

City of Chisholm
Building Safety

SPECIAL INSPECTIONS

"Special Inspection" when required, is provided in addition to the inspections conducted by this division, and shall not be construed to relieve the owner or his authorized agent from requesting the periodic and called inspections. "Special Inspection" is required on the types of construction specified in Section 1704.1 International Building Code.

"Special Inspector(s)" shall be provided by, or under the supervision of an Architect or Engineer in responsible charge of the structural inspection for which "Special Inspection" is required, subject to the following conditions:

1. Notification: (Prior to the Building Permit) The owner or his authorized agent shall notify the Building Safety Division in writing on the form provided, the name of the Architect or Engineer who will carry out the required inspection. The responsible Architect or Engineer shall notify the Department of any changes of "Special Inspection(s)" prior to conducting the inspections.
2. Certificate of Responsibility: The Architect or Engineer in responsible charge of the "Special Inspection(s)" shall so certify to the Division in writing on the form provided prior to the issuance of the Building Permit, and shall notify the Division immediately if terminated prior to completion of the work, for which "Special Inspection(s)" is required.
3. Qualification: No person(s) shall be assigned to carry out the duties of the "Special Inspector(s)" unless thoroughly qualified by knowledge and experience to render full, complete and competent inspection. It shall be the responsibility of the Architect or Engineer in responsible charge of the special inspection to satisfy the duties and responsibilities.
4. Inspection and Reports: The Architect or Engineer in responsible charge of the "Special Inspection(s)" or the designated "Special Inspector(s)" shall provide continuous, competent and complete inspection on the work for which "Special Inspection(s)" is required in accordance with Sections 1704.1.2 and shall submit reports to the Division's Inspection Section stating his approval of the work as it progresses, but not less than monthly. The "Special Inspector(s)" shall notify the Division immediately upon detection of all discrepancies involved in the "Special Inspections" that have not been corrected in accordance with the approved plans and specifications prior to proceeding with the work. When it is determined that construction is not in conformance with the approved plan, such construction shall be brought into conformance, and where required, a revision shall be submitted to the Division's Plan Check Section for approval prior to proceeding with the work.
5. Certificate of Compliance: Upon completion of the work for which "Special Inspection(s)" is required the Architect or Engineer in responsible charge of the "Special Inspection(s)" shall certify to the Division on the form provided, that the work for which "Special Inspection(s)" is required has been completed in accordance with the requirements of the building code and the approved final plans.

D. Certificate of Compliance

I certify that, to the best of my knowledge, the structural requirements of the International Building Code and the approved plans and specifications have been complied with insofar as the portion of the work requiring Special Inspection is concerned, except for those deviations that have been previously reported. A guarantee that the project has been constructed in full accord with the plans and specifications is neither intended nor implied.

Original Signature (Architect)

(Engineer)

Date

Instructions for Preparation

Special Inspection Certificates shall be completed as instructed below and submitted with *original signatures* to the Building Safety Division of Chisholm. Paperwork must be completed in ink.

A. Project Identification:

- Legibly print the project name and address and date completed.

B. Notification of Special Inspection by Owner:

- Legibly print the name of the designated registrant (Architect or Engineer) responsible for specifying the required special inspection(s) and circle or underline the registration type.
- 2. Original signature of the project owner (or owner’s legal agent) required. Persons signing as the owner’s agent shall *not* be the same registrant specifying the special inspection(s).

C. Special Inspection Responsibility Certificate The designated registrant (see Part ‘B’ above) shall:

- 1. Check off the special inspection(s) required by the International Building Code, and following the approved plans.
- 2. Under “Persons to Perform Inspection” legibly print the name of the individual or inspection organization to perform each required inspection.
- 3. Sign and date (original signature required) or seal with signature and date.

D. Certificate of Compliance

- Do not complete this section. This portion is to be completed *after* the required special inspection(s) have been performed.