



SPECIAL INSPECTION CERTIFICATE

2018 INTERNATIONAL BUILDING CODE

Applicant:	Property Address:	Permit #
Contractor:	Contractor ROC#:	Date Submitted:

A. OWNER RESPONSIBILITIES (To be filled in and signed by the owner before permit is issued.)

In accordance with Section 1704 of the 2018 International Building Code as adopted and amended by the City of Prescott, which requires that the execution of certain construction work be placed under the inspection of the architect, engineer, or special inspector appointed by me, I certify that the construction of the above-described building project will receive such special inspection on my behalf.

I have read and understand my responsibilities regarding special inspections.

Signature of Owner or Agent: _____

Date: _____

B. REGISTERED DESIGN PROFESSIONAL RESPONSIBILITIES To be filled in and sealed before permit is issued. (Architect and Engineer to have a user portal account)

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: AEC

STRUCTURAL ENGINEER OF RECORD:

____Special inspector to sign if SI required by manufacturer with no engineer required. IE Hilti or Epoxy

Place Registration Seal and Signature Above.

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SPECIAL INSPECTORS OF RECORD: The following individual(s) will be special field inspectors(s) under my direct supervision and are to be on the job site to render complete and competent inspection.

Special Inspection Agency: _____	AEC _____
Material Testing Agency: _____	AEC _____
Geotechnical Inspection Agency: _____	AEC _____
Architectural Special inspections: _____	AEC _____
Fire special inspection Agency: _____	AEC _____
Other: _____	AEC _____

C. JURISDICTION

SPECIAL INSPECTOR QUALIFICATIONS [2018 IBC 1704.2.1] ARE ACCEPTED

BUILDING OFFICIAL: _____ **DATE:** _____



D. CONTRACTOR’S RESPONSIBILITY (CONTRACTOR TO HAVE A USER AEC PORTAL ACCOUNT)	
<ol style="list-style-type: none"> 1. Notify the agency: The contractor is responsible for notifying the inspection agency in sufficient time for scheduling personnel to perform required inspections. 2. Provide access to Jurisdiction approved plans: The approved plans shall be readily accessible at the job site. 3. Provide access to work: The contractor shall provide reasonable access to all work requiring special inspection. 4. Retaining special inspection reports at the job site: The contractor is 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. 5. Notify Jurisdiction of special inspections prior to scheduled inspection time. Provide a copy of special inspector’s credentials when requested by the jurisdiction. 	
E. DUTIES OF THE SPECIAL INSPECTOR (SPECIAL INSPECTOR TO HAVE A USER AEC PORTAL ACCOUNT)	
<ol style="list-style-type: none"> 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. 2. 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. 3. 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 4. 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. 5. 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, Welding 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. 	
F. CERTIFICATE OF COMPLIANCE AND APPLICATION FOR CERTIFICATE OF OCCUPANCY	
(To be filled in and sealed before occupancy certificate is issued.)	
<p>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.</p>	
FINAL CERTIFICATE OF COMPLIANCE	STRUCTURAL ENGINEER OF RECORD: AEC (Provide one per engineer if more than one EOR)
<p>The construction of the above named project is substantially complete and request is hereby made for issuance of the certificate of occupancy per Section 111 of the 2018 International Building Code as adopted and amended by the City of Prescott</p> <p>I certify that, to the best of my knowledge, the requirements of the approved plans for which special inspection is required and Section 1704 of the 2018 International Building Code as adopted and amended by the City of Prescott have been met. A guarantee that the contractor has necessarily fulfilled the obligations of his contract is neither intended nor implied.</p>	<p>__Special inspector to sign if SI required by manufacturer with no engineer required. IE Hilti or Epoxy</p> <p>Place Registration Seal and Signature and Date Above.</p>