

**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 (sample attached) to the extent possible for inclusion in the project specification. Information unavailable at that time should be provided when applying for the building permit. The completed schedule is an element of the construction documents, and after permit issuance, becomes part of the Building and Inspection Division approved plans and specifications. The completed schedule shall include:

1. A specific listing of the items requiring special inspection (observation and testing).
2. The associated technical specification section and article that defines the duties of special inspectors.
3. The degree or basis of special inspection (i.e., intermittent, will call or full-time/continuous).
4. The frequency of reporting (i.e., intermittent, weekly, monthly, per floor, per test, etc.).
5. The parties responsible for performing the special inspections.
6. Acknowledgements by each designated party.

## Requirements

“Special inspection” includes inspection (work requiring observation and engineering judgment) and testing (work analyzing materials in accordance with approved standards). Special inspection shall meet the minimum requirements of the *Minnesota State Building Code*, which includes *IBC Section 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.

## Guideline specification

To assist with standardization of special inspections and testing, the Council of American Structural Engineers, Minnesota Chapter (CASE/MN) developed guideline specifications in *Special Structural Testing and Inspection, 5th Edition*. The document is intended to identify items critical to the structural integrity of buildings and clearly outline the responsibilities of parties involved in design, construction, testing and inspection. An excerpt

from this specification regarding responsibilities is included in the following paragraph. Copies of this voluntary use document can be obtained through the Consulting Engineers Council of Minnesota (CEC/MN) Office at 952-593-5533.

## Responsibilities

### 1. Special inspectors

- A. Test and/or inspect the work assigned for conformance with the Building and Inspection Division approved plans, specifications, applicable material and workmanship provisions of the code. Perform testing and inspection in a timely manner to avoid delay of work.
- B. Bring discrepancies 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 (SER), building official and architect. Confirm they are corrected.
- C. Submit test and/or inspection reports to the building official, contractor, architect, SER and other designated persons in accordance with the special structural testing and inspection schedule.
- D. 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.
- E. Sign the special structural testing and inspection schedule in conjunction with other responsible parties prior to commencing construction.

### 2. Architect of record (or other prime consultant)

- A. Coordinate the flow of reports and related information to expedite resolution of construction issues.
- B. Arrange and attend a pre-construction meeting to review scope of special structural testing and inspection. Include contractor, building official, SER, testing agency and parties concerned.
- C. Complete and sign the special structural testing and inspection schedule in conjunction to all signed parties, including the building official.

### 3. Structural engineer of record

- A. Identify items requiring special structural testing and inspection.
- B. Define “type” of special inspector required for “description” of work indicated on the special structural testing and inspection schedule.
- C. Attend a pre-construction meeting to review scope of special structural testing and inspection.
- D. Complete and sign the special structural testing and inspection schedule prior to commencing construction.
- E. Review reports issued by special inspectors.
- F. If engaged as a special inspector, provide special structural testing and inspection services as noted in the specification.

### 4. Testing agency

- A. When engaged as a special inspector, provide special structural testing and inspection services as noted in the specification.
- B. Sign the special structural testing and inspection schedule in conjunction with other responsible parties prior to commencing construction.
- C. Attend a pre-construction meeting to review scope of special structural testing and inspection.

### 5. Contractor

- A. Attend a pre-construction meeting to review scope of special structural testing and inspection.
- B. Sign the special structural testing and inspection schedule at the job site. Provide adequate notification to those parties designated on the schedule so they may properly prepare for and schedule their services.
- C. Provide the special inspectors access to the approved plans and specifications at the job site.
- D. Review all reports issued by the special inspectors.
- E. Retain at the job site all reports submitted by the special inspectors for review by the building official upon request.
- F. Correct in a timely manner, deficiencies identified in inspection and or testing reports.
- G. Provide the special inspector safe access to the work requiring inspection and/or testing.

- H. Provide labor and facilities to provide access to work, to obtain, handle and deliver samples to facilitate testing and inspection and for storage and curing of test samples.
- I. Sign the special structural testing and inspection schedule in conjunction with other responsible parties prior to commencing construction.

### 6. Fabricator

- A. Submit a *Certificate of Compliance* to the building official, special inspector, and SER that the work was performed in accordance with the approved plans and specifications.
- B. Sign the special structural testing and inspection schedule in conjunction with other responsible parties prior to commencing construction.

### 7. Building official

- A. Review special inspector qualifications.
- B. Review qualifications of fabricators.
- C. Accept and sign the completed special structural testing and inspection schedule.
- D. Review reports and recommendations submitted by the special inspectors.
- E. Review the “final signed reports” submitted by the special inspector(s). These documents should be accepted and approved by the Building and Inspection Division prior to issuance of a certificate of occupancy.
- F. Determine work in which the building official’s opinion, involves unusual hazards or conditions *IBC 1705 - Special Inspections*.

### 8. Owner

- A. Establish direct funding for special structural testing and inspection services.
- B. Provide special inspector with approved plans, specifications and approved shop drawings.
- C. Provide special inspectors and testing agencies with full access to the site at all times.
- D. Sign the special structural testing and inspection schedule in conjunction with the other responsible parties prior to commencing construction.