

## Statement of Special Inspections

Project:

Location:

Owner:

Owner's Address:

Architect of Record:

Structural Engineer of Record:

This *Statement of Special Inspections* is submitted as a condition for permit issuance in accordance with the Special Inspection requirements of the BOCA National Building Code. It includes a Schedule of Special Inspection Services applicable to this project as well as the name of the Special Inspector and the identity of other approved agencies intended to be retained for conducting these inspections.

The Special Inspector shall keep records of all inspections and shall furnish inspection reports to the Building Official, Structural Engineer and Architect of Record. Discovered discrepancies shall be brought to the immediate attention of the Contractor for correction. If such discrepancies are not corrected, the discrepancies shall be brought to the attention of the Building Official, Structural Engineer and Architect of Record. The Special Inspection program does not relieve the Contractor of his or her responsibilities.

Interim reports shall be submitted to the Building Official, Owner, Structural Engineer and Architect of Record.

A *Final Report of Special Inspections* documenting completion of all required Special Inspections and correction of any discrepancies noted in the inspections shall be submitted prior to issuance of a Certificate of Use and Occupancy.

Job site safety and means and methods of construction are solely the responsibility of the Contractor.

Interim Report Frequency:

or ☐ per attached schedule.

Prepared by:

\_\_\_\_\_  
(type or print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Design Professional Seal

Owner's Authorization:

Building Official's Acceptance:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Project:

## Schedule of Special Inspection Services

The following sheets comprise the required schedule of special inspections for this project. The construction divisions which require special inspections for this project are as follows:

- ☐ Soils and Foundations
- ☐ Cast-in-Place Concrete
- ☐ Precast Concrete
- ☐ Masonry
- ☐ Structural Steel

- ☐ Cold-Formed Steel Framing
- ☐ Spray Fire Resistant Material
- ☐ Wood Construction
- ☐ Exterior Insulation and Finish System
- ☐ Special Cases

Inspection Agents	Firm	Address
1. Special Inspector		
2. Testing Laboratory		
3. Testing Laboratory		
4. Other		

Note: The qualifications of all personnel performing Special Inspection activities are subject to the approval of the Building Official.

The inspection and testing agent shall be engaged by the Owner or the Owner's Agent, and not by the Contractor or Subcontractor whose work is to be inspected or tested. Any conflict of interest must be disclosed to the Building Official, prior to commencing work.

The credentials of all Inspectors and testing technicians shall be provided if requested.

It is recommended that the person administering the Special Inspections program be a Professional Engineer experienced in the design of buildings.

Key for Minimum Qualifications of Inspection Agents (where indicated on Schedules)	
PE	Professional Engineer
EIT	Engineering in Training
ACI	American Concrete Institute Certified Concrete Field Testing Technician
AWS	American Welding Society Certified Welding Inspector
ASNT	American Society of Non-Destructive Testing - Level II or III

Qualifications of inspection agents may be indicated on the Schedule in instances where the Structural Engineer deems such requirements are appropriate.

Schedule of Special Inspection Services  
**Soils and Foundations**

Project:

Sheet of

Item	Agent No. (Qualif.)	Scope
1. Shallow Foundations		
2. Controlled Structural Fill		
3. Deep Foundations		
4. Other		

Schedule of Special Inspection Services  
**Cast-in-Place Concrete**

Project: Sheet of

Item	Agent No. (Qualif.)	Scope
1. Mix Design		
2. Material Certification		
3. Reinforcement Installation		
4. Post-Tensioning Operations		
5. Batching Plant		
6. Formwork Geometry		
7. Concrete Placement		
8. Evaluation of Concrete Strength		
9. Curing and Protection		
10. Other		

Schedule of Special Inspection Services  
**Precast Concrete**

Project: \_\_\_\_\_ Sheet \_\_\_\_\_ of \_\_\_\_\_

Item	Agent No. (Qualif.)	Scope
1. Plant Certification / Quality Control Procedures		
2. Mix Design		
3. Material Certification		
4. Reinforcement Installation		
5. Prestress Operations		
6. Connections / Embedded Items		
7. Formwork Geometry		
8. Concrete Placement		
9. Evaluation of Concrete Strength		
10. Curing and Protection		
11. Erected Precast Elements		
12. Other		

Schedule of Special Inspection Services  
**Masonry**

Project:

Sheet of

Item	Agent No. (Qualif.)	Scope
1. Material Certification		
2. Mixing of Mortar and Grout		
3. Installation of Masonry		
4. Reinforcement Installation		
5. Grouting Operations		
6. Weather Protection		
7. Evaluation of Masonry Strength		
8. Anchors and Ties		
9. Other		

Schedule of Special Inspection Services  
**Structural Steel**

Project: \_\_\_\_\_ Sheet \_\_\_\_\_ of \_\_\_\_\_

Item	Agent No. (Qualif.)	Scope
1. Fabricator Certification/ Quality Control Procedures		
2. Material Certification		
3. Open Web Steel Joists		
4. Bolting		
5. Welding		
6. Shear Connectors		
7. Structural Details		
8. Metal Deck		
9. Other		

Schedule of Special Inspection Services  
**Cold-Formed Steel Framing**

Project: Sheet of

Item	Agent No. (Qualif.)	Scope
1. Member Sizes		
2. Material Thickness		
3. Material Properties		
4. Mechanical Connections		
5. Welding		
6. Framing Details		
7. Other		



Schedule of Special Inspection Services  
**Spray-Applied Fire Resistant Material**

Sheet      of  
 Project:

Item	Agent No. (Qualif.)	Scope
1. Material Specifications		
2. Laboratory Tested Fire Resistance Design		
3. Schedule of Thickness		
4. Surface Preparation		
5. Application		
6. Curing and Ambient Condition		
7. Thickness		
8. Density		
9. Bond Strength		
10. Other		

Schedule of Special Inspection Services  
**Wood Construction**

Project:

Sheet      of

Item	Agent No. (Qualif.)	Scope
1. Fabricator Certification/ Quality Control Procedures		
2. Material Grading		
3. Connections		
4. Framing and Details		
5. Other		

Schedule of Special Inspection Services  
**Exterior Insulation & Finish Systems (EIFS)**

Project:

Sheet of

Item	Agent No. (Qualif.)	Scope
1. Material Submittals		
2. Condition of Substrate		
3. Application of Foam Plastic Board		
4. Application of Coatings		
5. Application of Mesh		
6. Ambient Condition and Curing		
7. Flashing and Joint Details		
8. Sealants/Caulks		
9. Other		

Schedule of Special Inspection Services  
**Special Cases**

Project:

Sheet of

Item	Agent No. (Qualif.)	Scope

# Final Report of Special Inspections

Project:

Location:

Owner:

Owner's Address:

Architect of Record:

Structural Engineer of Record:

To the best of my information, knowledge and belief, the Special Inspections required for this project, and itemized in the *Statement of Special Inspections* submitted for permit, have been performed and all discovered discrepancies have been reported and resolved other than the following:

Comments:

*(Attach continuation sheets if required to complete the description of corrections.)*

Interim reports submitted prior to this final report form a basis for and are to be considered an integral part of this final report.

Respectfully submitted,  
Special Inspector

\_\_\_\_\_  
(Type or print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Design Professional Seal*