

CITY OF SPRINGFIELD

SPECIAL INSPECTION

SPECIAL INSPECTIONS AND WHEN THEY'RE REQUIRED

A special inspection is the monitoring of the materials and workmanship which are critical to the integrity of the building structure. Many buildings and structures use specialized materials or methods of construction. This is in addition to the standard inspections performed by our City inspectors (i.e. foundations, framing, plumbing, mechanical, electrical, insulation, sheetrock, final, etc.

The use of special inspectors is not discretionary. The Oregon Structural Specialty Code (OSSC) Chapter 17, Section 1704 lists the conditions when special inspectors must be used.

Generally special inspections include: Grading, excavation, and fill; Pilings; Concrete and reinforcing; Structural masonry, wood, or steel; Welding; High strength, slip critical, expansion, or epoxy tension bolting; Single ply roofing; Spray-applied fireproofing; and Smoke control.

What is a special inspector and who is qualified?

A special inspector is a person who has been approved by the building official to perform certain types of inspections. The special inspector is reserved for complex installations that require highly developed inspection skills, normally a person employed by a private testing laboratory.

The special inspector shall be a qualified person who shall demonstrate competence, to the satisfaction of the building official, for inspection of the particular type of construction or operation requiring special inspection. The ICBO certification is recognized by the building official as having met those requirements. The holder of the certification will have satisfactorily passed a written examination, an oral interview, and having a review of their relevant education and work experience. A list of individuals will be maintained by the City of Springfield of those persons who have been accepted as special inspectors and in what particular disciplines they have been approved.

WHAT ARE THE RESPONSIBILITIES OF THE OWNER, ARCHITECT, COMMUNITY SERVICES, SPECIAL INSPECTOR AND CONTRACTOR?

The Owner: The owner, or a person acting as the owner's agent shall select a qualified special inspector and employ them to conduct the required special inspections.

The Architect: The architect or engineer of record assists the owner with the selection of a special inspector. The Architect or engineer shall specify types of special inspections required in the construction documents.

Community Services Division: The City reviews the construction documents for compliance with special inspection requirements. The division approves the special inspector and monitors the special inspector and the inspection activities.

The Contractor: In addition to notifying the Community Services that the work is ready for regular inspections, the contractor shall notify the special inspector when work is ready for special inspection.

The Special Inspector: The special inspector observes all work for which they are responsible for compliance with the approved design drawings and specifications; identifies non-conforming work immediately; provides timely inspection reports on a regular basis indicating the inspections conducted and test performed, lists of any nonconformity and how they were resolved, and any unauthorized changes by the architect/engineer; submit discrepancy reports listing unresolved items, parties notified, times and methods; and submits a final signed summary report.

If you have further interest in the program or would like additional information about special inspections, this office has a copy available of the ICBO Special Inspector Program Booklet, which outlines the program requirements in more complete detail.

It is the responsibility of the applicant and their designated representatives to understand when special inspections are required. Before a permit can be issued, the owner shall complete, sign and submit to the City for review and approve the special inspection and test agreement and schedule. We encourage the design/contractor team and special inspectors to refer to Oregon Structural Specialty Code Chapter 17 and review the "Special Inspections" section. If there are any questions about the program or the requirements of the special inspection contact the Development Services, Community Services Division for clarifications.



City of Springfield
 Community Services Division
 225 Fifth Street
 Springfield, OR 97477
 Telephone: (541) 726-3759
 Fax: (541) 726-3689

Building Permit #	Date
Project Title	
Project Address	

Special Inspection and Testing

To applicants of projects requiring special inspection or testing as per Section 1704 of the Oregon Structural Specialty Code. Please review the information below. When you have finished, acknowledge an understanding of the information by signing below, and return this form to the City.

BEFORE A PERMIT CAN BE ISSUED: The owner or owner’s representative, on the advice of the responsible Project Engineer or Architect, shall complete, sign, and submit to the City for review and approval this form completed on both the front and back.

The owner and General Contractor, where applicable, shall also acknowledge the following conditions applicable to Special Inspection and/or Testing.

1. Contractor is responsible for proper notification for the Inspection or Testing of items listed.
2. Testing laboratory shall take appropriate samples and transport them to their laboratory for proper evaluation or testing.
 - ◆ Copies of all laboratory reports and inspections are to be sent to the City by the Testing Agency.
3. Special Inspection Agency is to submit names and qualifications of on-site Special Inspectors to the City for approval.
4. Special Inspector shall provide inspection reports to the building official of all inspection activities.
5. Contractor is responsible to review the City approved plans for additional inspection or testing requirements that may be noted.

BEFORE A CERTIFICATE OF OCCUPANCY WILL BE ISSUED: The Special Inspection Agency shall submit to the Building Official a statement that all items requiring inspection have been fulfilled and reported and were to the best of the inspector’s knowledge, in conformance with the approved plans, specifications and applicable workmanship provisions. Those items not tested and/or inspected shall be noted in the statement. The report is to be submitted to the City prior to a request for final inspections.

ACKNOWLEDGEMENTS

_____	_____	_____	_____
Owner Name (Printed)	Owner Signature	Gen. Contractor Firm Name (Printed)	General Contractor Signature
_____	_____	_____	_____
Engineer or Architect Firm (Printed)	Engineer or Architect Signature	Special Inspection Agency Name (Printed)	Special Insp. Agency Rep Sign.
_____	_____	_____	_____
Testing Laboratory Name (Printed)	Testing Laboratory Rep. Signature	Building Official Name (Printed)	Building Official Signature

SPECIAL INSPECTION AND TESTING SCHEDULE

Reinforced Concrete, Gunite, Grout and Mortar:				
Concrete	Gunite	Grout	Mortar	
				Aggregate Test of Mix Design
				Reinforcing Test
				Mix Design-Weighmaster Cert.*
				Reinforcing Placement
				Continuous Batch Plant Inspect.
				Inspect Placing
				Cast Samples
				Samples (Pickup/Delivered)
				Compression Test*
Precast/Pre-stressed Concrete:				
Piles	Post-Tens	Pre-Tens	Cladding	
				Aggregate Tests
				Reinforcing Tests
				Tendon Test
				Mix Designs*
				Reinforcing Placement
				Insert Placement
				Concrete Batching
				Concrete Placement
				Installation Inspection
				Cast Samples
				Pick-up Samples
				Compression Tests

SMOKE CONTROL:

_____ Leakage testing
 _____ Control Verification

ROOFING:

_____ Insulation installation/R-Value*
 _____ Test strips/seams

FIREPROOFING:

_____ Placement inspection
 _____ Density tests
 _____ Thickness tests
 _____ Inspect batching

GRADING, EXCAVATION, AND FILL

_____ Acceptance tests * _____ PSF
 _____ Establish final grade
 _____ Fill placement inspection/continuous
 _____ Soil Density

STRUCTURAL STEEL/WELDING:

_____ Sample and test (list specific members below)
 _____ Shop material identification (mill cert)
 _____ Weld inspection _____ Shop _____ Field
 _____ Ultrasonic inspection _____ Shop _____ Field
 _____ High Strength Bolting _____ Shop _____ Field
 A325 _____N _____X _____F
 A490 _____N _____X _____F
 _____ Metal deck welding inspection
 _____ Reinforcing Steel welding inspection
 _____ Reinforcing steel mill certificate
 _____ Metal stud welding inspection
 _____ Concrete insert welding inspection
 _____ Moment resisting steel frames

STRUCTURAL WOOD:

_____ Shear wall nailing inspection
 _____ Shear wall anchors
 _____ Inspection of Glu-lam fab. * _____ T/C psi
 _____ Inspection of truss joist fab.
 _____ Sample and test components
 _____ Fabrication welding of steel accessories

MASONRY

_____ Special inspection stresses used* _____ f'm _____ f'g
 _____ Preliminary acceptance tests (masonry units, wall prisms)
 _____ Subsequent tests (mortar, grout, field wall prisms)
 _____ Placement inspection of units, and reinforcement
 _____ Masonry, mortar, grout, and reinforcing steel certificates

ADDITIONAL INSRUCTIONS, OTHER TEST, & INSPECTIONS:

Form Completed by: _____ Date _____

***PROVIDE STRENGTH REQUIRED BY ARCHITECT OR ENGINEER OR CONTRACT DOCUMENT LOCATION OF VALUES**