

Instructions for Statement of Special Inspection Template

The Fund has a Statement of Special Inspections Template that is to be used and adapted when developing a Statement of Special Inspections (SSI). This instruction is to assist the registered design professional(s) in developing a complete SSI that will affirm quality, workmanship and the applicable requirements of Chapter 17 (1704.1) of the NYS Building Code. This instruction also articulates documentation required to be submitted to the Registered Design Professional(s) in Responsible Charge (RDPRC) and the Building Official. Also noted are NYS Building Code sections for consideration and reference.

The completed, sealed and signed SSI is to be submitted with the Pre-bid submission along with the completed and signed application for the Construction Permit. This instruction is not to be submitted with the SSI, nor bound in the project specifications.

The RDPRC shall fill out the SSI Template and shall submit a Schedule of Special Inspections for the project, one per permit application. Each Schedule of Special Inspections shall have page numbers entered and project information filled in on the Contractor's Statement of Responsibility form and the Fabricator's Certificate of Compliance form. The Schedule of Special Inspections shall identify (1704.3):

- The materials, systems, components, and work required to have Special Inspections.
- The type and extent of each special inspection. References to specific standards may be provided to define the work.
- Identification of continuous or periodic inspections for each type of special inspection.
- The type and extent of each test. References to specific standards may be provided to define the work.
- Structural observation requirements (1704.6).
- Additional requirements for seismic force-resisting systems.
- Additional requirements for wind force-resisting systems.
- Documentation requirements including required certificates of compliance and materials reports (1704.5).

The Contractor has a responsibility to acknowledge an awareness of the requirements contained in the SSI, including the seismic and wind requirements (1704.4). The SSI template includes a Contractor's Statement of Responsibility Form that is to be presented and signed at the first construction meeting. Copies of the signed form are to be provided to the RDPRC and to the Building Official. (Consult with the SUCF Project Coordinator for clarity for the Building Official name.)

The bold items below are the Table of Contents for the Schedule of Special Inspections. This instruction is to be a prompt for what items may need to be included in the Schedule of

Special Inspections (1705). The RDPRC is to develop the contents and insert pages into the form as needed. There may also be a narrative articulating any references necessary to specific structural drawings or structural technical specifications to further articulate the requirements.

1. **Materials, systems, and work required to have special inspections or tests** are to be identified in the Schedule of Special Inspections. There may be a cross reference to specific Structural Drawings or structural technical specifications as part of this SSI. This includes:
 - a. **Steel Construction** (1705.2 / 1705.13.1) including:
 - i. Structural steel.
 - ii. Cold-formed steel deck.
 - iii. Open-web steel joists and joist girders certificate (1705.2.3).
 - iv. Cold-formed steel trusses spanning 60 feet or greater.
 - b. **Concrete construction** (1705.3 including Table 1705.3).
 - c. **Masonry construction** (1705.4) including:
 - i. Level A – Risk Category I, II, III, designed using prescriptive or empirical design methods.
 - ii. Level B – Risk Category I, II, II designed using engineered design, or risk category IV using prescriptive methods.
 - iii. Level C - Risk Category IV designed using engineered design methods.
 - iv. Vertical masonry foundation elements.
 - d. **Wood construction** (1705.5) including:
 - i. High-load diaphragms.
 - ii. Metal-plate-connected-wood trusses spanning 60 feet or greater.
 - e. **Soils** (1705.6 and Table 1705.6)
 - f. **Driven deep foundations** (1705.7 and Table 1705.7)
 - g. **Cast-in-place deep foundations** (1705.8 and Table 1705.8)
 - h. **Helical pile foundations** (1705.9)
 - i. **Fabricated items** (1705.10 / 1704.2.5)
 - j. **Sprayed fire-resistant materials** (1705.14)
 - k. **Mastic and intumescent fire-resistant coatings** (1705.15)
 - l. **Exterior insulation and finish systems (EFIS)** (1705.16).
 - m. **Fire-resistant penetrations and joints** (Risk Category III or IV) (1705.17)
 - n. **Smoke control systems** (1705.18).
 - o. **Special cases** (1705.1.1)
 - p. **Fabricated assemblies** (1704.2.5) are to be identified in the SSI. The SSI includes a Fabricator's Certificate of Compliance Form to be used for each fabricated assembly. Each technical specification section that includes or allows for a fabricated assembly is to reference the SSI specification section (01 41 13).

2. **Structural observations:** articulate the frequency and extent of structural observations (1704.6), if:
 - a. The structure is Risk Category IV.
 - b. The structure is a high-rise building.
 - c. It is required by the registered design professional.
 - d. It is required by the building official.
 - e. Additional structural observations as noted in the seismic requirements section.
 - f. Additional structural observations as noted in the wind requirements section.

It is anticipated these observations would be conducted during the bi-weekly site visits noted in the Construction Agreement Article I: (6) c. If the observation requirements needed are beyond the site visits, an ECA request is to be prepared and submitted to the Fund prior to the construction start.

3. **Wind Requirements (1704.3.3 / 1705.11):**
 - a. Wind-resistance systems for wind exposure category B and basic design wind speed of 155 mph or greater OR wind-resistance systems for wind exposure category and basic wind design wind speed of 143 mph or greater.
 - i. Structural wood (1705.11.1).
 - ii. Cold-formed steel light-frame construction (1705.11.2).
 - iii. Wind-resisting components, fastening for:
 1. Roof covering, roof deck and roof framing connections.
 2. Exterior wall covering and wall connections to roof and floor diaphragms and framing.
 - b. Additional structural observations for wind resistance, where basic design wind speed is 130 mph or greater and the structure is classified as Risk Category III or IV.
4. **Seismic Requirements (1704.3.2/1705.12/1205.13) including:**
 - a. Structural steel: systems and structural steel elements (B, C, D, E or F).
 - i. Nonstructural components (B, C, D, E or F) (1705.13.2).
 - ii. Designated seismic systems (C, D, E or F) (1705.13.3).
 - iii. Seismic isolation systems (B, C, D, E, or F) (1705.13.4).
 - b. Structural wood: systems (C, D, E or F).
 - c. Cold-formed steel light-frame construction: systems (C, D, E or F).
 - d. Designated seismic systems (C, D, E or F).
 - e. Additional structural observations required for seismic (D, E or F):
 - i. Structure is classified as Risk Category III or IV.
 - ii. Seismic design category E, risk category I or II, greater than 2 stories above the grade plane.
 - f. Architectural components (1705.12.5):

- i. Exterior cladding, interior and exterior nonbearing walls, interior or exterior veneer.
 - ii. Access floors.
 - iii. Storage racks (1705.12.7).
 - g. Plumbing, mechanical, and electrical components (C, D, E or F) (1705.12.6):
 - i. Electrical equipment for emergency and standby power systems.
 - ii. Other electrical equipment.
 - iii. Hazardous materials piping, mechanical systems, and ductwork.
 - iv. Vibration isolation systems.
 - v. Mechanical and electrical equipment systems where automatic sprinkler systems are installed.
 - vi. Isolator units and energy dissipation devices (B, C, D, E or F).
 - h. Cold formed steel special bolted movement frames (D, E or F) (1705.12.9).
5. **Documentation requirements** (1704.2.4) The building official is required to acknowledge in writing the satisfactory completion of the required tests and submission of required test reports as required in the Statement of Special Inspections. This requires the submission of these items, as appropriate for the project:
- a. Statement of Special Inspections with the application form for the Construction Permit.
 - b. Special Inspector Minimum Qualifications Form (1704.2.1).
 - c. Contractor's Statement of Responsibility Form.
 - d. Open-web steel joists and joist girders certificates (1704.5 / 2207.5).
 - e. Required Certificates of Compliance for items such as:
 - i. Concrete: Weldability Reports for reinforcement bars (1704.2.5.1).
 - ii. Concrete: Mill Test Reports (B, C, D, E or F) (1704.2.5.1):
 - iii. Shotcrete preconstruction tests (1704.5 / 1908.5).
 - f. Reports of special inspections and tests. The reports shall indicate that work inspected or tested was or was not completed in conformance to approved construction documents.
 - g. The final report from the Special Inspector(s) documenting required special inspections and tests have been completed, and correction of any discrepancies noted in the inspections or tests. The Special Inspector/approved Agency Final Report to RDPRC may be used or a letter on letterhead with the same information shall be submitted.
 - h. Fabricator's Certificate of Compliance forms for all fabrications: for fabrication of structural, load-bearing, or lateral resisting members or assemblies on the premises OR on the premises of an approved fabricator (1704.2.5.1).
 - i. Structural observation documentation requirement: a written statement to the RDPRC and the building official the site visits have been made and note any deficiencies that may have not yet been resolved.

- j. Final letter from the RDPRC stating that all required Special Inspections, Testing, Structural Observations including seismic systems and / or wind force resisting systems have been completed; all discrepancies have been resolved.