**SE-962**

**STATEMENT OF SPECIAL INSPECTIONS RESPONSIBILITIES**

***(For Chapter 17 Inspections Only)***

**AGENCY:**

**PROJECT NAME:**

**PROJECT NUMBER:**

**INSPECTION FIRM:**

**ADDRESS: Street/PO Box**:

**City:**       **State:**       **ZIP:**      -     

**CONTACT PERSON:**

**EMAIL:**       **TELEPHONE:**

**ARCHITECT-ENGINEER (A/E):**

**CONTRACTOR:**

1. **AGENCY**

In accordance to Section 1704 of the 2018 International Building Code (IBC), an independent testing/inspection firm is to perform required special inspections. The above-named Inspection Firm has been retained to perform the duties of special inspection.

1. **A/E RESPONSIBILITY**
2. The registered design professional in responsible charge has included special inspection requirements and specifications on the plans and prepared the Statement of Special Inspections in accordance with IBC section 1704.3.
3. The registered design professional in responsible charge shall review the special inspection reports and provide corrective action for work that may not conform to the approved plans.
4. **CONTRACTOR'S RESPONSIBILITIES**
5. **Assuring Subcontractor Compliance**
6. The Contractor is responsible to advise his subcontractors of the inspection and testing requirements affecting their work and assuring conformance with all notice requirements necessary to assure timely performance of required inspections and tests.
7. The Contractor shall maintain on the job site, a copy of the Statement of Special Inspections signed by each subcontractor and/or supplier whose work requires inspection and/or testing pursuant to said Statement. Such signature shall constitute acknowledgement that they have read and agree to the inspection and testing requirements of the Statement of Special Inspections.
8. **Notify the Inspection Firm**

The Contractor is responsible for notifying the inspection firm at least 24 hours before the required inspections.

1. **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.

1. **Provide Access to Office of State Engineer Approved Plans**

The approved plans shall be readily accessible at the job site.

1. **Provide Access to Work**

The Contractor shall provide reasonable access to all work requiring special inspection.

1. **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 Agency, Architect-Engineer, and/or OSE upon request.

1. **Notify Agency of Special Inspections** prior to scheduled inspection time.
2. **SPECIAL INSPECTOR RESPONSIBILITIES**
3. **Responding to Request for Inspection(s)**
4. The inspection firm shall respond to a request to schedule an inspection/test and schedule the inspection(s)/test(s) no later than two (2) business days after receiving the request.
5. The inspection firm shall immediately notify the building official and Agency by email if the construction Contractor is failing to request required inspections
6. **Observe the work**
7. The inspector(s) shall observe the work for compliance with the OSE approved plans, specifications, and applicable provisions of the IBC. The A/E’s reviewed shop drawings, and/or placement drawings, may be used only as an aid to inspections.
8. The inspection firm shall maintain the Project Inspection/Material Testing Log (SE-965), at the jobsite
9. For each inspection trip, the inspection firm’s inspectors and testing technicians shall document on the SE-965 the following information before leaving the site:
   1. the date of the inspection(s),
   2. the time they arrived,
   3. their name and ICC certification number,
   4. the type and location of inspection(s) and/or test(s) to be performed,
   5. that they gave a written report to the construction contractor prior to leaving the site, and
   6. the time they left the site.
10. **Report non-conforming items**
11. The inspector shall bring non-conforming items to the immediate attention of the General Contractor while on site.
12. The inspector shall notify the Agency and A/E within 24 hours of any re-inspection requirements, and shall document the date of the deficiency, the name of the inspector that discovered the deficiency and any action taken to correct each deficiency on the Project Inspection/Material Testing Deficiency Log (SE-966), at the jobsite.
13. The inspection firm shall forward a copy of the SE-965 and SE-966 to OSE monthly.
14. **Furnish reports**

#### For each inspection trip, the inspector shall make a written report and provide a copy of the report to the construction contractor’s project superintendent before to leaving the site. The copy provided to the construction contractor shall not be via a link to a website unless the Contractor agrees to such delivery in writing.

#### The inspection firm shall provide the OSE, Agency and A/E a copy of the report within two business days after the inspection. The means of delivery of the report to the Agency and A/E is subject to the approval of the Agency. OSE will accept delivery via an attachment to email. OSE will not accept delivery via a link to a website.

1. Each written report shall include the results of the inspection, a summary of any communication with the construction Contractor, and supporting photographs
2. **Stop Work**

The inspector does not have the authority to issue a Stop Work Order unless a hazardous situation presents an immediate threat to the health, safety, or welfare of people on or about the project site.

1. **OFFICE OF STATE ENGINEER (OSE)**
2. **Review special inspections**

OSE will review project inspection reports and all Project Inspection/Material Testing Logs and Deficiency Logs.

1. **Issue Certificate of Occupancy**

OSE will only issue a Certificate of Occupancy after all special inspection reports have been submitted and all deficiencies have been resolved.

**ACKNOWLEDGMENTS**

**The undersigned read and understand our responsibilities regarding special inspections.**

**AGENCY: DATE:**     

***(Signature of Representative)***

**PRINT NAME:**      

**CONTRACTOR: DATE:**      

***(Signature of Representative)***

**PRINT NAME:**      

**INSPECTION FIRM: DATE:**      

***(Signature of Representative)***

**PRINT NAME:**      

**A/E: DATE:**      

***(Signature of Representative)***

**PRINT NAME:**      