



City of Aurora

STATEMENT OF SPECIAL INSPECTIONS GUIDELINES International Building Code

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Project Address		
Project Title		
Inspection Agency	Phone	Fax
Agency Contact Person	Phone	Fax
Design Professional	Phone	Fax
Staff Person Reviewing Submittal		Date
Company		
Address		
Comments		

A pre-construction meeting is recommended for every project whose elements are subject to special inspections. This meeting can take place at any time either here within the City building or on the job site. Check Required Special Inspections - Per International Building Code, Section 1704:

- | | |
|---|--|
| <input type="checkbox"/> Structural Welding (Steel 1705.2) | <input type="checkbox"/> Sprayed Fire-Resistant Materials (1705.14) |
| <input type="checkbox"/> Structural Concrete and Reinforced Steel (1705.3) | <input type="checkbox"/> Mastic and Intumescent Coatings (1705.15) |
| <input type="checkbox"/> Anchor Bolts in Concrete (1705.3) | <input type="checkbox"/> Exterior Insulation and Finish System (1705.16) |
| <input type="checkbox"/> Prestressed Concrete and PT tendons (1705.3) | <input type="checkbox"/> Expansion and Adhesive Anchors (1705.3) |
| <input type="checkbox"/> Shotcrete (1705.3) | <input type="checkbox"/> Smoke Control (1705.18) |
| <input type="checkbox"/> Masonry (1705.4) | <input type="checkbox"/> Structural Wood (1705.5) |
| <input type="checkbox"/> High Load Diaphragms (Wood 1705.5.1) | <input type="checkbox"/> Structural Steel (1705.12.1) |
| <input type="checkbox"/> Grading, excavation, and filling (Soils 1705.6) | <input type="checkbox"/> Architectural Components. (1705.12.5) |
| <input type="checkbox"/> Driven Deep Foundations (1705.7) | <input type="checkbox"/> Mech. and Elec. Components (1705.12.6) |
| <input type="checkbox"/> Cast-in-place Deep Foundations (1705.8) | <input type="checkbox"/> Other inspections as required by the Design Professional or the Building Official (1705.1.1). |
| <input type="checkbox"/> Structural load bearing items to be fabricated off-site (1704.2.5)** | |

**** (Note: Off-site special inspection is not required when approved by the building official. See "Approved Fabricators Checklist".**

STATEMENT OF SPECIAL INSPECTIONS

In accordance to Section 1704 of the 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 design professional shall complete the attached forms and submit them to the Building Division at the time construction plans are submitted for plan review. The special inspectors assigned to any project within the jurisdiction shall be identified by the design professional, and certified for the disciplines assigned.

A. Owner Responsibilities

1. 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.

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 Per IBC Section 1704.6 requirements and specifications on the plans.
3. Prepare the Statement of Special Inspections in accordance with IBC section 1704.2.3 and identify Structural Testing for Seismic Resistance per IBC section 1708 (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 1704.2.1.
4. Review the special inspection reports and provide corrective action for work that may not conform to the approved plans.

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.
3. Provide access to city 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 Division's inspector upon request.
6. Notify Building Division 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. Observe the work. The inspector shall observe 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.
2. 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 engineer or architect of record. Where an appropriate action is not taken by either the contractor or the engineer or architect of record to correct the non-conforming item(s), the special inspector shall immediately notify the Building Division.

3. 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 Division's inspector. The reports shall include the following:
 - Name of special inspector.
 - Description of the inspections, with locations and tests performed.
 - 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 Building Division's inspectors.
4. Furnish weekly reports. The inspection agency shall furnish weekly reports of the tests and inspections performed directly to the Building Division, project engineer, architect, and/or others as designated.
5. Furnish final report. The inspection agency shall submit a final signed report to the Building Division 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. Jurisdiction

The jurisdiction will review the implementation of Structural Tests and Special Inspection requirements.

1. Review special inspections. The Building Division shall review all special inspectors and special inspection requirements found in IBC Chapter 17.
2. Monitor special inspections. Work requiring special inspections, and the performance of special inspectors, may be monitored by the Building Division's inspector. The Building Division's approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.
3. Issue Certificate of Occupancy. The Building Division will only issue a Certificate of Occupancy after all special inspection reports and the final special inspection report, have been submitted and accepted.

ACKNOWLEDGMENTS

I have read and understand my responsibilities regarding special inspections.

Registered Design Professional in

Responsible Charge: _____ By: _____ Date: _____

BOARD OF APPEALS: The City of Aurora has created a Building Code and Contractors Appeals and Standards Board. Applicants have the right to have the board hear appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of the building code. Any application for appeal to the board shall be based on a claim that the true intent of the code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of the building code do not fully apply or an equally good or better form of construction is proposed.

COMMENTS OR CONCERNS: We are always looking for ways to improve the website and our hand-outs for the Building Division. Please email permitcounter@auroragov.org with your comments and suggestions.

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