

Statement of Special Inspections

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The following information should also be included in the statement of special inspections:

See Model Program Helpful Guidelines

Section 5.4. “Design Professional” which states, in pertinent part:

Special inspection record (see VR Form 14) should be prepared by the design professional, approved by the participating jurisdiction and should be maintained at the project site with the approved construction plans, permits and other inspection records. The special inspection record should be utilized to record a special inspector’s presence on the project site for each day’s inspection. When the type of special inspection in the schedule is completed for the last time on the project, the special inspector, firm or agency that performed the final inspection or test of that item should sign and date the record and indicate that the category of special inspection is complete.

Final report of special inspections. The special inspectors final report of special inspections should be reviewed and signed by the design professional after all special inspection requirements for a project have been fulfilled. Each special inspector corresponding to a discipline depicted within the statement of special inspections should be required to complete a separate form for submittal to the design professional. Once the final documents are approved by the design professional, they should then be submitted to the building official for approval. The special inspection Program may not be considered complete until all forms from all agents have been submitted, received and approved by the participating jurisdiction.

The following information should be included in the statement of special inspections:

Duties and Responsibilities of the Special Inspector

See Model Program Helpful Guidelines Section 5.1, which states, in pertinent part:

- 5.1.1 Certifications. All special inspectors should be certified in their areas of expertise. Except for smoke control, minimum qualifications include certification from an approved agency or organization. Those approved agencies or organizations include, but are not necessarily limited to: (i) International Code Council, (ii) The City of Los Angeles Department of Building and Safety, (iii) The County of Los Angeles Department of Building and Safety, (iv) AWS, (v) IAS and (vi) HERS Rater Certification.
- 5.1.2 Conduct. When performing a special inspection on a project that requires building permits, special inspectors are a reflection of the participating jurisdiction charged with administering the building code. In as much, it is imperative all special inspectors conduct themselves in a professional and fair manner while being diligent and conscientious at the same time.

The guidelines here within should not be construed to be the limitations of ethical conduct and problem resolution techniques; moreover, the unique aspects of construction cannot always be anticipated and these guidelines are intended to be flexible for the participating jurisdictions needs. Accordingly, a participating jurisdiction may deem a very small project is not subject to the full scope of the guidelines, while a very large and complex project may be subjected to additional criteria. To ensure smooth relations with any participating jurisdiction, special inspectors are encouraged to communicate with the participating jurisdictions in a proactive manner.

- 5.1.3 A Special Inspector is not to be employed by the contractor or any subcontractor.

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Duties and Responsibilities of the Special Inspector (Continued)

- 5.1.4 Special Inspectors are responsible to the participating jurisdiction for assuring compliance with approved plans, specifications and the CBC. All discrepancies should be brought to the immediate attention of the contractor for correction. If discrepancies are not immediately corrected, they should be brought to the attention of the proper design authority and to the building official of the participating jurisdiction.
- 5.1.5 Chain of command. The special inspectors' immediate superior in the participating jurisdiction, while employed as a special inspector, is the building official or the building official's designee.
- 5.1.6 Advanced notice to participating jurisdiction. As detailed within this section, advanced notice to the building official of the related participating jurisdiction prior to commencing an initial special inspection at any project in that jurisdiction should not be optional. Advanced notice should be provided via verbal contact or other form of communication acceptable to the participating jurisdiction (IE: Fax, email or voicemail.) Advanced notice is preferred at least one working day prior to commencing the special inspection and in no case should it ever be later than 8:00 A.M. the morning of the scheduled inspection. When notifying the participating jurisdiction of a pending special inspection, the special inspector should provide the following information:
- a. The project address;
 - b. Special inspector's name and cell phone number;
 - c. Registration number;
 - d. Type of work to be inspected, and
 - e. The date and time they will be on the project site.
- 5.1.7 Advanced notice to participating jurisdiction – Direct communications. When policy and procedure of a participating jurisdiction, advanced notice detailed above should be made by speaking directly to the participating jurisdiction's building inspector of record or their immediate supervisor.
- 5.1.8 Safety, tools and equipment. Special Inspectors should not work in an unsafe manner or in an unsafe environment. Special inspectors should have in their possession all necessary tools, equipment and testing devices to enable the performance of their duties and to perform the inspections in an effective and safe manner.
- 5.1.9 Job Performance – Notice to Contractor. The special inspector should notify the contractor of both their presence at the project site and the scope of their responsibilities when making their initial visit to the project site. They should clearly describe to the contractor their responsibility to ensure conformance with the approved plans, specifications, the building code and whether they are required to perform continuous or periodic inspections.



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Duties and Responsibilities of the Special Inspector (Continued)

- 5.1.10 While the special inspector is engaged performing special inspections, the special inspector should not undertake or engage in any task that will interfere with the proper performance of the duties of such inspection. When the CBC requires an inspection by a special inspector, the special inspector should maintain their presence on the project site and should not be engaged, employed or act in a manner that would prohibit full concentration of the task at hand. Special inspectors should be present during the execution of all work required to be inspected. In this context, present is construed to mean being at the specific location of the work in progress and in no case should the inspector be out of sight of the work. Should any emergency arise that requires the special inspector to be absent from the project site while work is in progress, he/she should notify the participating jurisdiction. When said circumstances arise, work requiring special inspection should be stopped until the owner has obtained the services of a substitute special inspector or has otherwise been directed to recommence work by the participating jurisdiction.
- 5.1.11 Special inspection approval or progress reports (see VR Form 9.) Special inspectors should prepare and provide timely inspection approval, progress, discrepancy or final reports utilizing appropriate forms. All reports should be provided directly to the design professional in responsible charge and the contractor. Special inspection one-day-one-stop approvals and repetitive special inspection progress approvals should include, but not be limited to:
- Description of the special inspections, the location of the inspection and any test made;
 - Indication of nonconforming issues or discrepancies items that were resolved and the corrective action that was implemented;
 - Itemization of any changes authorized by the design professional, and
 - Indication of the time arrived at any project and the time departed from the project each and every day the special inspector is performing special inspections.
- 5.1.12 Discrepancy report (see VR Form 10.) When discrepancies are not immediately corrected and or otherwise need resolution, special inspectors should prepare and provide timely discrepancy reports. All discrepancy reports should be provided directly to the design professional in responsible charge and the contractor. The special inspector should describe each nonconforming item in detail. The description should include, but not be limited to (i) the exact location of the discrepancy within the project, (ii) the related CBC section and or (iii) approved plan or specification deviation.
- 5.1.13 Final report (see VR Form 11.) When a project requires multiple special inspections, the special inspector should submit a final signed report stating all required special inspections and testing were fulfilled and reported and that any outstanding discrepancies have been corrected. When required by the statement of special inspections, a copy of the final report should be submitted to the design license professional in responsible charge. Once the final documents are approved by the design license professional in responsible charge, they should be submitted to the building official for approval. The special inspection Program may not be considered complete until forms from all agents have been submitted, received and approved by the participating jurisdiction.

Design License Professional _____
in Responsible Charge **Print** **Signature** **Date**