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SUBJECT: Special Inspections Origin and Procedures

The Origin of Special Inspections

To find answers to numerous structural failures that had taken several lives and cost billions of dollars in property damages, the U.S. House of Representatives held hearings to examine the causes of structural failures. Based on these hearings, the two most critical factors identified were:

- a.) The need for organization of construction projects and better communication.
- b.) The need for inspections by the Registered Design Professional in Responsible Charge (RDPiRC) during the construction.

For a variety of reasons, the structural engineer of record or his designee often are not present on the job site during the construction. The absence of the structural engineer permitted flaws and changes on site to go unnoticed and uncorrected. The International Code Council has addressed the subcommittee's findings by enacting and enforcing the special inspection provisions.

What are Special Inspections?

- The monitoring of the materials and workmanship critical to the integrity of the building warranting special attention as dictated by the architect/engineer of record.
- The review of the work to ensure that the approved plans and specifications are being followed and are in compliance with the International Building Code.
- A quality assurance measure for critical structural or fire and life safety design features incorporated into the construction.

Special Inspections Program Policies, Procedures & Guidelines International Building Code Section 1704 Special Inspections

Note: The Statement of Special Inspections and the Final Report found at our website are the forms that should be submitted. The Statement of Special Inspections must be submitted prior to construction. The Final report must be submitted prior to occupancy.

A) Responsibilities of the Owner:

1. Special Inspections are the responsibility of the Owner. The Owner is responsible for employing or contracting the Registered Design Professional in Responsible Charge (RDPiRC).
2. The Owner is responsible for immediately contacting the building official, in writing, when there is a change of the RDPiRC.

B) Registered Design Professional in Responsible Charge - Definition and Responsibilities:

1. The RDPiRC is an individual who is a licensed design professional in the State of Oklahoma, implements the special inspections program and is responsible for the Determination of Required Special Inspections, Section 1704 of the *International Building Code*.

2. The RDPiRC is responsible for submitting the Statement of Special Inspections prior to Construction.
3. The RDPiRC contracts with or is employed by the owner.
4. The RDPiRC and the special inspectors and testing technicians may not be in the employ of the general contractor, subcontractors or material suppliers.
5. In the case of an owner/contractor, the building official shall determine who employs the RDPiRC and special inspectors.
6. The RDPiRC, or the owner, is required to employ or contract with the special inspectors.
7. The RDPiRC shall assign only trained, experienced, qualified special inspectors and testing technicians.
8. The RDPiRC is responsible for providing the general contractor with a list of all required Special Inspections and the associated special inspectors.
9. RDPiRC is responsible to review and sign the Final Report of Required Special Inspections after the general contractor completes his work according to the approved construction documents.
10. If at any point during construction the design professional is no longer employed as the RDPiRC of the project, written notification must be immediately submitted to the building official.

C) Definition and Responsibilities of the Special Inspectors:

1. Each special inspector must be qualified in the area of expertise of special inspection required.
2. Each special inspector contracts with or is employed by the owner or the RDPiRC as agent of the owner.
3. Each special inspector is responsible for verification that those items detailed in the permitted plans and specifications are built into the project.
4. Special inspectors shall prepare, sign and submit to the RDPiRC or his designee an inspection report for any time spent at a project site. Submit the reports within a reasonable time of the inspection. Include in the report any supporting documentation.
5. The special inspector shall bring non-complying items to the immediate attention of the general contractor.
6. If correcting the non-complying items is not in a timely manner or ignored, the special inspector is to prepare, sign and submit a Notice of Non-Compliance (NNC) to the RDPiRC with a copy directly to the building official, the general contractor and owner.
7. In receiving the NNC, the building official may suspend all future work in the areas of such non-compliance until the non-compliant items are corrected and the RDPiRC issues a field report to the building official with a copy to the special inspector, owner and general contractor indicating compliance.
8. Each special inspector is responsible to prepare, sign and submit to the RDPiRC or his designee their Final Report of Required Special Inspections.

D) Responsibilities of the General Contractor:

1. The general contractor is responsible for notifying the RDPiRC and the special inspector of work ready for inspection.
2. **The general contractor shall not employ the special inspector.**

E) Building Official Special Inspection Review

1. **The Building Inspector may generate a Special Inspection Review request for each special inspection identified in the approved plans and documents by the RDPiRC for compliance with the Special Inspections Program.**
2. The Special Inspections report identifying the special inspector and task completed must be presented to the building inspector for review when requested.
3. The Special Inspection Review is to be scheduled by the inspectors only and is to not be confused with an inspection request.
4. Failure to present the Special Inspections reports upon requests will result in an issuance of a Notice of Non Compliance by the building inspector.

Suggested Qualifications of Inspectors and Testing Technicians

FINAL QUALIFICATIONS OF AGENTS ARE SUBJECT TO THE DISCRETION OF THE REGISTERED DESIGN PROFESSIONAL PREPARING THE SCHEDULE.

Key for Minimum Qualifications of Inspection Agents:

When the Registered Design Professional in Responsible Charge or Special Inspector of Record deems it appropriate that the individual performing a stipulated test or inspection have a specific certification, license or experience as indicated below, such requirement shall be listed shall be clearly identified within the schedule of Special Inspections under the Agent Qualification Designation.

PE/SE Structural Engineer – a licensed SE or PE specializing in the design of building structures

PE/GE Geotechnical Engineer – a licensed PE specializing in soil mechanics and foundations

EIT Engineer-In-Training – a graduate engineer who has passed the Fundamentals of Engineering examination

Experienced Testing Technician

ETT Experienced Testing Technician – An Experienced Testing Technician with a minimum 5 years experience with the stipulated test or inspection

American Concrete Institute (ACI) Certification

ACI-CFTT Concrete Field Testing Technician – Grade 1

ACI-CC Concrete Construction Inspector

ACI-LTT Laboratory Testing Technician – Grade 1&2

ACI-STT Strength Testing Technician

American Welding Society (AWS) Certification

AWS-CWI Certified Welding Inspector

AWS/AISC-SSI Certified Structural Steel Inspector

American Society of Non-Destructive Testing (ASNT) Certification

ASNT Non-Destructive Testing Technician – Level II or III.

International Code Council (ICC) Certification

ICC-SMSI Structural Masonry Special Inspector

ICC-SWSI Structural Steel and Welding Special Inspector

ICC-SFSI Spray-Applied Fireproofing Special Inspector

ICC-PCSI Prestressed Concrete Special Inspector

ICC-RCSI Reinforced Concrete Special Inspector

National Institute for Certification in Engineering Technologies (NICET)

NICET-CT Concrete Technician – Levels I, II, III & IV

NICET-ST Soils Technician - Levels I, II, III & IV

NICET-GET Geotechnical Engineering Technician - Levels I, II, III & IV