



Building Safety Department
100 W. Eldorado Pkwy
Little Elm, TX 75068
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www.littleelm.org

Special Inspections Program Procedures - IBC Section 1704 Special Inspections - Index:

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A. OWNER - Responsibilities:

- Special Inspections and fees/costs are the responsibility of the Owner. These are not permit fees.
- The Owner is responsible for employing or contracting the RDPiRC and shall contact the building official if there is a change in the RDPiRC.

B. RDPiRC - Responsibilities - Registered Design Professional in Responsible Charge (RDPiRC):

- The RDPiRC is a licensed design professional responsible for implementation and determination of Required Special Inspections, per Section 1704 of the International Building Code (IBC).
- The RDPiRC contracts with or is employed by the owner. The RDPiRC and the special inspectors and testing technicians may not be in the employ of the general contractor, subcontractors or material suppliers. In the case of an owner/contractor, the building official shall specify who employs the RDPiRC and special inspectors.
- The RDPiRC, as the owner's agent, may employ or contract with the special inspectors.
- The RDPiRC shall assign only trained, experienced, qualified special inspectors and testing technicians.
- The RDPiRC is responsible for providing the general contractor with a list of all required Special Inspections and the associated special inspectors prior to construction.
- The RDPiRC shall submit special inspector field reports or any Notice of Non-Compliance (NNC) items to the building official and copy the special inspector, owner and general contractor.
- RDPiRC shall prepare, sign and submit the Final Report of Required Special Inspections after the general contractor completes his work according to the approved construction documents.
- The RDPiRC shall prepare the Final Report of Required Special Inspections using the form approved by the building official.

C. SPECIAL INSPECTOR - Responsibilities:

- Each special inspector must be qualified in the area of expertise of special inspection required.
- Each special inspector contracts with or is employed by the RDPiRC or owner.
- Each special inspector is responsible for verification of items detailed in the plans and specifications.
- Special inspectors shall prepare, sign and submit to the RDPiRC an inspection report for any time spent at a project site, submit reports within a reasonable time with supporting documentation.
- The special inspector shall bring non-complying items to the immediate attention of the general contractor and the RDPiRC. If non-complying items are not corrected in a timely manner, the special inspector shall prepare and submit a Notice of Non-Compliance (NNC).
- Copy the building official, the general contractor and owner. The building official may suspend all future work in the areas of such non-compliance until items are corrected.

D. GENERAL CONTRACTOR - Responsibilities:

- The general contractor shall not employ the special inspector.
- The general contractor is responsible for coordinating all testing and inspections and notifying the RDPiRC and the special inspector of work ready for inspection.
- The general contractor shall keep a special inspections log book readily available for both the special inspectors and the city building inspector. The log book shall include a copy of the following:
 - 1) Statement of Special Inspections
 - 2) The special inspections log & sign in sheet
 - 3) A copy of all special inspection reports from the special inspector
 - 4) Any changes that may apply to special inspections on the project

E. FORMS - Lists, Notice Forms and Report Forms for Special Inspections

Statement of Required Special Inspections:

- A complete itemized list according to IBC Chapter 17-Required Verification and Inspection Tables submitted by the RDPiRC as part of the permit documents
- List the RDPiRC name and contact information
- The RDPiRC shall furnish the required qualifications of the special inspector and frequency of each special inspection upon request.

Report of Required Special Inspections:

- Report prepared, signed and submitted by each special inspector to the RDPiRC for the RDPiRC to prepare the Final Report of Required inspections.
- Submitting this report indicates that inspections and tests performed, either periodically or continuously, represent all the work for the item inspected.
- Copy the general contractor.

Final Report of Required Special Inspections:

- Report prepared, signed and submitted by the RDPiRC for the owner and submitted to the building official. Submittal indicates completion of all special inspections and resolution of all NNC items.
- Copy the general contractor and all special inspectors listed in the report.
- Final report is required prior to the issuance of a Temporary C.O. Or a C.O.

F. BUILDING INSPECTOR - Special Inspection Review (SIR)

- Building Inspections Department Inspectors are responsible for the Special Inspection Review of reports submitted by the RDPiRC in conformance with plans and specifications.
- A log book of all identified special inspections must be located on the job site and presented to the building inspector for review when requested.
- Failure of the general contractor to provide a log sheet may result in a STOP WORK order.



Statement of Required Special Inspections- Section 1704

Date: _____

Project Name: _____

Project Address: _____

Owner or Registered Design Professional in Responsible Charge (RDPiRC):

Section 1704 of the *2012 International Building Code*, as amended by the Town of Little Elm, has been reviewed.

Checked below is a list of the required special inspections applicable for this project:

| 2012 IBC Section | Type of Special Inspections and Extent | Applicable | Non Applicable | Continuous or Periodic |
|------------------|--|--------------------------|--------------------------|--------------------------|
| 1705.1.1 | Special Cases | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1705.2 | Steel construction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1705.3 | Concrete construction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1705.4 | Masonry construction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1705.5 | Wood construction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1705.6 | Soils | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1705.7 | Driven deep foundations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1705.8 | Cast-in-place deep foundations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1705.9 | Helical pile foundations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1705.13 | Sprayed fire-resistant materials | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1705.14 | Mastic and intumescent fire-resistant coatings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1705.15 | Exterior insulation and finish systems (EIFS) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1705.16 | Fire-resistant penetrations and joints | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1705.17 | Special inspection for smoke control | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

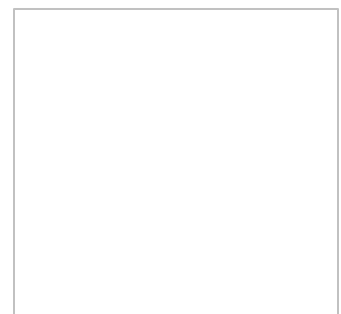
At the completion of construction, a final report by the Registered Design Professional in Responsible Charge that documents all of the special inspections required will be submitted to the building official, via the Owner. It is our understanding that a Certificate of Occupancy **will not** be issued by the Town of Little Elm until a final report of required special inspections is received, indicating that there are no remaining deficiencies.

Respectfully,

Signature of RDPiRC

Name of RDPiRC

Firm Name of RDPiRC



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Final Report of Required Special Inspections- Section 1704

Date: _____

Project Name: _____

Project Address: _____

Owner: _____

The appropriate design professionals prepared and submitted a list of required inspections (per 2012 *International Building Code* Sec. 1704 as amended by the Town of Little Elm) on the permit set of drawings submitted for this project.

Town of Little Elm Permit #: _____

Checked below is a complete list of inspections for this permitted project with names of each of the special inspectors/firm:

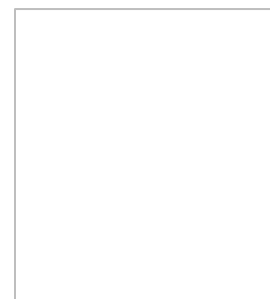
| <u>Inspections Required</u> | <u>Special Inspector / Firm</u> |
|---|---------------------------------|
| <input type="checkbox"/> Section 1705.1.1 <u>Special Cases:</u> | _____ |
| <input type="checkbox"/> Section 1705.2 <u>Steel Construction:</u> | _____ |
| <input type="checkbox"/> Section 1705.3 <u>Concrete Construction:</u> | _____ |
| <input type="checkbox"/> Section 1705.4 <u>Masonry Construction:</u> | _____ |
| <input type="checkbox"/> Section 1705.5 <u>Wood Construction:</u> | _____ |
| <input type="checkbox"/> Section 1705.6 <u>Soils:</u> | _____ |
| <input type="checkbox"/> Section 1705.7 <u>Driven Deep Foundations:</u> | _____ |
| <input type="checkbox"/> Section 1705.8 <u>Cast-in-place Deep Foundations:</u> | _____ |
| <input type="checkbox"/> Section 1705.9 <u>Helical Pile Foundations:</u> | _____ |
| <input type="checkbox"/> Section 1705.13 <u>Sprayed Fire-Resistant Materials:</u> | _____ |
| <input type="checkbox"/> Section 1704.14 <u>Mastic and Intumescent Fire-Resistant Coatings:</u> | _____ |
| <input type="checkbox"/> Section 1704.15 <u>Exterior Insulation and Finish Systems (EIFS):</u> | _____ |
| <input type="checkbox"/> Section 1704.16 <u>Fire resistant penetrations and joints:</u> | _____ |
| <input type="checkbox"/> Section 1704.17 <u>Special Inspection for Smoke Control:</u> | _____ |
| <input type="checkbox"/> Section 1706 <u>Design Strengths of Materials:</u> | _____ |
| <input type="checkbox"/> Section 1707 <u>Alternative Test Procedures:</u> | _____ |
| <input type="checkbox"/> Section 1708 <u>Test Safe Load:</u> | _____ |
| <input type="checkbox"/> Section 1709 <u>In-Situ Load Tests:</u> | _____ |
| <input type="checkbox"/> Section 1710 <u>Preconstruction Load Tests:</u> | _____ |

As the registered design professional in responsible charge for all required inspections for this project during construction, to the best of my information, knowledge and belief the listed required inspections and tests for this project have been performed and all discovered discrepancies have been resolved.

Respectfully,

Signature of RDPiRC

Name of RDPiRC



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Report of Required Special Inspections- Section 1704

Date _____

Project Name: _____

Project Address: _____

Owner: _____

The appropriate design professionals prepared and submitted a list of required inspections (per 2012 *International Building Code* Sec. 1704 as amended by the Town of Little Elm) on the permit set of drawings submitted for this project.

Town of Little Elm Permit Number # _____

Checked below is a complete list of the required items of construction for this permitted project that I inspected:

| Inspections Required | Special Inspector / Firm |
|---|---------------------------------|
| <input type="checkbox"/> Section 1705.1.1 <u>Special Cases:</u> | _____ |
| <input type="checkbox"/> Section 1705.2 <u>Steel Construction:</u> | _____ |
| <input type="checkbox"/> Section 1705.3 <u>Concrete Construction:</u> | _____ |
| <input type="checkbox"/> Section 1705.4 <u>Masonry Construction:</u> | _____ |
| <input type="checkbox"/> Section 1705.5 <u>Wood Construction:</u> | _____ |
| <input type="checkbox"/> Section 1705.6 <u>Soils:</u> | _____ |
| <input type="checkbox"/> Section 1705.7 <u>Driven Deep Foundations:</u> | _____ |
| <input type="checkbox"/> Section 1705.8 <u>Cast-in-place Deep Foundations:</u> | _____ |
| <input type="checkbox"/> Section 1705.9 <u>Helical Pile Foundations:</u> | _____ |
| <input type="checkbox"/> Section 1705.13 <u>Sprayed Fire-Resistant Materials:</u> | _____ |
| <input type="checkbox"/> Section 1704.14 <u>Mastic and Intumescent Fire-Resistant Coatings:</u> | _____ |
| <input type="checkbox"/> Section 1704.15 <u>Exterior Insulation and Finish Systems (EIFS):</u> | _____ |
| <input type="checkbox"/> Section 1704.16 <u>Fire resistant penetrations and joints:</u> | _____ |
| <input type="checkbox"/> Section 1704.17 <u>Special Inspection for Smoke Control:</u> | _____ |
| <input type="checkbox"/> Section 1706 <u>Design Strengths of Materials:</u> | _____ |
| <input type="checkbox"/> Section 1707 <u>Alternative Test Procedures:</u> | _____ |
| <input type="checkbox"/> Section 1708 <u>Test Safe Load:</u> | _____ |
| <input type="checkbox"/> Section 1709 <u>In-Situ Load Tests:</u> | _____ |
| <input type="checkbox"/> Section 1710 <u>Preconstruction Load Tests:</u> | _____ |

As your special inspector for the specific required inspections listed for this project during construction, to the best of my information, knowledge and belief, the listed required inspections and tests for this project have been performed and all discovered discrepancies have been resolved. Inspections and tests performed, either periodically or continuously, represent all the work for the item inspected.

Respectfully,

Signature of RDPiRC

Name of RDPiRC



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