

CITY OF CALDWELL

Department of Building Safety

Special Inspection Policy

The following are requirements set forth by the Building Official for the City of Caldwell Department of Building Safety. These requirements shall be adhered to whenever special inspections are required by the International Building Code due to specific design criteria. Any required information that is not addressed may result in project delay and/or the removal of certain materials to ensure compliance with appropriate design, codes, and ordinances.

IBC Section 1703.1, requires an approved special inspection agency to provide all information as necessary for the building official to determine that the agency meets applicable requirements.

Requirements

1703.1.2, Equipment. The special inspection agency shall provide verification that all appropriate equipment is periodically calibrated.

Exception: Submitted documents demonstrating recognition from an approved accreditation service that conducts periodic inspections of the agencies equipment.

1703.1.3, Personnel. Names of inspectors, certifications, and resumes shall be submitted to the building official by the start of each project to determine adequate qualifications and experience.

1704.1.1, Statement of Special Inspections. The applicant shall submit a statement of special inspections prepared by the registered design professional in responsible charge.

Exception: Required special inspections listed on the plans submitted for review.

1704.1, General. The owner or the registered design professional in responsible charge acting as the owner's agent shall employ the special inspectors for the project. These inspections are in addition to the inspections required in section 109.

Note: The special inspector shall not for any reason, inspect, or be instructed to inspect outside his/her scope as defined in the approved documents. Also, any inspection conducted by a special inspector shall not be considered equivalent, or an approval by the city.

1704.1.2, Report Requirement. Special inspectors shall maintain records of inspections. The special inspector shall furnish inspection reports to the building official, and to the registered design professional in responsible charge, **prior to the completion of that phase of work.** Reports shall indicate that the work inspected was in conformance to approved construction documents. Discrepancies shall be brought to the immediate attention of the contractor for correction. If discrepancies are not addressed, they shall be brought to the attention of the building official and registered design professional. A final inspection report documenting that all inspections were conducted and discrepancies were addressed shall be submitted to the building official or plans examiner **prior to the issuance of a certificate of occupancy.**

Note: Reports shall be signed by the inspector conducting such inspections or tests. It is recommended that all reports be submitted to the plans examiner in charge of such project, in lieu of the building official.