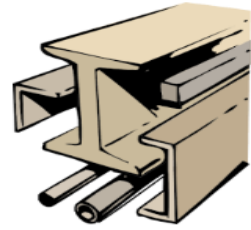




Building Department

25 LaGrange Street
Newnan, GA 30263
Ph. 770-254-2362 Fax 770-254-2361
Email – pstrickland@cityofnewnan.org



STATEMENT OF SPECIAL INSPECTIONS AGREEMENT

Project Title: _____

Address: _____

Contractor: _____

Inspection/Testing Agency: _____

Registered Design Professional in Responsible Charge: _____

All work within the categories identified on the attached addendum shall be inspected or tested in accordance with the provisions of chapter 17 of the building code, and that written results of those inspections or tests shall be provided to the building official with copies available to the permit holder upon the permittee's request.

BEFORE A PERMIT CAN BE ISSUED, this agreement, including the Statement of Special Inspections and the Statement of Special Inspections Schedule with the required acknowledgments shall be completed by the owner, or registered design professional in responsible charge acting as the owner's agent. A preconstruction conference with the parties involved **is required** to review the special inspection requirements and procedures.

APPROVAL OF SPECIAL INSPECTORS: Special inspectors/agencies may not be hired by the General Contractor, and they must have no financial interest in projects for which they provide special inspection. Special inspectors shall be approved by the building department prior to performing any duties. Special inspectors shall submit their qualifications and are subject to personal interviews for prequalification. Special inspectors shall display approved identification, as stipulated by the building official, when performing the function of special inspector.

Special inspection and testing shall meet the minimum requirements of Sections 1704 and 1705 of the *International Building Code*. The following conditions are also applicable:

A. Duties and Responsibilities of the Special Inspector

1. **General requirements.** Special inspectors shall review reviewed plans and

specifications for special inspection requirements. Special inspectors will comply with the special inspection requirements of the enforcing jurisdiction found in the Statement of Special Inspections including work and materials.

2. **Signify presence at job site.** Special inspectors shall notify contractor personnel of their presence and responsibilities at the job site. If required by the building official, they shall sign in on the appropriate form posted with the building permit.
3. **Observe assigned work.** Special inspectors shall inspect all work according to the Statement of Special Inspections for which they are responsible for conformance with the building department approved (stamped) plans and specifications and applicable provisions of IBC Section 1704.
4. **Report nonconforming items (discrepancies).** Special inspectors shall bring all nonconforming items to the immediate attention of the contractor. If any such item is not resolved in a timely manner or is about to be incorporated into the work, the design professional in responsible charge and the building official should be notified immediately and the item noted in the special inspector's written report (Section 1704.2.4). The building official may require this report to be posted in a conspicuous place on the job site. The special inspector should include in the report, as a minimum, the following information about each nonconforming item:
 - Description and exact location.
 - Reference to applicable detail of reviewed plans/specifications.
 - Name and title of each individual notified and method of notification.
 - Resolution or corrective action taken.
5. **Provide timely progress reports.** The special inspector shall complete written inspection reports for each inspection visit and provide the reports on a timely basis as determined by the building official. The special inspector or inspection agency shall furnish these reports directly to the building official, or designee, and to the design professional in responsible charge (Section 1704.2.4). These reports should be organized on a daily format and must be submitted by email by end the following business day. No cover-ups allowed without a passing inspection being submitted to the building department. In these reports, special inspectors should:
 - Describe inspections and tests made with applicable locations.
 - Indicate nonconforming items (discrepancies) and how they were resolved.
 - List unresolved items, parties notified, and time and method of notification.
 - Itemize changes authorized by design professional in responsible charge if not included in nonconforming items.
6. **Submit final report.** Special inspectors or inspection agencies shall submit a final signed (by DPIRC) report to the building department stating that all items requiring special inspection and testing by the Statement of Special Inspections were fulfilled and reported and, to the best of their knowledge, conform to the reviewed plans and specifications (Section 1704.2.4). Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspection when continuous was required, etc.) should be

specifically itemized in this report.

B. Owner Responsibilities.

The project owner, the design professional in responsible charge, or an agent of the owner is responsible for funding special inspection services. Measures should be taken to ensure that the scope of work and duties of the special inspector as outlined in the Statement of Special Inspections are not compromised.

C. Registered Design Professional in Responsible Charge

The design professional in responsible charge should be a consenting party by written acknowledgment of special inspection and testing agreements. The design professional in responsible charge has many duties and responsibilities related to special inspection, including the following:

The Statement of Special Inspections must be submitted with the permit application. The content of the statement contains the following information.

1. Materials, systems, components and work required to have special inspection. Duties of the building official and the registered design professional responsible for each part of the work.
2. Type and extent of each special inspection and the name of individuals or firms performing the inspections.
3. Type and extent of each test.
4. Special inspection of required seismic-resistant systems and components.
5. Special inspection of required wind-resistant systems and components.
6. Name and contact information of special inspector or special inspection agency. Subject to the approval of the building official, special inspectors holding current certification by ICC in the discipline in which they will be inspecting can be considered qualified. IAS-accredited special inspection agencies providing inspections within the scope of accreditation for the disciplines to be inspected can be considered qualified. The choice of special inspectors or special inspection agencies should include the following considerations:
 - Project size and complexity — experience with similar projects.
 - Inspection staffing — sufficient qualified inspectors.
 - Site location — proximity of inspection and testing facilities.
 - Off-site inspection — capabilities for inspection at remote locations.
7. Respond to field discrepancies. The design professional in responsible charge shall respond to special inspector reports of uncorrected noncomplying (discrepancies) items and shall approve remedial measures.
8. Review shop drawings and submit revisions to reviewed plans. The design professional in responsible charge shall acknowledge and approve shop drawings that may detail structural information. The design professional shall submit to the building official and the special inspector/inspection agency written approval of any verbally approved deviations from the reviewed plans and shall submit revised plans for building official review (Sections 107.3.4 and 107.4).

D. Contractor Responsibilities

Submit a written statement of responsibility to the building official and the owner prior to commencement of the work on the system or component. The contractor's statement of responsibility is to contain the following:

1. Acknowledgement of awareness of the special requirements contained in the Statement of Special Inspections;
2. Acknowledgement that control will be exercised to obtain conformance with the construction documents reviewed by the building official;
3. Procedures for exercising control within the contractor's organization, the method and frequency of reporting and the distribution of the reports; and
4. Identification and qualifications of the person(s) exercising such control and their position(s) in the organization.

The General Contractor is responsible to do the following:

1. Notify the special inspector. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.
2. Provide access to reviewed plans. The contractor is responsible for providing the special inspector with access to reviewed plans.
3. Retain special inspection records. When required by the building official, the contractor is responsible for retaining at the job site all special inspection records submitted by the inspector and providing these records for review by the building department's inspector upon request.

E. Building Department Responsibilities

1. Review submittal documents for compliance with special inspection requirements as outlined in the Statement of Special Inspections. The building official is charged with the legal authority to review the plans, specifications, special inspection program and other submittal documents for compliance with code requirements.
2. Approve fabricator(s) used for building components installed on site.
3. Approve special inspection programs. The building official is responsible for approving the special inspection program submitted by the design professional in responsible charge (Section 107.1) and may require a preconstruction conference to review the program with all applicable members of the construction team.
4. Monitor special inspection activities. The building official should monitor the special inspection activities at the job site to ensure that qualified special inspectors are performing their duties when work requiring special inspection is in progress.
5. Issuance of stop work orders. The building official is recognized as having the authority to stop work at the job site.
6. Approval to proceed. There are certain points of completion where work shall not proceed until approval by the building official has been given.
7. Review inspection reports. The building official receives and reviews special inspection progress reports and final reports for conformance with the reviewed plans, specifications and workmanship provisions of the code.

8. **Perform final inspection. The building official will not perform the final inspection and approval for a project until the final special inspection report has been reviewed and accepted.**

ACKNOWLEDGMENTS

I have read and agree to comply with the terms and conditions of this agreement.

Owner: _____ Date: _____

Registered Design Professional in Responsible Charge:
_____ Date: _____

Contractor: _____ Date: _____

Special Inspector / Special Inspection Agency*:
_____ Date: _____

Others as required by Building Official:
_____ Date: _____

ACCEPTED FOR THE BUILDING DEPARTMENT

By: _____ Date: _____

* This signature may be that of the Registered Design Professional within the special inspection agency.

STATEMENT OF SPECIAL INSPECTIONS

PROJECT: _____
 LOCATION: _____
 PERMIT APPLICANT: _____
 APPLICANT'S ADDRESS: _____
 ARCHITECT OF RECORD: _____
 STRUCTURAL ENGINEER OF RECORD: _____
 MECHANICAL ENGINEER OF RECORD: _____
 ELECTRICAL ENGINEER OF RECORD: _____
 REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE: _____

This Statement of Special Inspections is submitted in accordance with Section 1704.3 of the 2012 International Building Code. It includes a *Schedule of Special Inspection Services* applicable to the above-referenced Project as well as the identity of the individuals, agencies, or firms intended to be retained for conducting these inspections. If applicable, it includes *Requirements for Seismic Resistance* and/or *Requirements for Wind Resistance*.

Are Requirements for Seismic Resistance included in the Statement of Special Inspections? Yes No
 Are Requirements for Wind Resistance included in the Statement of Special Inspections? Yes No

The Special Inspector(s) shall keep records of all inspections and shall furnish interim inspection reports to the Building Official and to the Registered Design Professional in Responsible Charge at a frequency agreed upon by the Design Professional and the Building Official prior to the start of work. Discrepancies shall be brought to the immediate attention of the Contractor for correction. If the discrepancies 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 work. A *Final Report of Special Inspections* documenting required special inspections and corrections of any discrepancies noted in the inspections shall be submitted to the Building Official and the Registered Design Professional in Responsible Charge at the conclusion of the project.

Frequency of interim report submittals to the Registered Design Professional in Responsible Charge:

__ Weekly __ Bi-Weekly __ Monthly Other; specify: _____

The Special Inspection program does not relieve the Contractor of the responsibility to comply with the Contract Documents. Jobsite safety and means and methods of construction are solely the responsibility of the Contractor.

Statement of Special Inspections Prepared by:

 Type or print name

 Signature Date

Building Official's Acceptance:

 Signature Date

Permit Number:

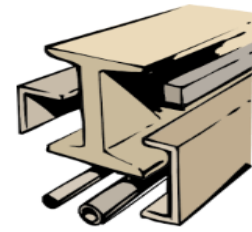
Frequency of interim report submittals to the Building Official:

__ Monthly __ Bi- Monthly __ Upon Completion Other; specify: _____

Preparer's Seal



Building Department
 25 LaGrange Street
 Newnan, GA 30263
 Ph. 770-254-2362 Fax 770-254-2361
 Email – pstrickland@cityofnewnan.org



SPECIAL INSPECTIONS SCHEDULE

Project Title: _____

Address: _____

Contractor: _____

Registered Design Professional in Responsible Charge: _____

This schedule should match the Statement of Special Inspections.

Where an option between continuous and periodic inspection is possible, identify the option required.

Steel Construction — Verification / Inspection See Table 1705.2.2 — Required Verification and Inspection of Steel	Continuous	Periodic
1. Material verification of cold-formed steel deck:		
a. For structural steel, identification markings to conform to AISC		
b. For other steel, identification markings to conform to ASTM standards specified in the approved construction documents.		
c. Manufacturer's certified test reports.		
2. Inspection of welding:		
a. Cold-formed steel deck:		
1) Floor and roof deck welds.		
b. Reinforcing steel:		
1) Verification of weldability of reinforcing steel other than ASTM A 706.		
2) Reinforcing steel resisting flexural and axial forces in intermediate and special moment frames, and boundary elements of special structural walls of concrete and shear reinforcement.		
3) Shear reinforcement.		
4) Other reinforcing steel.		

Concrete Construction — Verification / Inspection See Table 1705.3 – Required Verification and Inspection of	Continuous	Periodic
--	-------------------	-----------------

Concrete Construction		
1. Inspection of reinforcing steel welding in accordance with Table 1705.2.2, Item 2b.		
2. Inspection of anchors cast-in concrete where allowable loads have been increased or where strength design is used.		
3. Inspection of anchors post-installed in hardened concrete members.		
4. Verifying use of required design mix.		
5. At the time fresh concrete is sampled to fabricate specimens for strength tests, perform slump and air content tests, and determine the temperature of the concrete.		
6. Inspection of concrete and shotcrete placement for proper application techniques.		
7. Inspection for maintenance of specified curing temperature and techniques.		
8. Inspection of prestressed concrete.		
a. Application of prestressing forces.		
b. Grouting of bonded prestressing tendons in the seismic-force-resisting system.		
9. Erection of precast concrete members.		
10. Verification of in-situ concrete strength, prior to stressing of tendons in posttensioned concrete and prior to removal of shores and forms from beams and structural slabs.		
11. Inspect formwork for shape, location and dimensions of the concrete member being formed.		

Soils — Verification / Inspection See Table 1705.6	Continuous	Periodic
1. Verify materials below shallow foundations are adequate to achieve the design bearing capacity.		
2. Verify excavations are extended to proper depth and have reached proper material.		
3. Perform classification and testing of compacted fill materials.		
4. Verify use of proper materials, densities and lift thicknesses during placement and compaction of compacted fill.		
5. Prior to placement of compacted fill, observe subgrade and verify that site has been prepared properly.		

Deep Driven Foundation Elements — Verification / Inspection See Table 1705.7	Continuous	Periodic
1. Verify element materials, sizes and lengths comply with the requirements.		

2. Determine capacities of test elements and conduct additional load tests, as required.		
3. Observe driving operations and maintain complete and accurate records for each element.		
4. Verify placement locations and plumbness, confirm type and size of hammer, record number of blows per foot of penetration, determine required penetrations to achieve design capacity, record tip and butt elevations and document any damage to foundation element.		
5. For steel elements, perform additional inspections in accordance with Section 1705.2.		
6. For concrete elements and concrete-filled elements, perform additional inspections in accordance with Section 1705.3.		
7. For specialty elements, perform additional inspections as determined by the registered design professional in responsible charge.		

Cast-In-Place Deep Foundation Elements — Verification / Inspection See Table 1705.8	Continuous	Periodic
1. Observe drilling operations and maintain complete and accurate records for each element.		
2. Verify placement locations and plumbness, confirm element diameters, bell diameters (if applicable), lengths, embedment into bedrock (if applicable) and adequate end-bearing strata capacity. Record concrete or grout volumes.		
3. For concrete elements, perform additional inspections in accordance with Section 1705.3.		

Other Work – Verification/Inspection		

Other Work – Verification/Inspection		

Note — As schedules are developed, space for notes from the special inspector, date of inspection, and notes from the RDP should be provided.