiring inspection (IBC 1705.11): \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> 1. Structural Welding (Steel 1705.2.1)( AISC 360)   | <input type="checkbox"/> 12. Cast-in-place Deep Foundations (1705.8)    |
| <input type="checkbox"/> 2. High Strength Bolting (Steel 1705.2.1)( AISC 360)  | <input type="checkbox"/> 13. Sprayed Fire-Resistant Materials (1705.14) |
| <input type="checkbox"/> 3. Cold Formed Steel Deck, Open Web Steel Joists and Trusses (1705.2)                             | <input type="checkbox"/> 14. Mastic and Intumescent Coatings (1705.15)  |
| <input type="checkbox"/> 4. Structural Concrete and Reinf. Steel (1705.3)  | <input type="checkbox"/> 15. Ext. Insul. and Fin. System (EIFS 1705.16) |
| <input type="checkbox"/> 5. Anchor Bolts in Concrete (1705.3)  | <input type="checkbox"/> 16. Post Installed Anchors (1705.3)            |
| <input type="checkbox"/> 6. Prestressed Concrete and PT tendons (1705.3)   | <input type="checkbox"/> 17. Smoke Control (1705.18)                    |
| <input type="checkbox"/> 7. Shotcrete (1705.3, 1908.5)   | <input type="checkbox"/> 18. Structural Wood (1705.11.2 & 1705.12.2)    |
| <input type="checkbox"/> 8. Masonry (1705.4, ACI 530)  | <input type="checkbox"/> 19. Cold-Formed Steel Framing (1705.12.3)      |
| <input type="checkbox"/> 9. High Load Diaphragms (Wood 1705.5.1)   | <input type="checkbox"/> 20. Stor. Racks and Access Flrs. (1705.12.7)   |
| <input type="checkbox"/> 10. Grading, excavation, and filling (Soils 1705.6)   | <input type="checkbox"/> 21. Architectural Components. (1705.12.5)      |
| <input type="checkbox"/> 11. Driven Deep Foundations (1705.7)  | <input type="checkbox"/> 22. Mech. and Elec. Components (1705.12.6)     |
| <input type="checkbox"/> 23. Other inspections as required by the Design Professional or the Building Official (1705.1.1). |   |

\_\_\_\_ 24. Structural load bearing or lateral load-resisting members to be fabricated off-site (1704.2.5)\*\*

\*\* (Note: Off-site special inspection is not required when approved by the building official.

See MBP construction tip sheet "[Approved Fabricators](#)" online.

\_\_\_\_ Section 1705.12-Structural Testing for Seismic Resistance when required shall be specified on the drawings.

\_\_\_\_ Section 1704.6-Structural Observations (List requirements): \_\_\_\_\_

\_\_\_\_ Section 1709-Preconstruction Load Test (List requirements): \_\_\_\_\_

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 2015 IBC. Additional information can be found at your local building department.

## STATEMENT OF SPECIAL INSPECTIONS GUIDELINES

In accordance to Section 1704 of the 2015 International Building Code (IBC), 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 inspectors assigned to any project within the Jurisdiction shall be currently registered with WABO, and certified for the disciplines assigned.

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: \_\_\_\_\_ By: \_\_\_\_\_ 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 the Statement of Special Inspections in accordance with IBC section 1704.3 and identify Structural Testing for Seismic Resistance per IBC section 1704.3.2 (When 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: \_\_\_\_\_ By: \_\_\_\_\_ 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.

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

Contractor: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

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## 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 or architect, 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.

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

**Inspection**

**Agency:** \_\_\_\_\_ **By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Inspection**

**Agency:** \_\_\_\_\_ **By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 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. 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.

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