

Statement of Special Inspections Guidance

In accordance with the 2017 Uniform Fire Prevention and Building Code, when warranted, the Registered Design Professional in Responsible Charge (RDP) is required to prepare a Statement of Special Inspections (SSI) for submittal by the Applicant (Consultant) for a Construction Permit from the Authority Having Jurisdiction (Fund). Chapter 17 of the Building Code provides specific information regarding special inspections. There is not a specific format for the SSI however the chapter provides the contents required to be included in the SSI. The Fund has developed a format for the SSI and expects the Consultant to use the provided format. The first page may be placed on letterhead of the Consultant if appropriate and preferred.

Page 1 - Cover Page:

The RDP shall fill in the blanks:

- SUCF Project No.,
- Project Title,
- Name and address for the RDP(s) preparing the SSI.

Once the SSI is prepared, the RDP(s) shall seal the document, print name, date and sign the document.

Page 2 – Identification of Seismic-Force-Resisting Systems and Wind-Force-Resisting Systems:

This page is used to identify any seismic-force-resisting systems and / or wind-force-resisting systems in the project.

For the seismic-force-resisting systems, at minimum, the RDP is required to select from three pull down menus:

- The Seismic Design Category (SDC) is **A / B / C / D / E / F**.
- There **are / are not** seismic-force-resisting systems in this project.
- There **are / are not** designated seismic systems.

If the SDC is other than A, there are items for the RDP to consider. These items are listed with check boxes.

For the wind-force-resisting systems, there are two wind categories for the RDP to consider; if neither apply, no information is needed. If one does apply, the RDP shall check the appropriate box and then consider if the design includes any wind-force-resisting systems and components that are listed with check boxes.

Pages 3 through 10 – Required Special Inspections, Tests, Frequencies:

These pages identify the special inspections and testing that may be required per the RDP. The RDP shall review each section, the Code sections and any reference standard listed and mark the appropriate checkboxes for the project. The tables have noted 'continuous' or 'periodic' for inspections and testing. If the line is blank or if the RDP finds the other option more appropriate,



the RDP may edit the lines. Where the RDP finds red text, there is information that may need to be added or amended to suit the specific project. This is to be edited appropriately.

Page 11 – Special Inspector Minimum qualifications:

A couple of definitions may be beneficial:

Special Inspector: A qualified person employed or retained by an approved agency and approved by the building official as having the competence necessary to inspect a particular type of construction requiring special inspection.

Approved Agency: An established and recognized agency that is regularly engaged in conducting tests or furnishing inspection services, where such agency has been approved by the building official.

Agency: This is not referring to the State University Construction Fund. The word agency is referring to a company that is engaged in doing business for another company.

The 2016 Uniform Code does not provide guidance regarding the minimum qualifications for the Special Inspectors. The Code requires the Approved Agency to submit written documentation to the AHJ demonstrating the competence and relevant experience or training of the Special Inspector who will perform the inspections and / or testing during the construction. The Fund prefers to not receive these qualifications directly as this may delay the process or bring about conflicts after the Approved Agency has been contracted. The SSI format includes this page to simplify the process.

This page provides the minimum qualification the Fund finds appropriate for the RDP to consider for the effort. The RDP shall use the checkboxes that are appropriate for this project. It is understood if more than one box is checked in a category, then any of the checked options are considered equal and satisfactory unless noted by the RDP. It is important for the RDP to confirm each category selected on pages 3 through 10 is addressed on page 11.

Page 12 – Contractor’s Statement of Responsibility Form:

If there are seismic-force-resisting systems and/or wind-force-resisting systems in the project, the RDP shall check the box prior to having the Contractor sign the form. The intent is to have the Contractor sign the form prior to starting construction.

Page 13 – Fabricator’s Certificate of Compliance Form:

If there are fabricated items as defined in the Code, the RDP must identify them in pages 3 through 7 accordingly. Further, the technical specifications shall also address these items. The Fabrication Certificate of Compliance Form is to be used for each of these items, both at the shop drawing submission and post-fabrication.

Page 14 – Special Inspector / Approved Agency Final Report:

The use of the Special Inspector / Approved Agency Final Report format is optional; the Special Inspector / Approved Agency may provide all of the same information in a letter on their letterhead addressed to the RDP for consideration. This form / letter may be requested prior to full completion of the inspections and / or testing for consideration of a Temporary Approval for Occupancy. If the inspections and or testing have not been completed, the form / letter shall identify the status noting what is not complete.