

# Special Inspections

Building Safety Division

## Building Code Requirements



## Special Inspections

This brochure outlines the City of Overland Park's *Special Inspection Program*. This is informational; in no way does this relieve any participant from proper performance of work according to contracts, plans, specifications and applicable building/safety codes.

### Requirements

Requirements for Special Inspection are found in *Chapter 17* of the *2006 International Building Code (IBC)*. Special Inspection is defined as the inspection of work, which requires expertise in order to ensure compliance with approved construction documents and referenced standards. Work requiring special inspection may involve the installation, fabrication, erection or placement of components, connections of buildings or structures. Depending on the type of work being performed, the inspection process shall be continuous or periodic. Questions or concerns regarding special inspections should be directed to the Plans Examiner in charge of the project.

### General

It is the responsibility of the owner or registered design professional in responsible charge (acting as the owners agent) to provide for special inspection as dictated by the building code. The special inspector(s) or special inspection agency, shall be qualified to inspect the described work. All special inspectors/special inspection agencies are subject to the approval of the Codes Administrator.

Upon making application for a building permit, the permit applicant shall submit a "*Statement of Special Inspections*" to the plans examiner reviewing the project. The statement shall be prepared by the registered design professional in responsible charge of the project. The statement shall indicate which facets of construction will require special inspection per the building code. Please note that

all tests and inspections required by the building code for a given type of construction must be undertaken. *See Section 1705 for details.*

*Section 1704* of the *IBC* exempts work of a minor nature. If the design professional believes a certain area of work does not warrant special inspection as indicated by the code, then a letter stating the intent and reasoning shall accompany the "*Statement of Special Inspections.*"

The plans examiner overseeing the review of the project, will either approve or reject the submitted documents. Once the "*Statement of Special Inspections*" has been approved, each individual, agency/firm hired to provide special inspection shall submit a letter to the plans examiner stating they have been retained to provide special inspection. The letter shall clearly indicate the area of discipline for which testing/inspection will be provided. All special inspections noted on the "*Statement of Special Inspections*" will be attached to the Building Permit as a "Condition of the Permit."

### Report Requirements

The contractor is responsible for notifying the person, firm or agency that is providing special inspection when the work is ready for inspection. Prior to start of construction, the contractor and special inspector should come to an agreement as to when inspections will be called for and what constitutes proper notification. The contractor is responsible for providing access to the work and a means for safe and proper inspection of the work. The contractor is responsible for ensuring that all work requiring special inspections is inspected and/or tested prior to concealment.

**Note:** Special inspections are in addition to the inspections specified in *Section 109* of the *IBC*.

### Inspection Tests

The special inspector is required to perform inspections/tests of work in accordance with city-approved plans, specifications, shop drawings and applicable provisions of the *IBC*. All errors



and/or omissions in the approved plans that create uncertainty or ambiguity shall be resolved through the architect or engineer of record prior to performing the inspections.

### **Records**

The special inspector of record shall maintain accurate inspection records of all inspections made. A copy of the inspection reports are to be maintained in the job trailer/office for review by Building Safety personnel. Any nonconforming items are to be brought to the immediate attention of the contractor and noted on the inspection report as a deficiency.

### **Periodic Reports**

Periodic reports shall be submitted to the Building Safety Division. These reports shall summarize the inspection activity that has taken place, note any change made to approved drawings and list discrepancies not resolved/corrected. Daily inspection records/test reports not previously submitted shall be sent in with the reports. The "Periodic Special Inspections Report" form shall be submitted with each bi-weekly report.

### **Final Special Inspection Report**

When work requiring special inspection is completed and discrepancies resolved, the special inspector of record shall submit a "Final Special Inspection Report" to the Building Safety Division. Forms are available on the city's web site at [www.opkansas.org](http://www.opkansas.org).

**No Temporary Certificate of Occupancy or permanent Certificate of Occupancy will be issued until the "Final Special Inspections Report" has been reviewed and approved by the Building Safety Division.**

### **Approved Fabricators**

Special inspection of work completed at a fabricators facility shall not be required if the fabricator is registered and approved to perform such work. Registration or approval shall have been obtained from an independent inspection or

quality control agency. See section 1704.2.2 of the IBC.

Design professionals wishing to utilize fabricators that are approved by a nationally recognized third party inspection agency shall submit a copy of the plant's current certification when they submit the "Statement of Special Inspections."

When the fabrication process has been completed, the design professional shall secure a certificate of compliance from the fabricator. Such certificate shall indicate the fabrication work was performed in accordance with city approved plans, shop drawings and specifications. A copy of the certificate shall be forwarded to the Building Safety Division.

If you have questions, please contact the Plans Examiner of the Day at 913/895-6225.

## **Information to Help You**

- Occupancy Permits
- Building Inspections
- Statement of Intent Special Inspections
- Periodic Special Inspection Report
- Final Special Inspections Report

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