



SPECIAL INSPECTION POLICY

The International Building Code (IBC) requires special inspections be performed on buildings constructed within the scope of Chapter 17. Following are the general procedures that will be utilized for these provisions.

1. Site-Specific Special Inspection Requirements
 - A. The Design Professional(s) shall submit a statement of special inspections compliant with Chapter 17 of the International Building Code. (IBC 1705) The Special Inspection Statement shall include any additional special inspections as specified in the site specific design documents.
 - B. Owner or owner's agent shall submit a list of special inspectors to be used to comply with the special inspection program for approval. The list of special inspectors shall also include the qualifications of the special inspectors. (IBC 1704.1.1)
2. Special Inspection Reports Required
 - A. Owners or owner's agent shall submit a recommended report submittal schedule to the Building Official for approval prior to the start of construction.
 - B. Final report of special inspection required. (IBC 1704.1.2)
3. During Construction (IBC 1704.1.2)
 - A. Contractor(s) must notify special inspectors when work is ready for inspection and retain inspection reports.
 - B. Reports of special inspections must be provided to the Building Official prior to the applicable inspections being requested by the contractor as required by the codes. No required inspections will be made until all applicable special inspections reports have been received.
 - C. Special inspector(s) must notify the contractor AND design professional(s) in responsible charge, of field discrepancies observed during inspections.
 - D. All field discrepancies observed during special inspections must be resolved, and applicable reports indicating such must be submitted to the Building Official prior to any required inspections being approved by the jurisdiction.
 - E. Routine construction inspections otherwise required by the code must still be performed at the appropriate stages of construction. (IBC 109)
 - F. Certificates of Occupancy / Temporary Certificates of Occupancy will not be issued until all required special inspections are approved, required progress reports and final reports of Special Inspections with seal and original signatures are received by the Building Official.



SPECIAL INSPECTOR APPROVAL PROCESS

The building regulations of the Town of Vail require special inspections for types of work specified under Chapter 17 of the International Building Code be performed by individuals approved by the Building Official. The Building Official will issue approval in each special inspection classification required to be performed. (IBC 1703.1)

1. Required Forms and Documents

- A. The required documents shall be submitted by all applicants for new and additional approvals as Special Inspector.
- B. All applicants must provide verification that they have current certifications as listed on the Qualification of Special Inspector.
- C. An applicant shall submit a statement-of-qualifications from a Registered Design Professional (Engineer, Architect who has the certifications listed in Qualification of Special Inspectors) that has direct supervision of the applicant; listing the applicant's education and experience.
- D. The approval of the statement-of-qualifications from the Registered Design Professional is up to the discretion of the Building Official based upon the review of the applicant's education and experience and the Registered Design Professional's experience and education. The Building Official has the discretion of requesting additional specific experience documentation from the applicant and the Registered Design Professional as is deemed necessary. (see Appendix C for minimum qualifications)
- E. All Registered Design Professional's must be approved by the Building Official to be a special inspector. His/Her experience is subject to review of the Building Official.



Job Name: _____
Job Address: _____
Permit No.: _____

SPECIAL INSPECTION AND TESTING AGREEMENT

(To applicants of projects requiring Special Inspection or Testing per Section 1701 of the IBC)

The owner or his/her representative, on the advice of the design professional in responsible charge, shall complete, seal, sign and submit a copy of the Special Inspection Agreement and Structural Tests Scheduled to the Town of Vail for review and approval. Signatures are required on both pages; photocopied or faxed signatures are acceptable.

The owner and his/her general contractor, where applicable, shall also acknowledge the following conditions applicable to Special Inspection Testing:

1. Contractor is responsible for proper notification to the Inspection or Testing agency for items listed.(Page 1) (IBC 1704)
2. Only the testing laboratory should take samples and transport them to their laboratory.
3. Copies of all laboratory reports and inspections are to be sent directly to the Town of Vail by the Testing agency on a weekly basis.
4. Inspection agency to submit names and qualifications of on-site special inspectors to the Town of Vail for review and approval.(Page 2)
5. The special inspector is responsible to immediately notify the Town of Vail Building Official in writing of any concerns and/or problems encountered.
6. It is the responsibility of the contractor to review the Town of Vail approved plans for additional inspection or testing requirements that may be noted. A pre-construction conference at the job site is recommended to review special inspection procedures.
7. The special inspector shall use only the Town of Vail approved drawings.
8. All special inspection field reports must be left on site for review by the Town of Vail staff prior to required inspections or re-inspections.

BEFORE OCCUPANCY WILL BE GRANTED: The special inspection agency shall submit a signed and sealed statement that all items requiring testing and inspection were fulfilled and reported. Those items not tested and/or inspected shall be noted in this statement. A copy of the statement shall be maintained at the job site for the Building Inspector’s review prior to final inspection.

Acknowledgement:

Owner: _____	_____	_____
Signature	Print Name	Date
Special Inspection Agency: _____	_____	_____
Signature	Print Name	Date
Project Arch/Eng: _____	_____	_____
Signature	Print Name	Date
Contractor: _____	_____	_____
Signature	Print Name	Date



**SPECIAL INSPECTION AND TESTING SCHEDULE
(IBC 1704)**

Project Name: _____ Permit # _____

Owner's Name: _____

Testing Inspection	Signature	Print Name	Date
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Agency: _____

Testing Inspection	Signature	Print Name	Date
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Hereby certifies that the Testing/Inspection Agency named above has been engaged to perform structural tests and inspections during construction as checked below, to satisfy all applicable portions of the Building Code.

Prior to final inspection, the Inspection Agency shall submit a statement that all items of designated work performed were reported. Any items checked but not tested or inspected will be noted and explained. Whenever any designated items on the list are ready for sampling, testing, or inspection, it shall be the responsibility of the contractor to give timely notice to the Inspection agency so that the required services may be performed.

REINFORCING STEEL:

- _____ Tensile & Bend, one set per heat per _____ tons
- _____ Inspection of Placement
- _____ Inspection of Welding
- _____ Epoxy

MASONRY:

- _____ Prelim. Acceptance Tests (Masonry Units, Wall Prisms)
- _____ Subsequent Tests (Mortar, Grout, Field Wall Prisms)
- _____ Inspection of Placement and Grouting

CONCRETE, SHOTCRETE, GROUT AND MORTAR:

Concrete	Shot	Grout	Mortar	
				Aggregate tests for design
				Suitability of aggregates
				Mix Designs
				Test Panel
				Batch Plant Inspection
				Cement Grab Sample
				Inspect Placing
				Compression Tests
				Cast Specimens
				Pick-up Samples
				Shrinkage Bars
				Yield Check
				Air Check
				Dry Unit Weight

PRECAST CONCRETE:

- _____ Reinforcing Tests
- _____ Inspection of Reinforcing Placement
- _____ Tendon Tests
- _____ Inspection of Tendon Placement
- _____ Inspection of Concrete Placement
- _____ Inspection of Concrete Batching
- _____ Inspection of Panel Attachment & Inserts
- _____ Compression Tests
- _____ Inspection of Stressing/Transfer

PILING, CAISSONS, CAPS, TIES:

- _____ Inspection of Reinforcing Placement
- _____ Inspection of Concrete Placement
- _____ Inspection of Concrete Batching

Specify other tests, inspections or special instructions required.

UNDERPINNING:

- _____ Temporary/Permanent
- _____ Inspection of Steel Fabrication
- _____ Inspection of Reinforcing & Forms
- _____ Inspection of Concrete Placement
- _____ Inspection of Tiebacks

SOIL NAILS:

- _____ Temporary Shoring
- _____ Permanent Wall

STRUCTURAL STEEL:

- _____ Sample & Test (List specific members below)
- _____ Shop Identification & Welding Inspection
- _____ Shop Ultrasonic Inspection
- _____ Shop Radiography
- _____ Field Welding Inspection
- _____ Field Bolting Inspection
- _____ Field Ultrasonic Inspection
- _____ Field Radiography
- _____ Metal Deck Welding Inspection

FIREPROOFING:

- _____ Inspection & Placement

SOILS:

- _____ Acceptance Tests
- _____ Moisture-Density Determination
- _____ Field Density
- _____ Drilled Piers
- _____ Deep Foundation

STRUCTURAL WOOD:

- _____ Inspection of Fabrication
- _____ Inspection of Truss Joint Fabrication
- _____ Sample & Test Components
- _____ Inspection of Glu Lam Fabrication

SMOKE CONTROL:

SPECIAL CASES:

SPECIAL INSPECTION:

- _____ Seismic Resistance
- _____ Wind Requirements



APPENDIX C

QUALIFICATIONS OF SPECIAL INSPECTORS

Category	Code Reference	Minimum Qualifications
Inspections of Fabricators	IBC Section 1704.2.2	<ol style="list-style-type: none"> 1. If required, see below for type of fabrication. 2. Fabricators authorized approved by special inspection agency
Steel Construction High – Strength Bolts	IBC Section 1704.3 IBC Section 1704.3.3	<ol style="list-style-type: none"> 1. Current ICC Structural Steel and Welding Certificate. 2. Current AWS/AISC Certified Steel Structure Inspection. 3. Current ICC Structural Steel and Bolting Special Inspector Certificate.
Welding a) Nondestructive Testing of Welds	IBC Section 1704.3.1 IBC Section 1704.3; Table 1704.3 (5); 1707.2	<ol style="list-style-type: none"> 1. Current American Welding Society (AWS) Certified Welding Inspector. 2. Current AWS Certified Welding Educator. 3. Current AWS Certified Welding Engineer. 4. Current American Welding Society/American Institute of Steel Construction (ASW/AISC) Certified Steel Structure Inspector. 5. Current ICC Structural Welding Special Inspector Certificate. <ol style="list-style-type: none"> 1. Current Nondestructive Testing Level II or III <ol style="list-style-type: none"> a) Level II personnel shall be qualified in accordance with the American Society of Nondestructive Testing (ASNT) document SNT-TC-IA (current edition). Level II certification as determined by a level III examiner is required for each category. b) Level III Examiner shall be certified by ASNT unless all level II personnel have a current ASNT/ACCP certification. Only then will in-house designation of Level III nondestructive testing personnel be permitted.

Concrete Construction	IBC Section 1704.4	<ol style="list-style-type: none"> 1. Current International Code Council (ICC) Reinforced Concrete Special Inspector 2. Current American Concrete Institute (ACI) Concrete Field Testing Technician – Grade 1 Certification.
Masonry Construction	IBC Section 1704.5	<ol style="list-style-type: none"> 1. Current ICC Structural Masonry certification. 2. Professional Engineer.
Wood Construction	IBC Section 1704.6	<ol style="list-style-type: none"> 1. Professional Engineer
Soils Pile Foundations	IBC Section 1704.7 IBC Section 1704.8	<ol style="list-style-type: none"> 1. Current National Institute for Certification in Engineering Technologies (NICET) Level II certification in geotechnical engineering technology/construction. 2. Registered Geologist. 3. Registered Engineer.
Wall Panels and Veneers	IBC Section 1704.10	<ol style="list-style-type: none"> 1. Professional Engineer.
Sprayed Fire Resistant Materials	IBC Section 1704.11	Current ICC Spray-Applied Fire proofing certificate.
Prestressed Concrete (PC) Pretension Tendons (PC1)	IBC Table 1704.4, Items 8 and 10	<ol style="list-style-type: none"> 1. Current ICC Reinforced Concrete Certification 2. Current ACI Concrete Field Testing Technician Grade I Certification.
Post-Tension Tendons (PC2) Post-Tension Slabs-on-Ground (PTS)		<ol style="list-style-type: none"> 1. Current Post-Tensioning Institute (PTI) Certification.

Exterior Insulation and Finish System (EIFS)	IBC Section 1704.12	<ol style="list-style-type: none"> 1. Registered Architect. 2. Current Association of Wall and Ceiling Industry (AWCI) EIFS Inspector Certification.
Special Inspection for Smoke Control	IBC Section 1704.14	<ol style="list-style-type: none"> 1. Current NICET N-II-FPAS certification. 2. Current NICET N-II-FPFA certification. 3. Current National Environmental Balancing Bureau certification. 4. Current Associated Air Balance Council certification.
Quality Assurance for Seismic Resistance	IBC Section 1705	Professional Engineer
Quality Assurance for Wind Requirements	IBC Section 1706	Professional Engineer
Special Inspections for Seismic Resistance	IBC Section 1707	Professional Engineer
a) Mechanical and Electrical Components	IBC Section 1707.7	
Structural Testing for Seismic Resistance	IBC Section 1708	Professional Engineer
Structural Observations	IBC Section 1709	Professional Engineer
Design Strengths of Materials	IBC Section 1710	Professional Engineer
Alternative Test Procedure	IBC Section 1711	Professional Engineer
Test Safe Load	IBC Section 1712	Professional Engineer
In-Situ Load Tests	IBC Section 1713	Professional Engineer
Pre-construction Load Tests	IBC Section 1714	Professional Engineer
Material and Test Standards	IBC Section 1715	Professional Engineer



SPECIAL INSPECTOR APPLICATION FORM

1. Applicant Information

Name: _____
Last First M.I.

Address: _____

City: _____ State: _____ Zip: _____

Phone No: _____ Fax No: _____

E-Mail: _____ Age: _____

Agency/Employer: _____

Employer Location: _____
Address City

_____ State Zip Phone Number Fax Number

2. Type(s) of Work for Which Applicant is Seeking Registration

Inspectors may become registered for any one or more of a number of types of work (testing and inspection). Check each type of work the inspector is applying for below:

- | | | |
|--|---|---|
| <input type="checkbox"/> Reinforced Concrete | <input type="checkbox"/> Piling and Drilled Piers | <input type="checkbox"/> Retaining Walls |
| <input type="checkbox"/> Pretension Tendons | <input type="checkbox"/> Verification of Soils | <input type="checkbox"/> Pre-Cast Concrete
Erection |
| <input type="checkbox"/> Post-Tension Slabs | <input type="checkbox"/> Welding | <input type="checkbox"/> Non-Destructive Testing |
| <input type="checkbox"/> High Strength Bolting | <input type="checkbox"/> Steel Frames | <input type="checkbox"/> Exterior Insulation and
Finish System |
| <input type="checkbox"/> Smoke Control | <input type="checkbox"/> Seismic Resistance | <input type="checkbox"/> Special Cases |
| <input type="checkbox"/> Structural Masonry | <input type="checkbox"/> Sprayed Fire Resistant
Material | |

Signature

Date



REPORT OF SPECIAL INSPECTIONS

Project: _____ Permit Number: _____

Project Location: _____

Owner _____

Address _____ City: _____ Zip: _____

Registered Design Professional
In Responsible Charge: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Fax: _____ E-mail: _____

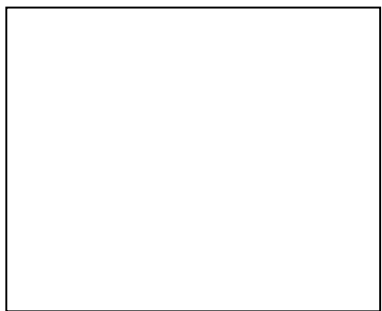
This Report of Special Inspections attached is submitted as a condition from permit issuance in accordance with Section 1704 International Building Code. It includes a Schedule of Special Inspection Services applicable to the above referenced project as well as the identity of the individuals, agencies, or firms intended to be retained for conducting these inspections. The Special Inspector(s) shall keep records of all inspections and shall furnish interim inspection reports to the registered design professional in responsible charge at a frequency agreed upon by the permit applicant and building official prior to the start of work. Discrepancies shall be brought to the immediate attention of the contractor and design professional in responsible charge for correction. If the discrepancies are not corrected, the discrepancies shall be brought to the attention of the building official by the registered design professional in responsible charge prior to the completion of that phase of work. A Final Report of Special Inspections shall be submitted by the design professional in responsible charge to the building official at the conclusion of the project and before a certificate of occupancy will be issued.

Prepared by:

Type or Print Name

Signature

Date



Preparer's Seal and Signature Required

To be filled out by the jurisdiction and returned to applicant Building Official's Acceptance of Special Inspections		
Frequency of Interim reports: _____ Monthly _____ Bi-Monthly _____ Upon Completion _____ Per Attached Schedule		
_____ Signature	_____ Date	_____ Permit Number



FINAL REPORT OF SPECIAL INSPECTIONS

Project: _____ Permit Number: _____

Project Location: _____

Owner _____

Address _____ City: _____ Zip: _____

Design Professional In Charge: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Fax: _____ E-mail: _____

To the best of my information, knowledge, and belief, the special inspections and/or testing required for this project, have been completed in accordance with the contract documents.

Interim reports submitted prior to this Final Report of Special Inspections form a basis for, and are to be considered an integral part of this final report. Any discrepancies that were noted in all interim reports have been corrected.

Prepared by:

Type or Print Name

Signature

Date



Preparer's Seal and Signature Required