City of Greensboro – SPECIAL INSPECTION AND TESTING AGREEMENT & STATEMENT OF SPECIAL INSPECTIONS

Submit with Permit Application **(6 pages)**

City Staff Enter: Plan Tracking Number: 20___-_____ Primary Bldg Permit Number _____

PROJECT NAME & ADDRESS:	
REGISTERED DESIGN PROFESSIONAL OF RECORD:	
SPECIAL INSPECTOR: (firm and registered professional in charge)	
PROJECT OWNER:	
CONTRACTOR / PERMIT HOLDER:	

CODE REQUIREMENTS:

As a condition for permit issuance, the permit applicant shall submit a Statement of Special Inspections prepared by the Registered Design Professional in responsible charge in accordance with the North Carolina Administrative Code and Policies. This statement shall include a list of materials and work requiring special inspections, the inspections to be performed, and a list of the individuals, approved agencies or firms intended to be retained for conducting such inspections. (NCBC Section 1704.1.1)

The Owner shall employ one or more special inspectors to provide inspections during construction on the types of work listed in accordance with Section 1704.1.2 of the North Carolina Building Code. These inspections are in addition to the inspections specified in the North Carolina Administrative Code and Policies. (NCBC Section 1704.1)

Special Inspections shall be performed by a North Carolina registered design professional or an inspector (field technician) under his responsible charge. (NCAC Section 107.5)

An approved special inspections agency shall be objective, competent and independent from the contractor responsible for the work being inspected. (NCBC Section 1703.1.1) The registered design professional in charge and engineers of record are permitted to act as the approved agency. (NCBC Section 1704.1)

Special Inspectors shall keep records of inspections, and shall furnish inspection reports to the Building Official and to the Registered Design Professional in responsible charge. Reports shall indicate whether work inspected was or was not completed in conformance to the approved construction documents. Discrepancies shall be brought to the immediate attention of the contractor for correction. If they 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 the work. (NCBC Section 1704.1.3)

A final report documenting required special inspections and correction of any discrepancies noted in the inspections shall be submitted to the Building Official prior to approval of the final inspection and issuance of the Certificate of Occupancy. (NCBC Section 1704.1.3)

ADDITIONAL REQUIREMENTS:

General:

A pre-construction conference with the parties involved may be required in order to review the special inspections requirements and procedures. A list of all proposed inspectors and field technicians listing their qualifications shall be included in the attached Schedule of Special Inspections. Each special inspector may be subject to a personal interview for prequalification. Special inspectors and their staff shall display approved identification when performing special inspection duties.

Duties and Responsibilities of the Special Inspector:

Pre-Construction Design Review - The special inspector shall review all plans, specifications, and applicable code requirements for the project with the contractor and the architect/engineer of record. Any addendums, modifications, or changes to the plans or specifications shall be forwarded to the special inspector after Development Services approval and prior to the work beginning.

Observe Work – The special inspector shall observe the work for conformance with the Development Services Division approved design documents and applicable workmanship provisions o the NC Building Code. Architect/engineer reviewed shop drawings and/or erection drawings may be used only as an aid to inspection. Special inspections are to be performed on a continuous basis, meaning that the special inspector is on site in the general area at all times when the work requiring special inspections is in progress, except for items in the applicable inspection table that allow periodic inspections.

Furnish Daily Reports – On request, each special inspector shall complete and sign both the special inspection record and the daily report form for each day's inspections. These documents are to remain at the job site with the contractor for review by the Development Services Division inspector.

Furnish Weekly Reports – The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Development Services Division inspector, architect, and engineer of record, and others as designated. These reports must include the following:

- Description of daily inspections and tests made and locations;
- Listing of all non-conforming items;
- Report on how non-conforming items were resolved or unresolved as applicable; and
- Itemized changes authorized by the architect, engineer or Development Services inspector, if not included in non-conformance items.

Furnish a Final Report – as required by NC Building Code Section 1704.1.3.

Contractor Responsibilities:

Notify the Special Inspector – The contractor is responsible for notifying the special inspector or agency regarding individual inspections listed on the attached schedule, or required by the Development Services Division inspector. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

Provide Access to Approved Construction Documents - The contractor is responsible for providing the special inspector access to approved construction documents at the site.

Retain Special Inspection Records – The contractor is responsible for retaining, at the job site, al special inspection records submitted by the special inspector and providing these records for review upon request of the Development Services Division inspector.

Development Services Division Responsibilities:

Approve Special Inspections – The Development Services Division shall approve all section inspection requirements.

Monitor Special Inspections - Work requiring special inspections and the performance of special inspections shall be monitored by the Development Services Division inspector. His or her approval must be obtained prior to the placement of concrete or similar covering activities, in addition to that of the special inspector.

Certificate of Occupancy – The development services Division may issue a Certificate of Occupancy after all special inspection reports and the final reports have been submitted and accepted, in accordance with NC Building Code Section 1704.1.3.

Owner Responsibilities:

The owner shall be responsible for employing special inspectors in accordance with NC Building Code Section 1704.1.

Engineer or Architect of Record responsibilities:

The Engineer or Architect of Record shall indicate special inspection requirements on the plan submittals and in the specifications.

LIST OF SPECIAL INSPECTIONS, INSPECTORS, AGENCIES AND FIRMS: (COMPLETE ALL COLUMNS)

S.I. Req'd	**Inspection Task (Code Reference / Standard)**	**Continuous Inspections**	**Periodic Inspections**	**S.I./Field Tech/Approved Fabricator/Lab** (enter names of Special Inspectors and Field Technicians on site, fabricating company or lab, as applicable)	**Qualification/Certification** (enter qualification or certification of Special Inspector, Field Technician, fabricating company or lab)
☐	1704.2.1 Fabrication & implementation procedures	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1704.2.2 Fabricator approval / certification	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1704.3 & Table 1704.3 Steel Construction	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1704.3.1 Welding	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1703.3.2 Construction details	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1703.3.3 High strength bolts	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1703.3.4 Cold form steel trusses > 60'	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	Table 1704.4 Concrete construction	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1704.4.1 Materials	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.

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☐	1704.5 & Table 1704.5 Masonry construction	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1704.6 Wood construction	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1704.6.1 High load diaphragms	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1704.6.2 Metal plate trusses > 60'	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1704.7 & Table 1704.7 Soils	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1704.8 & Table 1704.8 Driven deep foundations	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1704.9 & Table 1704.9 Cast-in-place deep foundations	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1704.10 Helical pile foundations	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1704.11 Vertical Masonry foundation elements	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1704.12 Sprayed fire resistant materials	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.

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☐	1704.13 Mastic and Intumescent fire-resistant coatings	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1704.14 Exterior insulation and finish systems	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1704.15 Special cases	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1704.16 Special inspection for smoke control	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1705.3 Seismic resistance (where applicable)	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1705.4 Wind resistance	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1706 Special inspections for wind requirements	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1707 Special inspections for seismic resistance	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.
☐	1708 Structural testing for seismic resistance	☐	☐	1. 2. 3. 4.	1. 2. 3. 4.

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SPECIAL INSPECTIONS FIRM:_____

Special Inspector in Charge (sign over seal)_____
Date

Special Inspector in Charge (print):_____

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REGISTERED DESIGN PROFESSIONAL OF RECORD:_____

Registered Design Professional (sign over seal)_____
Date

Registered Design Professional (print):_____

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OWNER / OWNER'S REPRESENTATIVE:

Owner/Rep (print):_____(sign):_____
Date

****

CONTRACTOR / PERMIT APPLICANT:

Permit Applicant (print):_____(sign):_____
Date

****

CODE ENFORCEMENT OFFICIAL:

Code Official (print):_____(sign):_____
Date