

SPECIAL INSPECTION PROCEDURE MANUAL

A Guideline Document to Assist Design Professionals, Testing and Inspection Agencies, Contractors and Building Officials

By
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PREFACE

Special inspection is best defined as a quality control measure which helps assure certain critical structural or fire and life safety design features that are incorporated into the construction of the building or structure. This requires continuous inspection by persons with highly developed skills to verify that the material and workmanship comply with the approved plans, specifications and contract documents. With the Building Official's approval, some aspects of the construction may require intermittent inspection only. **Section 1704** of the **International Building Code** provides for special inspection for these critical construction elements and phases.

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GENERAL PROGRAM REQUIREMENTS

SECTION 1 - INTRODUCTION In an effort to increase the effectiveness of the City of Carson City's Special Inspection Program and create an awareness of the importance of these essential services, this manual was developed.

This manual is a guideline prepared as a positive constructive effort to assist the Building Official and his/her deputy in their effort to secure compliance with the latest adopted edition of the International Building Code (I.B.C.), Section 1704. This manual presents accepted and recommended practices associated with model special inspection programs. It represents the collective judgments of Building Officials, design professionals and testing and inspection agencies engaged in special inspection activities. It defines the duties and responsibilities of the project owner, the contractor, the special inspection agency and the Building Official, including his/her authority under the International Building Code.

This manual recognizes that while there may be procedural variations from jurisdiction to jurisdiction, the recommended procedures contained herein are closely aligned with those standards of the Building Code. The recommended procedures incorporate the best available technology and expertise of materials and construction quality control.

SECTION 2 - PURPOSE OF SPECIAL INSPECTION Special inspection is the review or observation of the materials and workmanship which are critical to the overall safety or integrity of the building or structure. It is the review of the work of the contractor and his/her employees to make sure that the approved plans and specifications are being followed and that relevant codes and ordinances are being observed. Therefore, the special inspection process is more detailed, in depth and in addition to those inspections conducted by the municipal building inspector. The special inspector furnishes continuous inspection at all times when construction requires his/her presence. Some inspections may be made on a periodic basis and satisfy the requirements of continuous inspection, provided this periodic scheduled inspection is performed as outlined in the project plans and specifications and approved by the Building Official. (See I.B.C., Sections 1704.3 and 1704.6)

SECTION 3 - TYPES OF SPECIAL INSPECTIONS In addition to the inspections required by Section 108, the owner or the engineering or architect of record acting as the owner's agent shall employ one or more special inspectors who shall provide inspections during construction. The use of special inspectors is not discretionary. International Building Code, Section 1704 states the conditions under which they must be utilized, but there is a provision for the Building Official to waive special inspection for work of a minor nature. (See I.B.C., Section 1704 Exception)

The use of special inspectors is usually reserved for complex installations requiring certain highly developed inspection skills and/or where extra care may be needed to assure compliance with the codes. See I.B.C., Chapter 17 for types of work which show what is to be inspected by a special inspector.

SECTION 4 - DUTIES AND RESPONSIBILITIES OF THE PROJECT OWNER The PROJECT OWNER is most often represented by the engineer or architect who acts as agent for the owner. Under this relationship, the Project Owner's primary responsibility is funding the special inspection services. (See I.B.C., Section 1704)

The I.B.C. specifies that the special inspector be employed by the owner, or the engineer or architect acting as the owner's agent, thus avoiding the possibility of conflict, should the special inspection agency be employed by the contractor. In the case of an owner/contractor, the special inspector/agent shall be employed as specified by the Building Official. Only Nevada Registered Professional Engineer(s) and/or Architect(s) shall qualify as special inspection and testing agencies under I.B.C., Section 1704.

The project owner/agent shall not terminate his/her contract for special inspection services until he/she has obtained the services of another inspection firm and submitted a new Special Inspection Agreement Form for approval and acceptance by the Building Official.

SECTION 5 - DUTIES AND RESPONSIBILITIES OF THE ENGINEER OR ARCHITECT OF RECORD

The Engineer or Architect has many duties and responsibilities relative to special inspection activities. They include:

- 1. **Identify the need for special inspection services.** The project plans and specifications which are submitted to the Building Official need to clearly indicate the design parameters and material selection. The engineer or architect of record, understanding I.B.C., Section 1704, is the development team member who can best analyze these critical elements of his/her design and recommend special inspection where specified by the code.
- 2. **Acknowledgment of the Special Inspection and Testing Agreement Forms.** It is imperative that the Engineer or Architect be consenting party by written acknowledgment of the Special Inspector and Testing Agreement forms (pages 12-16) This acknowledgment provides the communication and understanding of the scope of special inspection services.
 - **Designate a representative as a project sponsor.** In the event the principal designer is not the project representative, the owner/designer needs to designate a sponsor who will represent their interests. This representative will be the coordinator through which the communication flow will be channeled.
- 3. **Recommend and assist the Building Official in the selection of the special inspector/agency.** The special inspection and testing agency must first be approved by the Carson City Building Official. Only Nevada Registered Professional Engineer(s) and/or Architect(s) shall qualify as special inspection and testing agencies under I.B.C., Section 1704. Once approved, the firm's individual special inspector(s) must have current I.C.C. Special Inspection Certification in the discipline in which he/she wishes to inspect. I.C.C. currently has certification categories for the following:
 - > STRUCTURAL MASONRY
 - > STRUCTURAL STEEL AND WELDING
 - > SPRAY-APPLIED FIREPROOFING
 - > REINFORCED CONCRETE
 - > PRESTRESSED CONCRETE

When special inspections are required under I.B.C., Section 1704 for disciplines that I.C.C. does not yet have an examination category for, a resume with a five year work experience is necessary. The Building Official will then determine from either the work experience, written examination and/or oral interviews, the qualifications of the special inspector(s). This procedure can be enhanced through the involvement of the principal designer.

4. Respond to field discrepancies and shop drawings. Material and design issues which become field issues

must be brought to the attention of the Building Official and principal designer. Uncorrected field deficiencies observed by the special inspector are to be brought to the attention of the Building Official and the principal designer. The principal designer is instrumental in the remedial process of deficiency correction. The principal designer must be involved in any design changes in addition to acknowledgment and approval of shop drawings which may detail structural information.

SECTION 6 - SPECIAL INSPECTOR QUALIFICATIONS The I.B.C. intends that the special inspector be a specially qualified person in the field which he/she is to inspect. Only Nevada Registered Professional Engineer(s) and/or Architect(s) shall qualify as special inspectors and testing agencies under I.B.C., Section 1704. The Code states that he/she should demonstrate his/her competency to the satisfaction of the Building Official, which, in general, would require an examination of the special inspector's knowledge of the type of work to be inspected. In this regard, I.C.C. maintains a program of testing and certification for special inspectors.

- **Competency Standards.** The Building Official has the responsibility to ascertain that special inspectors are qualified for the type of inspection(s) required. Qualifications shall be measured against the standards listed below:
 - Qualifications for each field inspector shall include current I.C.C. certification as a special inspector for A. the discipline(s) for which he/she is requesting approval.

Current I.C.C. Special Inspection Certifications are available in:

- STRUCTURAL MASONRY
- STRUCTURAL STEEL AND WELDING
- STRUCTURAL STEEL
- A A A ASPRAY-APPLIED FIREPROOFING
- REINFORCED CONCRETE
- PRESTRESSED CONCRETE

The Building Official may also require a written or oral examination to verify the applicant's knowledge of jurisdictional procedures and requirements.

- B. A Nevada Registered Professional Engineer and/or Architect may wish to be the special inspector. In addition to being registered in the appropriate discipline by the State board, the special inspector will also need to complete the requirements of Part 2 below entitled, "Experience Standards."
- 2. Experience Standards. When special inspections are required under I.B.C., Section 1704 for a discipline that I.C.C. does not yet have an examination category for, the Building Official will required that special inspector applicants provide evidence of experience through the following and/or other means:
 - A five (5) year resume with written references verifying related work experience as it relates to the A. projects size and complexity to be inspected (see Special Inspector Qualification Form); and/or
 - B. Written examination; and/or
 - C. A personal interview to evaluate the applicant's work experience and suitability to be a special inspector.

3. **Performance Standards.** The Building Official may use the I.C.C. job task listings for Special Inspector Certification Exams as guidelines for evaluating the performance of special inspectors in each of the applicable disciplines. These listings of specific job tasks which may be performed for each of the disciplines are included in Appendix B.

These job tasks are comprehensive of tasks which may be performed by special inspectors on large and complex jobs. Actual tasks required on specific jobs will typically be fewer.

SECTION 7 - DUTIES AND RESPONSIBILITIES OF THE SPECIAL INSPECTOR The special inspector is normally an individual with highly developed, specialized skills who observes those critical building or structural features for which he/she is qualified to inspect. The special inspection and testing agency must first be approved by the Carson City Building Official. Only Nevada Registered Professional Engineer(s) and/or Architect(s) shall qualify as special inspection and testing agencies under I.B.C., Section 1704. Once approved, the firm's individual special inspector(s) must have current I.C.C. Special Inspection Certification in the discipline in which he/she wishes to inspect. Their duties and responsibilities include:

- 1. **Acknowledgment of the Special Inspection and Testing Agreement Forms.** The special inspector/agency must understand their role and scope of their responsibilities in their official capacity as special inspector(s). The special inspector or inspectors must be identified and qualified within their specialized task. I.C.C. certification for each individual inspector is required (see Special Inspection and Testing Agreement Form, pages 12-16).
- 2. **Observe all work for which they are responsible.** The special inspector must inspect all work for conformance with the building department approved (stamped) design drawings and specifications and applicable workmanship provisions of the adopted codes and ordinances. **NOTE:** Only principal designer approved shop drawing may be used as an aid to inspection. **Separately identify all nonconforming work.** Special inspectors shall bring all nonconforming items to the immediate attention of the contractor. If any such item is not resolved in a timely manner as established by the special inspector, or is about to be incorporated in the work, the engineer or architect of record and the Building Official shall be notified immediately by telephone or in person and the item noted in the special inspector's written report. A sample discrepancy notice is shown in Appendix A.2, page 23. Alternate forms may be approved by the building department. The special inspector shall write a separate report to be posted at the jobsite regarding noted discrepancies which shall contain, as a minimum, the following information about each nonconforming item:
 - Description and exact location;
 - Reference to applicable detail of approved plans/specifications;
 - Name and title of each individual notified and method of notification; and
 - Resolution or corrective action.
- 3. **Provide timely reports.** The special inspector shall complete written inspection reports for each inspection visit and provide the reports on a timely basis determined by the Building Official. The special inspector or inspection agency shall furnish these reports <u>directly to the Building Official</u>, <u>engineer or architect of record and others as designated</u>. These reports shall be organized on a daily format and may be submitted weekly at the option of the Building Official. Sample daily and weekly report forms are shown in Appendix A.2. Alternate forms may be approved by the Building Official. In these reports, special inspectors shall:
 - Describe inspections and test results made at applicable locations;
 - List all nonconforming items;
 - Indicate how nonconforming items were resolved;
 - List unresolved items, parties notified, time and method of notification; and

- Itemize changes authorized by architect/engineer of record and approved by the Building Official if not included in nonconformance items.
- 4. **Evaluate Special Inspection Scope.** The special inspection agency must insure that an adequate number of qualified inspection personnel is on the job based on the intensity of activities, quality of work being performed and the various operations occurring.
- 5. **Submit a final signed report.** *Prior to any certificate of occupancy that may be issued*, special inspection agencies shall submit a final wet stamped and signed report to the Building Official including all daily, weekly, compliant and non-compliant discrepancy notices and the test results from the project and stating whether all items requiring special inspection and testing were fulfilled and reported and, to the best of their knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable provisions of the City's adopted codes and ordinances. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically brought to the attention of the Building Official and itemized in this report. A sample Final Report Form is shown in Appendix A. Alternate forms may be approved by the Building Official.

SECTION 8 - DUTIES AND POWERS OF BUILDING OFFICIAL Of all the team members in the development process, the Building Official is the only member who has the legal authority to see that all of the provisions of special inspection are carried out. This is clearly identified under the administrative provision of the International Building Code, Section 104.1, which informs us that, "The Building Official is hereby authorized and directed to enforce the provisions of this code."

The specific provisions of providing for special inspection services are mandatory under the International Building Code, Section 109, which states, construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain accessible and exposed for inspection purposes until approved. Certain types of construction shall have continuous inspection by special inspectors as specified in Chapter 1 & 17.

The specific duties and responsibilities of the Building Official relating to special inspection are identified in Chapter 1 & 17 and pertinent sections of Chapters 18,19, 21, 22 and 23 of the International Building Code. The Building Official's responsibilities related to special inspection include the following:

- 1. **Review and examination of plans, specifications and contract documents for compliance to special inspection requirements.** The Building Official is charged with the legal authority of reviewing the plans, specifications and contract documents for compliance to the requirements of the International Building Code. This procedure includes the submission of engineering calculations and other data which may be necessary in determining those design values or special stresses present which may required the presence of the special inspector. See I.B.C., Section 106 and Chapter 17.
- 2. Communicate special inspection requirements to the development team. Once special inspection requirements are identified in the plan approval process and the structural tests and inspection schedule is completed and approved, the Building Official shall require these requirements to be incorporated into the approved plans. The Building Official may also require a preconstruction conference to review the conditions of special inspection.
- 3. **Registered Professional.** Only Nevada Registered Professional Engineer(s) and/or Architect(s) shall qualify as special inspection and testing agencies under I.B.C., Section 1704. Once approved, the firm's individual special inspector(s) must have current I.C.C. Special Inspection Certification in the discipline in which he/she wishes to inspect. See Section 6 of this document.
- 4. **Approves the Special Inspector.** Since the special inspector observes specialized work, he/she must posses very specialized skills. Therefore, the special inspector has to be a competent, qualified individual within that

skill area. The Building Official is required to approve the special inspector to observe the work assigned.

In the approval process, the Building Official shall also take steps to verify no conflict of interest exists or any other relationship which may jeopardize the special inspector's good judgment. For this reason, the special inspector shall not be employed by the contractor or have any financial interest in the project.

A variety of special inspector qualification procedures are used throughout the country. The International Conference of Building Officials offers a variety of special inspector certifications to assist the Building Official in qualifying the special inspector. Required qualifications for special inspectors are listed in Section 6.

- 5. **Preconstruction and Monthly Conference.** A preconstruction conference may be required before a permit is to be issued. At this conference all forms for special inspectors are to be turned in an and any questions at that time can be answered. The following people should be in attendance at this meeting:
 - The project designer (i.e., engineer and/or architect);
 - · The contractor;
 - · The special inspection agency;
 - · The building inspectors from the Carson City Building Department; and
 - · The plans examiner from the Carson City Building Department.

Monthly - A monthly meeting may be required by the Building Official or Building Inspector, and if required, this meeting should be held on the first Monday of each month at the Carson City Building Department. The time is to be selected by the Building Official or Building Inspector. Those that should be in attendance are:

- · The special inspection agency; and
- · The building official or building inspectors

At this meeting they shall discuss the weekly reports and enforcement compliance.

- 6. **Monitors the Special Inspection Activities.** Special inspection is not a substitute for those inspections performed by the municipality. Consequently, it becomes the duty of the Building Official or his/her deputy to monitor and assist the special inspector in the discharge of their duties. The Building Official shall verify that special inspection is continuous where required and an adequate number of special inspection staff is present depending upon extent and complexity of the project.
- 7. **Reviews and Accepts Field Reports.** The Building Official receives, reviews and makes the inspection reports part of the inspection records. The reports may vary from field drafted daily or weekly reports to finished typed documents channeled through the special inspection agency or materials engineering laboratory.
- 8. **Accepts and Approves the Final Report.** The receipt and acceptance of the final report is a critical element to the issuance of the Certificate of Occupancy. The Certificate of Occupancy shall not be issued until this stamped and signed final document has been received and approved by the Building Official.

SECTION 9 - DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR The contractor's duties include the following:

- 1. **Notify the special inspector.** The contractor is responsible for notifying the special inspector or agency regarding individual inspections required by the building department. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.
- 2. **Provide access to approved plans.** The contractor is also responsible for providing the special inspector with access to approved (stamped) plans at the job site.
- 3. **Retain special inspection records.** The contractor is also 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.

It is the responsibility of the contractor to review the building department's approved (stamped) plans for additional inspections and/or testing requirements that may be noted.

4. **Samples.** Only the special inspection agency or materials engineering laboratory shall be permitted to take laboratory samples and transport them to the facility.

CITY OF CARSON CITY

Building Department

APPENDIX A

SPECIAL INSPECTION FORMS, SCHEDULES AND AGREEMENTS

MUNICIPAL AGENCY FORMS

- ♦ Special Inspection and Testing Agreement
- ♦ Registered Professional Special Inspection Agency Qualification Form
- ♦ Individual Special Inspector Qualification Form
- ♦ Special Inspection and Testing Schedule

CITY OF CARSON CITY

Building Department

SPECIAL INSPECTION AND TESTING AGREEMENTS

To permit applicants of projects requiring special inspection and/or testing per International Building Code (I.B.C.), Section 1704.

	FOR CITY DATE STAMP
PROJECT NAME	
PROJECT ADDRESS	
CONTROL NUMBER PERMIT NUMBER	

Instructions:

Before a permit can be issued, the Owner, Contractor, Project Engineer/Architect and Special Inspection Agency shall complete two (2) copies of this Special Inspection and Testing Agreement Form (pages 12-16), the Registered Professional and individual Special Inspector Qualification Form (pages 17-18), and the Special Inspection and Testing Schedule Form (page 19).

A preconstruction conference with the parties involved may be required to review the special inspection requirements and procedures. Special inspectors shall display approved identification, as stipulated by the Building Official when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of I.B.C., Section 1704. The following conditions are also applicable (see procedure manual for complete text):

1. Duties and Responsibilities of the Project Owner

A. Funding

The project owner, the engineer or architect of record, acting as the owner's agent is responsible for funding special inspection services (see I.B.C., Section 1704 and Section 4 of this procedure manual).

B. Employment

The project owner/agent hereby agrees that he/she shall not terminate his/her contract for special inspection services with the below named form until he/she has obtained the services of another inspection firm and submitted a new Special Inspection Agreement Form for approval and acceptance by the Building Official.

2. Contractor Responsibilities

A. Notify the Special Inspector

The contractor is responsible for notifying the special inspection agency regarding individual inspections for items listed on the attached schedule and as noted on the building department approved (stamped) plan(s). Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

B. Provide Access to Approved Plans

The contractor is responsible for providing the special inspector access to the City approved (stamped) plans at the job site.

C. Retain Special Inspection Records

The contractor is also 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 departments' inspector upon request.

It is the responsibility of the contractor to review the building departments' approved (stamped) plans for additional inspections or testing requirements that may be noted.

D. Samples

Only the special inspection agency or materials engineering laboratory shall be permitted to take laboratory samples and transport them to the facility.

3. Duties and Responsibilities of the Special Inspection Agency and Special Inspector

A. Qualifications

The special inspection and testing agency must first be approved by the Building Official. Only Nevada Registered Professional Engineer(s) and/or Architect(s) shall qualify as special inspection and testing agencies under I.B.C., Section 1704. Once approved, the firm's individual special inspector(s) must have current I.C.C. special Inspection Certification in the discipline in which he/she wishes to inspect.

B. Observe Work

The special inspector shall observe the work for conformance with the building department approved (stamped) design drawings and specifications and applicable workmanship provisions of the I.B.C. Architect/Engineer reviewed shop drawings and/or placing drawings may be used only as an aid to inspection.

Special inspections are to be performed on a continuous basis, meaning that the special inspector is on site in the general area at all times observing the work requiring special inspection. **Periodic inspections**, if any, must have prior approval by the Building Official based on a separate written plan reviewed and approved by the Building Official and the project engineer or architect.

C. Report Nonconforming Items

The special inspector shall bring nonconforming 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 or is about to be incorporated in the work, the special inspector shall immediately notify the Building Official by telephone

or in person, notify the engineer or architect, and post a discrepancy notice.

D. Furnish Daily Reports

On request, each special inspector shall complete and sign both the Special Inspection Record and the daily report form for each day's inspections to remain at the job site with the contractor for review by the Building Department's inspector.

E. Furnish Weekly Reports

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Official, project engineer or architect, and others as designated.

F. Furnish Final Report

The special inspection agency shall submit a final report wet stamped and signed to the Building Official, prior to the issuance of any certificate of occupancy including all daily, weekly, compliant and non-compliant discrepancy notices and the test results from the project, stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved (stamped) design drawings, specifications, approved change orders and the applicable workmanship provisions of the I.B.C. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic; inspections when continuous was required, etc.) shall be specifically itemized in this report.

4. Building Department Responsibilities

A. Approved Special Inspection

The Building Official shall approve all special inspectors and special inspection requirements.

B. Monitor Special Inspection

Work requiring special inspection and the performance of special inspectors shall be monitored by the building department's inspector. His/her approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector. The Building Official may allow some inspections to be performed by the special inspector provided the special inspections are monitored.

C. Issue Certificate of Occupancy

The Building Official may issue a certificate of occupancy after all special inspection reports and the final report have been submitted and accepted.

ACKNOWLEDGMENTS

I have read and agree to comply with the terms and conditions of this agreement.

OWNER		CONTRACTOR	
Printed Name and Title		Printed Name and Title	
Signature	Date	Signature	Date
SPECIAL INSPECTION A REGISTERED PROFESS		PROJECT ENGINE	ER/ARCHITECT
Printed Name and Title		Printed Name and Title	
Signature	Date	Signature	Date
ACCEPTED BY THE BU	ILDING OFFICIAI		
Kevin Gattis, CBO			
Printed Name		Signature	Date

REGISTERED PROFESSIONAL SPECIAL INSPECTION AGENCY QUALIFICATION FORM

Project Name:	
Project Address:	
STATEMENT OF UND	ERSTANDING
I,Print Name of Registered Professional	_, hereby affirm that I have been
employed by	Agency ,
Address	
City, State, Zip Coo	de
to supervise the performance of special inspet that I am aware that in supervising this inspet jurisdiction and responsible to the Building include assurance of compliance with the appr the International Building Code and local ord practices which do not conflict with any of the submit written reports to the Building Official	oction. I am acting as an agent for the Official. I am aware that my duties roved (stamped) plans, specifications, inances and recognized construction are aforementioned documents. I will

Registered Professional Signature and wet seal/date

INDIVIDUAL SPECIAL INSPECTOR QUALIFICATION FORM

Project Name:		
Project Address:		
	complete this form and enclose a paper spection pocket certificate card(s)	
STATEMENT	r of understanding	
I,	, hereby affirm t	hat I have been
Print Name		
employed by	me of Special Inspection Agency	,
	Address	
Cit	y, State, Zip Code	
the Building Official. I am aware tha the approved (stamped) plans, specifi ordinances and recognized constructs aforementioned documents. I will s required.	cations, the International Buildi ion practices which do not confli	ng Code and local act with any of the
	Signature	
SPECIAL INS	PECTION CATEGORIES	
STRUCTURAL MASONRY		
STRUCTURAL STEEL & WELDING	I.C.C. Certificate No.	Expiration Date
SPRAY APPLIED FIREPROOFING	I.C.C. Certificate No.	Expiration Date
REINFORCED CONCRETE	I.C.C. Certificate No.	Expiration Date
PRESTRESSED CONCRETE	I.C.C. Certificate No.	Expiration Date
I RESTRESSED CONCRETE	I.C.C. Certificate No.	Expiration Date

When ICC does not have a certification exam category for the proposed special inspection(s), or when special consideration for the registered professional.

CITY OF CARSON CITY - BUILDING DEPARTMENT SPECIAL INSPECTION AND TESTING SCHEDULE

Project Name			ame		Control No. and Date		
Project Address						Testing/Inspection Agency	
				NITE, GI	ROUT AND MORTAR:	STRUCTURAL STEEL/WELDING:	
•	res I.C.C.		-			(Requires I.C.C. certification)	
Concre	ete Gur	nite 💮	Grout	Morta	r	☐ Sample and Test	
					Aggregate Tests	(List specific members below)☐ Shop Material Identification	
					Reinforcing Tests	☐ Welding Inspection ☐ Shop ☐ Field	
					Mix Designs	☐ Ultrasonic Inspection☐ Shop☐ Field	
					Reinforcing Placement	☐ High-Strength Bolting Insp.☐ Shop ☐ Field	
					Batch Plant Inspection	□ A325 □ A490 □ N □ X □ F	
					Inspect Placing	☐ Metal Deck Welding Inspection	
					Cast Samples	☐ Reinforcing Steel Welding Inspection	
					Pick-up Samples	☐ Metal Stud Welding Inspection	
					Compression Tests	☐ Concrete Insert Welding Inspection	
		<u> </u>			Compression rests	FIREPROOFING	
PRECA	ST/PREST	RESSI	ED CON	NCRETE	:	(Requires I.C.C. certification)	
(Requi	res I.C.C.	certifica	tion)			□ Placement Inspection	
Piles	Post-Tens	Pre-Te	ens Cl	adding		☐ Density Tests ☐ Thickness Tests	
					Aggregate Tests	☐ Inspect Batching	
					Reinforcing Tests	- mspeed buttoning	
					Tenden Tests	INSULATING CONCRETE:	
					Mix Designs	☐ Sample and Test	
					Reinforcing Placement	□ Placement Inspection	
					Insert Placement	☐ Unit Weights	
					Concrete Placement	FILL MATERIAL:	
					Installation Inspection	☐ Acceptance Tests	
					Cast Samples	☐ Placement Inspection☐ Field Density	
					Pick-Up Samples	- Fleid Delisity	
					Compression Tests	STRUCTURAL WOOD:	
						☐ Shear Wall Nailing Inspection	
MASON	IRY: res I.C.C. (cortifica	tion)			☐ Inspection of Glu-lam Fab.	
				Heel		☐ Inspection of Truss Joist Fab.	
□ Special Inspection Stresses Used□ Preliminary Acceptance Tests (Masonry Units, Wall Prisms)					nry Units, Wall Prisms)	☐ Sample and Test Components	
☐ Subsequent Tests (Mortar, Grout, Field Wall Prisms)			Grout, Fi		OTHER:		
□ Placement Inspection of Units				ts		O	
VDDITI	UNIVI INIC.	TDIICT	וטאוכ כ	ор Отш	ER TESTS AND INSPECTIONS:	□	
					ngineer/architect	-	
		J	,	9	J		
			Print Nam	ne and Title)	Signature and Date	

CITY OF CARSON CITY

Building Department

APPENDIX A

SPECIAL INSPECTION FORMS, SCHEDULES AND AGREEMENTS SPECIAL INSPECTION FORMS

- ♦ Daily Report Form
- ♦ Weekly Report Form
- ♦ Discrepancy Notice
- ♦ Special Inspection Final Report Form

SPECIAL INSPECTOR DAILY REPORT

City of Carson City Building Department	For (date)
Project Name/Address:	
Inspection Type(s)/Coverage:	
□ c	ontinuous
Time Beginning Inspection:	Time Ending Inspection:
Describe Inspections Made, Inclu	ding Locations:
-	Corrections of Previously Listed Items and Previously
	Authorized by the Building Official and Architect o
Comments:	
	work inspected was in accordance with the Building rawings, specifications and applicable workmanship noted above.
Signed:	Date:
Print Full Name:	ID Number

THIS REPORT TO REMAIN AT JOB SITE WITH THE CONTRACTOR FOR REVIEW BY THE BUILDING DEPARTMENT'S INSPECTOR UPON REQUEST.

SPECIAL INSPECTOR WEEKLY REPORT

City of Carson City Building Department

Project Name/Addres	ss:						
Inspection Type(s)/C	overage: _						
		Continu	ous \Box] Periodic	;		
Describe Inspections	Made, In	cluding L	ocations:				
List Tests Made:							
Total Inspection Time	e Each Da	ny:					
Date							
Hours			<u> </u>				
List Items Requiring				-			
Listed Uncorrected It	ems:						
List Changes to App Engineer:							
Comments:							
To the best of my kn Department's approv provisions of the I.B.	ed design	n drawing	gs, specifi				
Signed:					Date:		
Print Full Name:					I.D. Num	_	

c: Building Department

Engineer/Architect

THIS REPORT TO BE DISTRIBUTED WEEKLY WHEN REQUIRED BY THE BUILDING DEPARTMENT AND/OR ENGINEER/ARCHITECT

DISCREPANCY NOTICE

		PERMIT NO.	
DATE	JOB ADDRESS		
JOB DESCRIPTION			
AREA INSPECTED		TYPE OF INSPECTION	
SPECIAL INSPECTOR		LABORATORY	
NOTICE DELIVERED TO: DEPARTMENT DATE:	☐ CONTRACTOR ☐ TIME:	I ENGINEER/ARCHITECT	□ BUILDING
MAKE THE FOLLOWING CO	PRRECTIONS AND SECURE INSPEC	TION APPROVAL PRIOR TO P	ROCEEDING WITH THIS PHASE
20117740707070707070	<u> </u>	1	
□ REPAIR OR REPLACE IN (STAMPED) PLANS AND	ACCORDANCE WITH APPROVED	☐ MODIFICATION EVALUA	TION
Signed	 Date	Signed	 Date
Signed	Date	Signed	Date
COMPLETED AND AP	PROVED		
CONTRACTOR		[DATE
INICDECTOD		г	NATE

DO NOT REMOVE THIS NOTICE

Post Adjacent to Building Permit Inspection Record

SPECIAL INSPECTOR FINAL REPORT

Date	:				
То:	108 E	n City Building Dep . Proctor St. n City, Nevada 8970			
Atteı	ntion:	(Building Official)			
Subj	ect:	Final Project Repo	ort		
Р	roject N	Vame:			-
A	.ddress:				-
– To W	hom it N	May Concern:			-
				tions on the following portions of the work at the above inspection and which I was employed to inspect:	ve
work	was pe	rformed, to the best	of my knowled	reports of this work, it is my judgment that the inspect dge, in accordance with the approved (stamped) plan provisions of the International Building Code.	
Since	erely,				
	Special	Inspector's Signature			
Print I	Full Name		Date	Registered Professional Signature Date	

C: Client/Owner Architect/Engineer

CITY OF CARSON CITY

Building Department

APPENDIX B

I.C.C. JOB TASK LISTINGS

- ♦ Reinforced and Prestressed Concrete Special Inspectors
- ♦ Structural Masonry Special Inspectors
- ♦ Structural Steel and Welding Special Inspectors

REINFORCED AND PRESTRESSED CONCRETE SPECIAL INSPECTORS

1. GENERAL INSPECTION PRACTICE

A. Responsibilities and Authority

Apply special inspector responsibilities and authority, and comply with requirements of the City of Carson City.

B. **Notification**

Notify the City of the job inspection and specify the type of inspection for which the special inspector has been engaged in accordance with the City's requirements.

C. Presence at Job

Be present for continuous inspection during execution of all work for which the special inspector has been engaged.

D. Acceptable Conditions

Verify that the City inspector has approved the conditions at the site when required.

E. **Progress Report**

Submit periodic written and verbal progress reports to the City as required.

F. Correct Discrepancies

Notify contractor when discrepancies occur.

G. Uncorrected Discrepancies

Notify the Building Official and designer when discrepancies are not corrected.

H. Plan Changes

Verify that structural plan changes are properly documented and approved by the City.

I. Record Keeping

Maintain records of work inspected, including discrepancies and actions taken.

J. Compliance Report

Submit final report of compliance.

2. CONCRETE MIX VERIFICATION

K. Mix Design

Verify concrete is batched based on water/cement ratio or laboratory mix design, that cement type is as specified, that aggregate type, weight and size are as specified and that admixtures are correct.

L. **Trip Ticket**

Determine that mixer truck trip ticket specifies mix in truck is mix required.

M. Mixing Water

Verify that total water added to mix does not exceed that all owed by concrete mix design and is of acceptable quality.

N. Adequate Equipment

Verify that concrete mixing and placing equipment at site is adequate for the intended use.

O. Quality of Concrete

Verify that the quality of the concrete is indicative of adequate mixing time, consistency and relevant time limits.

3. CONCRETE REINFORCEMENT AND PRESTRESSING STEEL

P. Rebar Grade

Verify grade and visual conformity of rebar with acceptable quality standards.

Q. Prestressing Steel Grade*

Verify prestressing steel, size and grade in conformance with acceptable quality standards.

R. Rebar Condition

Verify that rebar is free of oil, dirt, excessive rust and from damage in shipment to job site.

S. Prestressing Steel Condition*

Verify that prestressing steel is free of rust and from damage and is properly wrapped as required.

T. Rebar Tying and Bracing

Verify that rebar is adequately tied, chaired and supported to prevent displacement during concrete placement.

U. Prestressing Steel Ties and Supports*

Verify that prestressing steel tendons and post-tensioning ducts are adequately tied, chaired and supported, to prevent displacement during concrete placement, and are adequate for

intended stresses.

V. Rebar Clearance

Verify minimum and maximum clear distances between bars and minimum structural distance to outside of concrete.

W. Prestressing Steel Clearance*

Verify minimum and maximum clear distances between prestressing steel and minimum structural distance to outside of concrete.

X. Concrete Cover Over Rebar

Verify minimum concrete cover is maintained between rebar and the surface of concrete.

Y. Concrete Cover Over Prestressing Steel*

Verify minimum concrete cover is maintained between prestressing steel and the surface of concrete.

Z. Rebar Placement

Verify size and placement of rebar.

AA. Prestressing Steel Placement*

Verify placement of prestressing steel and duets as detailed in plans and specifications.

BB. Rebar Laps and Bends

Verify bar laps for proper length and stagger, and bar bends for minimum diameter, slope and length.

CC. Rebar Welding

Verify that welding of rebar is approved and property inspected.

DD. Prestressing Steel Anchorage*

Verify location, size and placement of prestressing steel anchorage as detailed in plans and specifications.

4. CONCRETE FORMWORK AND EMBEDDED ITEMS

EE. Concrete Construction Joints

Verify proper preparation of construction joint surfaces prior to placing.

FF. Formwork Construction

Verify that the formwork is tight to prevent leakage and will result in a final structure with correct shape and member size.

GG. Embedded Items

Verify that embedded items are properly sized and placed.

HH. Post-Tensioning Ducts*

Verify that post-tension ducts are correctly sized, are mortar tight and no reactive with concrete, tendons and filler materials.

5. CONCRETE PREPARATION AND PLACEMENT

II. Concrete Base Preparation

Verify acceptable general condition of the concrete base prior to placement.

JJ. Prepour Base Moisture

Verify that the concrete base is properly wetted and standing water is removed before concrete is placed.

KK. Concrete Placement

Verify that concrete conveyance and depositing avoids segregation due to rehandling or flowing, and proper joint construction.

LL. Concrete Consolidation

Verify that concrete is properly consolidated.

6. SAMPLES AND TESTS

MM. Test Type*

Determine the type and number of concrete, grout and reinforcing/prestressing steel tests required.

NN. Test Samples*

Take proper test samples of fresh concrete, grout and reinforcing/restressing steel.

OO. Slump Tests

Perform consistency (slump) tests.

PP. Specimens Preparation

Prepare test specimens (cylinders, flew beams or shrinkage bars).

QQ. Hardened Concrete Test Samples

Witness removal of test samples and perform other test procedures on hardened concrete.

RR. Air Tests

Perform air content tests.

SS. Specimen Handling/Protection

Properly handle and place specimens in protected area after preparation and arrange for transportation of specimens to test facility.

TT. **Document Tests**

Report tests performed and forward test results when necessary.

7. CONCRETE PROTECTION

UU. Protection*

Verify that appropriate hot- and cold-weather measures are taken for protection of the concrete and grout.

8. GROUTING AND PRESTRESSING

VV. Grout Mix Design and Placement*

Verify grout mix design based on water/cement ratio or laboratory mix design and correct placement of grout into post-tensioning ducts for bonded prestressing tendons.

WW. Calibration of Stressing Ram*

Check for proper calibration of steel stressing ram.

XX. Steel Stressing*

Verify that steel is prestressed at the proper time using proper techniques, including stressing locations, sequence, and with proper records of stressing and steel elongations.

YY. Steel Tension*

Verify final prestressing steel tension immediately after anchorage, as specified.

9. PLAN READING ABILITY

ZZ. General Project Requirements*

Review general notes and/or specifications and typical details for general project requirements for concrete strengths, reinforcing steel clearances, prestressed concrete requirements and special inspection requirements.

AAA. Foundations and Below-Grade Walls*

Review approved plans for reinforced and prestressed concrete construction requirements for foundations, below-grade walls, piles or belled caissons, pile caps and grade beams.

BBB. Beams, Girders and Joists*

Review approved plans for reinforced and prestressed concrete construction requirements for beams, girders and joists.

CCC. Columns*

Review approved plans for reinforced concrete column construction requirements.

DDD. Slabs*

Review approved plans for reinforced and prestressed concrete slab construction requirements.

EEE. Miscellaneous Details*

Review approved plans for reinforced and prestressed concrete construction requirements for stairs, above-grade walls and other special details.

STRUCTURAL MASONRY SPECIAL INSPECTORS

1. GENERAL INSPECTION

A. Responsibilities and Authority

^{*} Tasks unique to prestressed concrete inspector.

Apply special inspector responsibilities and authority, and comply with requirements of the City of Carson City.

B. Notify at Start

Notify the City of inspection of the job and specify the type of inspection for which the special inspector has been engaged, in accordance with the City's jurisdiction requirements.

C. Presence at Job

Be present for continuous inspection during execution of all work for which the special inspector has been engaged.

D. Acceptable Conditions

Verify that the City inspector has approved the conditions at the site when required.

E. **Progress Report**

Submit periodic written and verbal progress reports to City as required.

F. Correct Discrepancies

Notify contractor when discrepancies occur.

G. Uncorrected Discrepancies

Notify Building Official and designer when discrepancies are not corrected.

H. Plans

Verify that original structural plans and plan changes are documented and approved by the City.

I. Record Keeping

Maintain records of work inspected, including discrepancies and actions taken.

J. Compliance Report

Submit final report of compliance.

2. MASONRY MATERIALS-STORAGE AND CERTIFICATIONS

K. Masonry Material Certifications

Verify masonry material certifications, bills of materials, or other documentation of masonry units, cement, lime and additives for compliance with plans and specifications. Verify

materials are in accep6table condition.

L. Storage of Materials

Verify that cement, lime, block and brick are supported on pallets and covered to protect from exposure to excessive moisture or drying. Verify aggregates are stored free from contamination and to minimize segregation.

M. Masonry Reinforcing Material Certifications

Verify masonry reinforcing materials certifications, or other documentation of masonry reinforcement, for compliance with codes, plans and specifications. Verify reinforcing materials are in acceptable condition.

3. MORTAR MIX

N. Mortar Aggregates

Verify that sand and aggregates are clean and have acceptable gradation.

O. Mortar Cement

Inspect mortar cement for dryness, type and conformance to specified requirements.

P. Mortar Water

Verify that clean water and only approved additives and admixtures are used.

Q. Job-Mix Mortar Proportioning and Mixing

Verify job-mix mortar proportioning of cement, aggregates and admixtures, for consistency, workability and mixing time.

R. Ready-Mix Mortar

Inspect ready-mixed mortar for type and conformance to specified requirements.

S. Mortar Use

Verify mortar elapsed time since mixed. Verify that mortar is not re-tempered after set.

4. MASONRY PREPARATION AND PLACEMENT

T. **Dowels/Anchors**

Inspect alignment of dowels and anchors extending out of the footings for masonry walls.

U. Base Conditions

Verify that masonry footing surfaces are clean.

V. Condition of Units

Verify that masonry units are clean and sound.

W. Placement

Inspect the laying of masonry units, checking temperature, dimensions and alignment of finished work, laying of masonry units, for stack or running bond or variations as per plans. Verify that there is no deep furrowing of bed joints. Inspect mortar joints for proper thickness and tooling.

X. Joints

Inspect construction, expansion and contraction joints for location and continuity of steel.

5. MASONRY REINFORCEMENT

Y. Vertical Reinforcement

Inspect the placement and alignment of vertical bars and dowels for size, grade and spacing. Inspect length of lap splices, clearances between bars, clearances to masonry units and outside face of walls, and positioning of steel.

Z. Horizontal Reinforcement

Inspect horizontal joint reinforcement (HJR) steel and masonry reinforcement bars for size, length of lap splices, dowels, clearances between bars, clearance to masonry units and outside face of walls, and alignment.

AA. Ties

Inspect ties in masonry for straightness, embedment, spacing and size.

BB. Anchor Connections

Inspect the installation of masonry anchor bolts, joist anchors, inserts and straps.

6. GROUT MIX

CC. Grout Aggregates

Verify that sand and aggregates are clean and have acceptable gradation.

DD. Grout Cement

Inspect grout cement for dryness, type and conformance to specified requirements.

EE. Grout Water

Verify that clean water and only approved additives and admixtures are used.

FF. Job-Mix Grout Proportioning and Mixing

Inspect job-mix grout proportioning of cement, aggregates and admixtures for consistency, workability and mixing time.

GG. Ready-Mix Grout

Verify ready-mixed grout for conformance with mix design, consistency and workability.

HH. Grout Use

Verify grout elapsed time since mixed. Verify that grout is not re-tempered after set.

7. MASONRY GROUTING AND CAPPING

II. Grout Spaces

Verify that grout spaces are correctly sized and clean, cleanouts are closed after inspection and grout barriers are in place before grouting.

JJ. Dry Packing

Verify proper application of dry packing.

KK. Grouting

Verify proper grouting technique including consolidation to approved height of grout space, reconsolidation and vibration.

LL. Capping

Verify construction of wall cap for weather tightness.

8. SAMPLES AND TESTS

MM. Test Prisms

Inspect the construction of test prisms including those required prior to beginning construction. Verify that test prisms contain the same masonry units, moisture content, mortar and workmanship as used in the building.

NN. Tests and Specimens

Observe test specimens and field tests as required.

OO. Specimen Handling/Protection

Verify protection of test specimens and arrangements for pickup or delivery of specimens to appropriate persons.

PP. Masonry Samples

Witness removal of test specimens from completed masonry.

9. MASONRY PROTECTION

QQ. Special Protection

Verify that masonry protection is in conformance with code, plans and specifications.

10. PLAN READING

RR. General Project Requirements

Review specifications, general notes and typical details for general project requirements for masonry type, reinforcing steel grades, clearances, and special inspection and testing requirements.

SS. Foundations and Below-Grade Walls

Review approved plans for reinforced masonry construction requirements for foundations and below-grade walls.

TT. Above-Grade Walls

Review approved plans for reinforced masonry construction requirements for above-grade walls.

UU. Beams and Lintels

Review approved plans for reinforced masonry construction requirements for beams and lintels.

VV. Columns

Review approved plans for reinforced masonry column construction requirements.

WW. Miscellaneous Details

Review approved plans for special reinforced masonry construction requirements.

ST	RUC	TURAL STEEL AND WELDING SPECIAL INSPECTORS
1.	GENI	ERAL INSPECTION PRACTICE
	A.	Responsibilities and Authority
		Apply special inspector responsibilities and authority, and comply with requirements of the City of Carson City.
	B.	Notification

Notify the City of the job inspection of the job and specify the type of inspection for which the special inspector has been engaged, in accordance with the City's requirements.

C. Presence at Job

Be present for continuous inspections during execution of all work for which the special inspector has been engaged.

D. Acceptable Conditions

Verify that the City inspector has approved the conditions at the site when required.

E. **Progress Report**

Submit periodic written and verbal progress reports to City as required.

F. Correct Discrepancies

Notify contractor when discrepancies occur.

G. Uncorrected Discrepancies

Notify Building Official and designer when discrepancies are not corrected.

H. Plan Changes

Verify that structural plan changes are properly documented and approved by the City.

I. Record Keeping

Maintain records of work inspected, including discrepancies and action taken.

J. Compliance Report

Submit final report of compliance.

2. STEEL AND WELDING MATERIALS

K. Structural Steel Materials

Verify mill test reports, steel identification markings, or other documentation of structural steel for compliance with plans and specifications. Visually inspect bolts, nuts and washers for conformance.

L. Welding Materials

Verify mill test reports, container identification markings, or other documentation of welding materials for compliance with plans and specifications. Verify that rod containers are

undamaged or electrodes are otherwise dried when required.

3. WELDING

M. Qualification of Welders

Verify qualification of welders, welding operators and tackers for conformance with AWS specifications.

N. **Drying Ovens**

Verify that appropriate drying ovens are utilized when required.

O. Welding and Joint Preparation

Verify that base metal to be welded is smooth, uniform free from fins, tears and creaks, and that cut edges are acceptable.

P. Welding Procedures

Visually verify that welding is done in conformance with requirements for process, materials, workmanship, number of passes, preheat and interpass temperatures, cleaning between passes, weld lengths, welding technique and welding sequence.

Q. Welding Process

Verify that the welding process is in conformance with approved procedures.

R. Weld Repairs and Heat Straightening

Verify that weld repairs and heat straightening of structural members is done in accordance with approved procedures.

S. Fabrication and Material Tolerances

Verify that fabrication and material are within permissible tolerances.

T. **Rebar Welding**

Verify that welding of reinforcing steel is done in conformance with approved procedures.

U. Production Tests

Verify that preproduction and production welding tests are correctly performed.

4. STEEL ERECTION

V. Base Plates and Anchor Bolts

Verify correct size, location and setting of base plates, and size of anchor bolts and base plate holes.

W. Welding Sequence

Verify that welding sequence is followed where specified.

X. Faying Surfaces

Verify faying surfaces on connections utilizing high-strength bolts for compliance to applicable standards.

Y. Bolts

Verify correct type, location and size of bolts, size of bolt holes in connections and tightness of high-strength bolts to applicable standards.

5. SAMPLES AND NONDESTRUCTIVE TESTS

Z. Bolt and Nut Sampling

Sample bolts, nuts and washers for testing, if required.

AA. Steel Sampling

Mark steel members for sampling, record sample numbers and locations, observe specimen cutting and arrange for transportation of specimens to test facility.

BB. Nondestructive Testing

Arrange for and/or verify nondestructive testing in accordance with approved procedures.

CC. General Project Requirements

Review general notes and/or specifications and typical details for general project requirements for steel strength, fabrication tolerances and special inspection requirements.

DD. Orientation and Frame Member Sizes

Review approved plans for structural steel decking requirements.

EE. **Decking**

Review approved plans for structural steel decking requirements.

FF. Columns and Base Plates

Review approved plans for structural steel decking requirements.

GG. Joints

Review approved plans for all steel-to-steel connections.

HH. Other Details

Review approved plan details for structural steel and welding requirements for stairs, elevator shafts, concrete-to-steel connections and other structural requirements.

SPECIAL INSPECTOR FINAL REPORT

To:	Carson City Building Department
	108 E. Proctor St.
	Carson City, Nevada 89701

Attention: (Building Official)

Subject: Final Project Report

Project Name:			
Address:			
To Whom it May Cond	cern:		
		espections on the following portions of or part-time inspection and which I	
inspected work was p	performed, to the best	vritten reports of this work, it is my ju t of my knowledge, in accordance w plicable workmanship provisions of t	ith the approved
Special Inspector's S	Signature		
Print Full Name	Date	Registered Professional Signature And Wet Seal	Date
C: Client/Owner, Archi	itect/Engineer	And wet Scal	
	DISCREP	ANCY NOTICE	
	DISCREP	PERMIT NO.	
DATE	DISCREP		
DATE JOB DESCRIPTION		PERMIT NO.	

☐ ENGINEER/ARCHITECT

☐ BUILDING

NOTICE DELIVERED TO: DEPARTMENT

☐ CONTRACTOR

DATE: TIME:					
MAKE THE FOLLOWING CORRECTIONS AND SECURE INSPECTOR THE WORK	TION APPROVAL PRIOR TO PROCEEDING WITH THIS PHASE				
CONTRACTOR'S RESPONSE REPAIR OR REPLACE IN ACCORDANCE WITH APPROVED (STAMPED) PLANS AND SPECIFICATIONS	☐ MODIFICATION EVALUATION				
Signed Date	Signed Date				
COMPLETED AND APPROVED					
CONTRACTOR	DATE				
INSPECTOR DATE					
DO NOT REMOVE THIS NOTICE					
Post Adjacent to Building Permit Inspection Record					
SPECIAL INSPECTOR WEEKLY REPORT					
City of Carson City Building Department					
Project Name/Address:					
Inspection Type(s)/Coverage:					
☐ Continuous ☐ Periodic					

Describe Inspections M	lade, In	cluding L	ocations:				
List Tests Made:							
Total Inspection Time l	Each Da	ıy:					
Date		I					
Hours							
List Items Requiring C	orrectio	n, Correc	tions of F	reviously	Listed It	ems and	Previously
Listed Uncorrected Iter	ms:						
List Changes to Appro			•		_	ial and A	rchitect or
Comments:							
To the best of my known Department's approved provisions of the I.B.C.	d design	n drawing	gs, specifi				
Signed:					Date:		
Print Full Name:							
c: Building Departmen THIS REPORT TO BUILDING	O BE DI	STRIBU1	TED WEE	KLY WHI	_		THE
SPI	ECIAL	INSPE	CTOR I	AILY F	REPOR'	r	
City of Carson City							
Building Department			For ((date)			
Project Name/Address	:						
Inspection Type(s)/Cov				_			
			ous \Box				
Time Beginning Inspec	tion:		Time	Ending I	nspection	n:	

Describe Inspections Made, Including Location	s:
List Tests Made:	
List Items Requiring Correction, Corrections of Listed Uncorrected Items:	
List Changes to Approved Plans Authorized by Engineer:	
Comments:	
To the best of my knowledge, the work inspect Department's approved design drawings, spec provisions of the I.B.C., except as noted above.	
Signed:	Date:
Print Full Name:	I.D. Number:

THIS REPORT TO REMAIN AT JOB SITE WITH THE CONTRACTOR FOR REVIEW BY THE BUILDING DEPARTMENT'S INSPECTOR UPON REQUEST.