

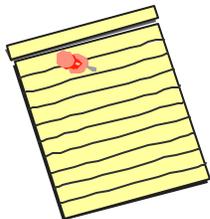
# Technical Bulletin

FROM SPEIGHT, MARSHALL & FRANCIS,  
P.C.

Structural Engineers  
November 1998  
Bulletin No. VIII

On a regular basis, we plan to distribute these informational leaflets about crucial - but often ambiguous - structural engineering topics. With the knowledge our featured subjects, our goal is to help our clients improve their profitability while reducing their liability. We suggest distributing a copy of our technical bulletins throughout your office and keeping them on hand for quick reference.

## SPECIAL INSPECTIONS (PART III)



### **Introduction:**

This "Technical Bulletin" is intended to define and clarify the roles of the various players involved with Special Inspections as described in the 1996 Edition of BOCA.

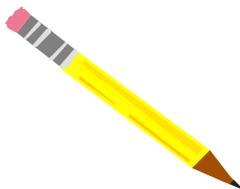
### **The Players:**

#### **Structural Engineer of Record (SER):**

The SER is required to prepare a Statement of Special Inspections including a complete list of materials and work that fall under the auspices of Special Inspections (1705.1.1). Ultimately, this statement is required by the Building Official to obtain the building permit.

#### **Owner:**

The Owner is required to pay for all fees and costs related to Special Inspections (114.2.2). The Owner typically hires the Special Inspection team (e.g. Special Inspector and testing agencies).



**Architect:**

There is no "official" role of the Architect in the Special Inspection process; however, the Architect often serves as the contact point for the Owner. More often than not, the Owner commissions the Architect to include Special Inspections as part of their services. The Architect would then arrange the services of a Special Inspection team.

**Special Inspector:**

The Special Inspector (along with the testing agencies) performs the necessary inspections and testing tasks required for the project. The Special Inspector serves as the chief inspector and coordinator of the entire Special Inspections process. The Special Inspector identifies all discrepancies or nonconforming work and calls them to the attention of the Contractor, Designer, and Code Official. Ultimately, the Special Inspector must submit a Final Report of Special Inspections to the Code Official indicating that corrections have been made to non-conforming work. This document is a requisite for the Contractor to obtain a Certificate of Occupancy.

CONSULTING ENGINEERS COUNCIL OF VIRGINIA  
COALITION OF AMERICAN STRUCTURAL ENGINEERS

**FINAL REPORT OF SPECIAL INSPECTIONS**

PROJECT: \_\_\_\_\_  
LOCATION: \_\_\_\_\_  
PERMIT APPLICANT: \_\_\_\_\_  
APPLICANT'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 completed.

The following discrepancies that were outstanding since the last interim report dated \_\_\_\_\_ have been corrected:

(Attach 8-1/2 x 11 continuation sheet(s) if required to complete the description of corrections)

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

Respectfully submitted,

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For: \_\_\_\_\_  
Special Inspector

**Testing Agency:**

The testing agency assists the Special Inspector in the Special Inspections process by performing tests on construction materials. The testing agency reports the results of these tests directly to the Special Inspector for review and action.

**Contractor:**

The Contractor is required to notify the Special Inspections team when work requiring Special Inspection is performed. It is imperative that the Contractor coordinates and cooperates with the Special Inspection team to assure that all work requiring Special Inspection is inspected. Finally, the Contractor is required to make all necessary corrections of defects or non-conforming work noted by the Special Inspection team.

**Code Official:**

The Code Official reviews the project documents to determine when Special Inspections are required. The Code Official reviews all interim inspection reports, follows up on problems noted by the Special Inspection team, and reviews information for compliance. After receiving all satisfactory information from the Special Inspection team, the Code Official issues a Certificate of Occupancy.

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