

SPECIAL INSPECTIONS

PROJECT		PERMIT #	
ADDRESS		DATE	

In accordance with IBC Section 1704.2.3, the applicant must submit a statement of special inspections as a condition for permit issuance. When special inspections are required to be performed, the owner, or the registered design professional acting as the owner's agent, is required to hire an independent testing/inspection agency to perform required special inspections.

The independent agency hired to perform the special inspections is required to be a registered agency with Washington Association of Building Officials (WABO), under the Special Inspection Registration Program (SIRP) Standard No. 1701 or most current adopted special inspection standard published by WABO.

The design professional must complete the attached forms and submit them to the Building Department with the plans sets prior to issuance of the building permit. The special inspector(s) assigned to any project within the city of Lynnwood shall be currently registered with WABO and certified for the disciplines assigned.

The Schedule of Special Inspections summarizes the inspections and tests required. Special Inspectors will refer to the approved plans and specifications for detailed special inspection requirements. Any additional tests and inspections required by the approved plans and specifications will also need to be performed.

A Final Inspections Report of documenting the required inspections, testing and correction of any discrepancies needs to be submitted by email to permits@lynnwoodwa.gov prior to issuance of a Certificate of Use and Occupancy (IBC Section 1704.2.4).

Prepared by:	
Registered Design Professional in Responsible Charge:	

The following are the testing agencies and special inspectors that will be retained to conduct tests and inspection on this project:

RESPONSIBILITY	FIRM	ADDRESS, TELEPHONE, EMAIL
1. Special Inspection Agency (except for geotechnical)		
2. Material Testing Agency (Laboratory)		
3. Geotechnical Inspection Agency		
4. Other		
5. Other		

For this project, check the required inspections per IBC Chapter 17

ARCHITECT	S ENG	MEP ENG	SPECIAL INSPECTIONS & TESTS	NOTES
	<input type="checkbox"/>		1705.1.1 Special Cases	
	<input type="checkbox"/>		1705.2 Steel construction	
	<input type="checkbox"/>		1705.2.1 Structural Steel	
	<input type="checkbox"/>		1705.2.2 Cold-formed steel deck	
	<input type="checkbox"/>		1705.2.3 Open-web steel joists and joist girders	
	<input type="checkbox"/>		1705.2.4 Cold-formed steel joists and joist girders	
	<input type="checkbox"/>		1705.3 Concrete construction	
	<input type="checkbox"/>		1705.3 Concrete, reinforcements & anchors (pre or post installed)	
	<input type="checkbox"/>		1705.3.1 Welding of reinforcing bars	
	<input type="checkbox"/>		1705.3.2 Material tests	
	<input type="checkbox"/>		1705.4 Masonry construction	
	<input type="checkbox"/>		1705.5 Wood construction	
	<input type="checkbox"/>		1705.5.1 High-load diaphragms	
	<input type="checkbox"/>		1705.5.2 Metal-plate-connected wood trusses	
	<input type="checkbox"/>		1705.5.3 Mass timber construction	
	<input type="checkbox"/>		1705.6 Soils	
	<input type="checkbox"/>		1705.7 Driven deep foundations	
	<input type="checkbox"/>		1705.8 Cast-in-place deep foundations	
	<input type="checkbox"/>		1705.9 Helical pile foundations	
	<input type="checkbox"/>		1705.10 Fabricated items**	
	<input type="checkbox"/>		1705.11 Special inspections for wind resistance	
	<input type="checkbox"/>		1705.11.1 Structural wood	
	<input type="checkbox"/>		1705.11.2 Cold-formed steel light framed construction	
	<input type="checkbox"/>		1705.11.3 Wind resisting components	
	<input type="checkbox"/>		1705.12 Seismic force-resisting systems	
	<input type="checkbox"/>		1705.12.1 Structural steel	
	<input type="checkbox"/>		1705.12.2 Structural wood	
	<input type="checkbox"/>		1705.12.3 Cold-formed steel light framed construction	
	<input type="checkbox"/>	<input type="checkbox"/>	1705.12.4 Designated seismic systems	
	<input type="checkbox"/>		1705.12.5 Architectural components	
	<input type="checkbox"/>	<input type="checkbox"/>	1705.12.6 Plumbing, mechanical and electrical components	
	<input type="checkbox"/>		1705.12.7 Storage racks	
	<input type="checkbox"/>		1705.12.8 Seismic isolation systems	
	<input type="checkbox"/>		1705.12.9 Cold-formed steel special bolted moment frames	
	<input type="checkbox"/>		1705.13 Testing for seismic resistance	
	<input type="checkbox"/>		1705.13.1 Structural steel	
	<input type="checkbox"/>	<input type="checkbox"/>	1705.13.2 Nonstructural components	
	<input type="checkbox"/>	<input type="checkbox"/>	1705.13.3 Designated seismic systems	
	<input type="checkbox"/>		1705.13.4 Seismic isolation systems	
	<input type="checkbox"/>		1705.14 Sprayed fire-resistant materials	
	<input type="checkbox"/>		1705.15 Mastic and intumescent fire-resistant coatings	
	<input type="checkbox"/>		1705.16 Exterior insulation and finish systems (IEFS)	
	<input type="checkbox"/>		1705.17 Fire-resistant penetrations and joints	
	<input type="checkbox"/>		1705.17.1 Penetration firestops	
	<input type="checkbox"/>		1705.17.2 Fire-resistant joint systems	
	<input type="checkbox"/>	<input type="checkbox"/>	1705.18 Testing for smoke control	
	<input type="checkbox"/>		1705.19 Sealing of mass timber	

SEISMIC REQUIREMENTS (IBC 1704.3.2)

Describe the seismic force resisting system and designated seismic systems subject to special inspections in accordance with IBC 1705.12 or 1705.13

The extent of seismic force resisting system and designated seismic systems are defined in more details in the construction documents.

WIND REQUIREMENTS (IBC 1704.3.3)

Describe the wind force resisting systems and wind resisting components subject to special inspections in accordance with IBC 1705.11

The extent of wind force resisting system is defined in more details in the construction documents.

STRUCTURAL OBSERVATION (IBC 1704.6)

Describe frequency and extent of structural observations when required by the provisions of IBC 1704.6.1, 1704.6.2 or 1704.6.3

The extent of structural observation is defined in more details in the construction documents.

PLEASE CHECK WITH LYNNWOOD DEVELOPMENT & BUSINESS SERVICES TO DETERMINE REQUIRED SIGNATURES

A. OWNER RESPONSIBILITIES

The owner or the design professional in responsible charge acting as the owner's agent, shall fund special inspection services. The owner is responsible for seeing that these requirements are met.

I have read and understand my responsibilities regarding special inspections.

Owner/Agent:		By:		Date:	
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B. DESIGN PROFESSIONAL RESPONSIBILITIES

1. The registered design professional in responsible charge (engineer, or architect), shall include special inspection requirements and specifications on the plans.
2. Provide structural observation where required per IBC Section 1704.6.
3. Prepare the Statement of Special Inspections in accordance with IBC section 1704.3 and identify Structural Testing for Seismic Resistance per IBC section 1704.3.2 (When required). The statement of special inspections shall identify items fabricated on the premises of an approved fabricator where special inspections are not required by section 1704.2.5.
4. Review the special inspection reports and provide corrective action for work that may not conform to the approved plans.

I have read and understand my responsibilities regarding special inspections.

Registered Design Professional in Responsible Charge:		By:		Date:	
Structural Engineer of Record:		By:		Date:	

C. CONTRACTOR'S RESPONSIBILITIES

1. Notify the agency:
The contractor is responsible for notifying the inspection agency in sufficient time for scheduling personnel to perform required inspections.
2. Written statement of responsibility:
Contractor shall complete this form to satisfy IBC 1704.4 Contractor responsibility for construction of designated main-wind or seismic force resisting system. Additional information shall be provided where requested by the jurisdiction.
3. Provide access to Jurisdiction approved plans:
The approved plans shall be readily accessible at the job site.
4. Provide access to work:
The contractor shall provide reasonable access to all work requiring special inspection.
5. Retaining special inspection reports at the job site:
The contractor is also responsible for retaining at the job site all special inspection records submitted by the special inspector and providing these records for review by the Building Department's inspector upon request.
6. Notify Jurisdiction of special inspections prior to scheduled inspection time.
7. Provide a copy of special inspector's credentials when requested by the jurisdiction.

I have read and understand my responsibilities regarding special inspections.

Contractor:		By:		Date:	
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D. DUTIES OF THE SPECIAL INSPECTOR

1. Inspect and/or test the work:

The inspector shall inspect and /or test the work for compliance with the Jurisdiction approved plans, specifications, and applicable provisions of the IBC. The architect/engineer’s reviewed shop drawings, and/or placement drawings, may be used only as an aid to inspections.

- **Continuous Special Inspection** – The full-time observation of work requiring special inspection by an approved special inspector who is present in the area where the work is being performed.
- **Periodic Special Inspection** – The part-time or intermittent observation of work requiring special inspection by an approved special inspector who is present in the area where the work is being performed and at the completion of the work report non-conforming items:

The inspector shall bring non-conforming items to the immediate attention of the contractor and note all such items in the daily report. If any item is not resolved in a timely manner and is about to be incorporated in the work, the special inspector shall immediately notify the Building Department, the engineer or architect, his/her office.

2. Furnish daily reports:

The special inspector shall complete a daily report for each day’s inspections. The daily reports shall remain at the job site with the contractor for the Building Department’s inspector. The reports shall include the following:

- a. Name of special inspector with WABO certification number and certification type, date, time, temperature and weather conditions.
- b. Description of the inspections, with locations and tests performed.
- c. Listing any non-conforming items.
- d. Include how items were resolved or unresolved.
- e. List any changes or corrections to non-conforming issues authorized by the engineer, architect, or Jurisdiction’s building inspectors.

3. Furnish weekly reports:

The inspection agency shall furnish weekly reports of the tests and inspections performed directly to the Building Department, project engineer, architect, and/or others as designated.

4. Furnish final report:

The inspection agency shall submit a final signed report to the Building Department stating that all items requiring special inspections and testing were fulfilled, all discrepancies were corrected or resolved, and all work requiring special inspections is in conformance with the approved design drawings and specifications.

- Any items unresolved or discrepancies in coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

I have read and understand my responsibilities regarding special inspections.

Special Inspection Agency:		By:		Date:	
Material Testing Agency:		By:		Date:	
Geotechnical Inspection Agency:		By:		Date:	
Other:		By:		Date:	
Other:		By:		Date:	

E. SUBMITTALS TO THE BUILDING OFFICIAL

1. In addition to the submittal of reports of special inspections and tests by the approved special inspection agency in accordance with IBC Section 1704.2.4, reports and certificates shall be submitted by the owner or the owner's authorized agent to the building official for items listed in IBC 1704.5.

F. CITY OF LYNNWOOD

1. The City of Lynnwood will review the implementation of Structural Tests and Special Inspection requirements.
2. Review special inspections:
The Building Department shall review all special inspectors and special inspection requirements found in IBC Chapter 17 and the WABO - SIRP Standards 1701.
3. Monitor special inspections:
Work requiring special inspections, and the performance of special inspectors, may be monitored by the Building Department's inspector. The jurisdiction's approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.
4. Perform inspections as required by the local building code.
5. Issue Certificate of Occupancy:
The Building Department will only issue a Certificate of Occupancy after all special inspection reports and the final special inspection report, have been submitted and accepted.

Building Official:		Date:	
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