

## **SPECIAL INSPECTION TEAM MUTUAL DUTIES AND RESPONSIBILITIES**

Everyone involved in the special inspection process has various duties and responsibilities that they are to perform during the special inspection process. In order for the special inspection program to run smoothly, all parties must perform their duties when they are required and must work cooperatively with all other parties. The duties of each party are listed in the following subsections.

### **Building Official/Department**

The Building Official oversees the construction and special inspection process and has the following duties and responsibilities:

- Ⓢ The Building Official gives or denies the final approval of the special inspection program.
- Ⓢ Attends preconstruction meetings.
- Ⓢ Reviews special inspection reports.
- Ⓢ Monitors/Audits SI activities.
- Ⓢ Reviews project documents and special inspection work with SI.
- Ⓢ Performs regular inspections at jobsite.
- Ⓢ Issues final acceptance/certificate of occupancy.

### **Special Inspector**

Special Inspectors perform the required special inspections as well as other duties.

- Ⓢ Previews construction documents
- Ⓢ Attends pre-construction meetings
- Ⓢ Maintains communication with team members
- Ⓢ Signifies presence at job site
- Ⓢ Reviews structural details and performs inspections to verify compliance with the approved construction documents.
- Ⓢ Observes all work requiring special inspections
- Ⓢ Furnishes inspection reports to the building official and registered design professional.
- Ⓢ Keeps accurate records of inspections.
- Ⓢ Keeps on the job site, copies of daily/weekly and/or discrepancy reports located next to the building permits.
- Ⓢ Identifies nonconforming work

- Ⓢ Notifies the contractor of observed discrepancies needing corrections.
- Ⓢ Reports nonconforming work
- Ⓢ Notifies the Building Official and registered design professional of **UNCORRECTED** discrepancies.
- Ⓢ Provides periodic inspection reports.
- Ⓢ Provides and submits a final inspection report to the building official and registered design professional.

### **Agents of the Special Inspector**

When employed, agents have the same duties and responsibilities as special inspectors:

- Ⓢ Reviews construction documents.
- Ⓢ Attends pre-construction meeting.
- Ⓢ Maintains communication with team members
- Ⓢ Signifies presence at job site
- Ⓢ Reviews structural details and performs inspections to verify compliance with the approved construction documents.
- Ⓢ Observes all work requiring special inspections
- Ⓢ Furnishes inspection reports to the building official and registered design professional.
- Ⓢ Keeps accurate records of inspections.
- Ⓢ Keeps on the job site, copies of daily/weekly and/or discrepancy reports located next to the building permits.
- Ⓢ Identifies nonconforming work
- Ⓢ Notifies the contractor of observed discrepancies needing corrections.
- Ⓢ Reports nonconforming work
- Ⓢ Notifies the building official and registered design professional of **UNCORRECTED** discrepancies.
- Ⓢ Provides periodic inspection reports.
- Ⓢ Provides and submits a final inspection report to the building official and registered design professional.

### **Contractor/Builder**

The contractor/building is responsible for building and cooperating with special inspectors, Building Officials and the Registered Design Professional. Attending the preconstruction meeting is also required.

### **Registered Design Professional**

The Registered Design Professional has the following duties and responsibilities:

- Ⓢ Takes part in the submittal documents.
- Ⓢ Designates special inspection work.
- Ⓢ Names individuals/firms to perform special inspections.
- Ⓢ Outlines the duties of the special inspector.
- Ⓢ Identifies special inspection requirements
- Ⓢ Coordinates special inspection activities
- Ⓢ Chairs preconstruction meeting/s
- Ⓢ Makes periodic site visits
- Ⓢ Specifies tests and testing procedures
- Ⓢ Documents plan revisions to building official
- Ⓢ Designates “alternate” registered design professional

### **Owner**

The owner is responsible for employing the special inspector(s) to inspect the work identified as requiring special inspection.