

## ***Special Inspection Requirements***

### **PURPOSE**

This policy sets forth the procedure for special inspection and testing and selection of special inspection agencies by the County Building Official.

### **GENERAL**

The California Building Code (CBC) Chapter 17 lists the types of work whereby special inspectors are required to be employed by the owner or by the licensed engineer or architect of record acting as the owner's agent and provided during the course of construction. The Building Official may waive the requirements for the employment of a special inspector if the construction is of a minor nature. (Exception to CBC Section 1701.1) In general the following types of work require special inspection: concrete, bolts installed in concrete, special moment-resisting concrete frame, reinforcing steel and prestressing steel tendons, structural welding, special moment-resisting steel frames, welding of reinforcing steel, high strength bolting, structural masonry, reinforced gypsum concrete, insulating concrete fill, spray applied fire-resistive materials, piling, drilled piers and caissons, shotcrete, special grading, excavation and filling, and smoke control systems as defined in CBC Section 1701.5. In addition, any work that in the opinion of the Building Official involves unusual hazards or conditions will require special inspection. This policy recognizes and hereby adopts the *Guidelines for Special Inspection in Construction* as revised, May 1999, by the California Council of Testing and Inspection Agencies (CCTIA).

### **AUTHORITY**

The Building Official shall have the authority to require Special Inspections (CBC Section 1701), Structural Observation (CBC Section 1702), Nondestructive Testing (CBC Section 1703), and regulate the materials and methods of Prefabricated Construction (CBC Section 1704).

### **FORMS**

- A. Special Inspection and Testing Procedure (CNI-010)
- B. Special Inspection and Testing Acknowledgment (CNI-011)
- C. Special Inspection and Testing Requirements (CNI-012)
- D. Special Inspection Record (CNI-013)
- E. Special Inspection Agency Recognition List (CNI-014)

**PROCEDURE**

**1. Projects Requiring a Pre-Construction Conference**

Pre-construction conferences are generally required by the Building Official depending on the complexity or size of a project. Pre-construction conferences shall be attended prior to permit issuance and are to be arranged and scheduled by the contractor per mutual agreement with PRMD staff. At the pre-construction conference the Plancheck/Inspection staff shall submit to the project owner or their authorized agent(s) a copy of the *Special Inspection and Testing Procedure* (CNI-010) form. The procedures within this form are incorporated herein by reference as a part of this overall special inspection policy. The project name, address and permit number shall be filled out on the first page of this form by staff. The contents of the form shall be explained by staff at this pre-construction conference. The *Special Inspection and Testing Acknowledgment* (CNI-011) form shall be completed (signed) by the owner or authorized agent, the contractor and appropriate design professional as well as the Plancheck/Inspection staff member. A copy of the *Special Inspection and Testing Requirements* (CNI-012) form shall be discussed at this pre-construction conference whereby staff and the owner's design professionals agree to specific special inspections to be performed on the project. This form shall also be signed by the appropriate parties. Copies of all completed forms shall be provided to conference participants as needed. A copy of the *Special Inspection and Testing Procedure* (CNI-010) and *Special Inspection and Testing Acknowledgment* (CNI-011) form and the *Special Inspection and Testing Requirements* (CNI-012) form will be attached to the approved plan set. It is preferable to have all forms signed by the appropriate parties at the pre-construction meeting but not mandatory, however, a permit shall not be issued until all forms have been completed and returned to staff. A copy of the *Special Inspection Record* (CNI-013) form shall be attached to the permit/job card.

**2. Projects Not Requiring a Pre-Construction Conference**

The requirement for special inspection shall be determined by the Building Official. A copy of the *Special Inspection and Testing Procedure* (CNI-010) and *Special Inspection and Testing Acknowledgment* (CNI-011) form and the *Special Inspection and Testing Requirements* (CNI-012) form along with the *Special Inspection Agency Recognition List* (CNI-014) form shall be given to the owner or authorized agent upon application for a building permit. These forms shall be signed by the appropriate parties and returned to the appropriate plancheck staff prior to permit issuance. A copy of these forms shall be affixed to the approved plan set and a copy of the *Special Inspection Record* (CNI-013) form shall be attached to the permit/job card.

If, in the opinion of the Building Official, the design professional has not adequately addressed special inspection needs or special inspection requirements have been inadvertently omitted, the design professional shall be contacted for verification. Any changes on the *Special Inspection and Testing Requirements* (CNI-012) form shall be documented with the design professional's approval by the Building Official on said form. If the project requires

special inspection, but does not have a design professional, the Building Official shall indicate required special inspections on the *Special Inspection and Testing Requirements* (CNI012) form.

### **3. Approval of Special Inspector**

Each special inspection agency, testing facility, and special inspector shall be recognized by the Building Official in writing prior to performing any duties. Each special inspection agency must submit to the Building Official a company profile including resumes of all employees, their certifications, and a list of the types of work for which recognition is requested. Special inspectors recognized by other jurisdictions may also be recognized for work in Sonoma County at the discretion of the Building Official. Special inspectors shall carry approved identification when performing the functions of a special inspector. Identification cards shall follow the criteria set by the California Council of Testing and Inspection Agencies. No personnel changes shall be made without first obtaining the written approval of the Building Official. Any unauthorized personnel changes may result in a Stop Work Order and possible permit revocation. On January 1, 2002 and annually thereafter, each approved special inspection agency shall be required to update their company profile and provide it to the Building Official in order to maintain on the active approved status. Approval status may be revoked by the Building Official for just cause at any time. Unless otherwise approved by the Building Official, the licensed design professional performing design services for the owner/applicant's project shall not be allowed to perform special inspections, this is considered a conflict of interest. A copy of the *Special Inspection Agency Recognition List* (CNI-014) shall be provided to the owner/applicant.

### **4. Approved Fabricators**

Each fabricator shall be approved by the Building Official. Qualifications of approved fabricators shall be in compliance with Section 1701.7 of the CBC, 2001 edition. The approved fabricator shall submit a Certificate of Compliance that the work was performed in accordance with the approved plans and specification to the Building Official and the engineer or architect of record. *Note: Fabricator approval may be revoked by the Building Official for just cause.*

### **5. Structural Observation**

In addition to or in lieu of other special inspection requirements, the engineer or architect of record shall provide structural observation per Section 1702 of the California Building Code, 2001 edition when required by the Building Official. This requirement and frequency of inspection shall be determined prior to permit issuance, at the time of the preconstruction meeting, or during construction if the Building Official deems structural compliance with the approved plans cannot be reasonably assured without structural observation by the design professional of record.

### **6. Requirement for Special Inspection/Structural Observation During Construction**

Special inspection or structural observation may be required by the Building Official during construction if unforeseen complexities in construction are observed or if the building permit was determined to be issued in error (including incomplete submittals by the applicant).

**Approved by:**

/s/ Pete Parkinson

**Pete Parkinson, Director**

Lead Author: DeWayne Starnes, Deputy Director

01-23-02

Intranet       Intranet and Internet