

RICHLAND COUNTY BUILDING DEPARTMENT

1495 WEST LONGVIEW AVENUE • SUITE 202A • MANSFIELD, OHIO 44906

Phone • (419) 774-5517 Fax • (419) 774-6317

building.richlandcountyoh.gov



Instructions for Completing a Statement of Special Inspections and the Special Inspection Process

Certain projects require special inspections which are performed by an approved individual and/or approved agency. A schedule of inspections and inspection details (referred to as a Statement of Special Inspections) is required to be submitted and approved by the Building Official as part of the building plan approval process. Special Inspections requirements and procedures are outlined in Chapter 17 of the Ohio Building Code (OBC).

Application and Plan Approval Process

A sample Statement of Special Inspections is included for use and submittal as a Statement of Special Inspections. A sample final report is also included for use. Please do not submit the Final Report of Special Inspections during the plan approval process.

To complete a statement of special inspections, perform the following items:

1. Complete the project name and project location information on page 3. The application number may be left blank if not known at the time of submission.
2. Complete the schedule of special inspections on pages 3-5. Check the appropriate line if the inspection is required and indicate whether the inspection is continuous or periodic.
3. Complete the List of Special Inspectors on page 6-7. Provide contact information (name, address, phone, fax, email) for the Special Inspection Agency. Provide the name and qualifications of the inspector(s) performing the special inspection(s).
4. The Registered Design professional shall complete the Project Registered Design Professional in Responsible Charge Section on page 7. Provide the name, the Ohio registration number, the name of the company, a signature and date on the statement of special inspections.

The registered design professional(s) involved in the design of the project are permitted to act as the approved agency and their personnel are permitted to act as the special inspector for the work designed by them, provided those personnel meet the qualification requirements of Section 1704. The special inspector or special inspection agency ***is not*** permitted to be the contractor performing the work. The special inspector may be the registered design professional who prepared the plans provided the design professional is qualified and competent for the inspection of the particular type(s) of construction or operation that requires a special inspection.

For jobs that are bid or complete information is not available, please indicate so. We cannot issue a plan approval without a completed statement of special inspections. We can issue phased approvals accordingly (only submitted special inspections for foundations, other items such as masonry and structural steel to be submitted with deferred submittal items) and can accept partial statements of special inspection that relate to the phase or scope of work only being submitted for approval.

A statement is not necessary if complete information (type of inspection, frequency, and approved individual/agency performing the inspection) is contained within the plans that are sealed by the Registered Design Professional in responsible charge. Contact information and qualifications are required to be submitted where the schedule of special inspections is contained within the plans.

During the Inspection Process

Keep Site Record of Special Inspections (see page 10) and copies of all special inspectors' reports with the approved set of plans and certificates of plan approval on the project site. A log is attached at the end of this document.

Please note that Special Inspections are required ***in addition to*** the inspections required by OBC Section 108. The Owner or Owner's agent is still required to call and request inspections in accordance with OBC 108, as detailed in the Certificate of Plan Approval, and the list of required inspections.

Electronic reports of each required special inspection may be sent to permits@richlandcountyoh.gov. Include a summary statement that the inspection was completed in conformance to the approved construction documents and a copy of the report in the email. Please make sure the project application number is contained in the subject line of the email.

Discrepancies shall be brought to the immediate attention of the contractor for correction. It is the responsibility ***of the special inspector*** to notify the contractor of discrepancies. If the discrepancies are not corrected, the discrepancies shall be brought to the attention of our office (***by the special inspectors***) and to the registered design professional prior to the completion of that phase of the work. We will work quickly to review that the work is corrected or repaired in conformance to the approved construction documents. Make sure that a record of discrepancies, related inspection reports, and corrections of the discrepancies are maintained in an organized manner on the jobsite with the remaining special inspection records and approved construction documents.

Project Closeout and Issuance of a CO

A final report must be completed and signed by the special inspector(s) and given to the building inspector at the final inspection. The final report is shown on pages 8-9. Any conditions, limitations, or records of discrepancies should be noted in the final report. Give the report to the inspector with the rest of the required reporting and testing information (marked in the Certificates of Plan Approval) for the project. Final reports may be submitted after the completion of the final inspection, but must be submitted prior to the issuance of the Certificate of Occupancy.

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Statement of Special Inspections

Application No.: _____

Project Name: _____

Project Location: _____

Pursuant to section 1704.3 of the Ohio Building Code (OBC), this statement of special inspections shall be prepared by the registered design professional. This statement (2-part documents) shall be submitted by the applicant as part of the plan approval process and shall include the following:

- **Part I:** A complete list of materials and work requiring special inspections and the required frequency of inspections by OBC sections 1704.2.5, 1704.6, and 1705.1 through 1705.21.
- **Part II:** A list of special inspectors who are qualified and are competent to the particular type of construction or operations. **These special inspectors shall be employed by the owner or owner's representative, other than the contractor. Submit resumes and/or qualifications along with contact information for all of the special inspectors.**

PART I: SCHEDULE OF SPECIAL INSPECTIONS

Please mark "X" on all work items requiring special inspection and the required frequency of inspections for this project per requirements in section 1704 and 1705 of the OBC.

No.	ITEM	Req'd	Continuous Inspection	Periodic Inspection
1	Special Cases (OBC 1705.1.1)			
2	Fabricators (OBC 1704.2.5/1705.11)			
3	Structural Observations (OBC 1704.6), incl Risk Cat III or IV			
4	*** Steel Construction (OBC 1705.2) ***			
	*** Structural Steel per AISC 360 (OBC 1705.2.1). Submit/Attach an additional schedule of steel elements to be inspected in accordance with AISC 360.***			
	• Anchor Bolts			
	• Welding of Steel members			
	• Cold Formed Steel Deck (OBC 1705.2.2)			
	• Open-Web Steel Joists and Joist Girders (OBC 1705.2.3)			
	• Cold-Formed Steel Trusses >60 Feet Span (OBC 1705.2.4)			

5	*** Concrete construction (OBC 1705.3 / Table 1705.3) ***			
	● Reinforcing steel placement			
	● Reinforcing steel welding (OBC 1705.3.1)			
	● Reinforcing steel bolting			
	● On site concrete materials testing (OBC 1705.3.2)			
	● Inspect Concrete Anchors, wet and/or post installed			
	● Verify Use of Required Design Mix (OBC 1705.3.2)			
	● Concrete application techniques (formwork, placement, etc)			
	● Concrete curing temperature and techniques			
	● Pre-stressed concrete			
	● Pre-stressed concrete			
6	*** Masonry Construction (OBC 1705.4) ***			
	● Masonry mortar joints			
	● Reinforcement and connectors			
	● Grouting			
	● Pre-stressing tendons and anchorages			
	● Cold weather protection			
	● Vertical Masonry Foundation elements (OBC 1705.4.2)			
7	*** Wood Construction (OBC 1705.5) ***			
	● High Load Diaphragms			
	● Metal-plate-connected Wood Truss > 60' span (OBC 1705.5.2)			
	● Mass Timber Construction (OBC 1705.5.3)			
8	*** Soils (OBC 1705.6) ***			
	● Site preparation / subgrade preparation			
	● Compacted fill materials			
	● Soil load bearing requirements			
	● Excavation Depth			
9	*** Deep Driven Foundation (OBC 1705.7) ***			
10	*** Cast-in-place deep Foundation (OBC 1705.8) ***			
11	Helical Pile Foundation (OBC 1705.9)			
12	Structural Integrity Deep Foundation Elements (OBC 1705.10)			
13	*** Special Inspection for Wind Resistance (OBC 1705.12) ***			

14	*** Special Inspection for Seis. Resistance (OBC 1705.13) ***			
15	*** Testing for Seismic Resistance (OBC 1705.14) ***			
16	Sprayed Fire-Resistant Materials (OBC 1705.15)			
17	Mastic / Intumescent Fire-Resistant Coatings (OBC 1705.16)			
18	EIFS system (OBC 1705.17)			
19	Fire-resistant penetrations and joints (OBC 1705.18)			
20	Smoke Control System (OBC 1705.19)			
21	Mass Timber, Sealing (OBC 1705.20)			
22	Medium / High Voltage Electrical Systems (OBC 1705.21)			

For any scopes above marked with * asterisks ***, additional details for the scope shall be attached to the statement detailing the elements, materials, and frequency of special inspections required. This information may also be located in the construction documents/plans for the project.**

PART II: LIST OF SPECIAL INSPECTORS

For Scopes of work marked in Part I, provide the Inspection Agency and/or Name of the Special Inspection in the following table. Attach a copy of the Resume and/or qualifications for each Special Inspector per OBC 1704.2.1. Please make sure a direct contact phone number and email address is provided for each Special Inspector.

No.	ITEM	Inspection Agency / Name of Inspector
1	Special Cases (OBC 1705.1.1)	
2	Fabricators (OBC 1704.2.5 /1705.11)	
3	Structural Observations (OBC 1704.6)	
4	Steel Construction (OBC 1705.2)	
5	Concrete construction (OBC 1705.3)	
6	Masonry Construction (OBC 1705.4)	
7	Wood Construction (OBC 1705.5)	
8	Soils (OBC 1705.6)	
9	Deep Driven Foundation (OBC 1705.7)	
10	Cast-in-place deep Foundation (OBC 1705.8)	
11	Helical Pile Foundation (OBC 1705.9)	
12	Structural Integrity Deep Foundations (OBC 1705.10)	
13	Special Inspection for Wind Resistance (OBC 1705.12)	
14	Special Inspection for Seismic Resistance (OBC 1705.13)	
15	Testing for Seismic Resistance (OBC 1705.14)	
16	Sprayed Fire-Resistant Materials (OBC 1705.15)	

17	Mastic / Intumescent Fire-Resistant Coatings (OBC 1705.16)	
18	EIFS system (OBC 1705.17)	
19	Fire-resistant penetrations and joints (OBC 1705.18)	
20	Smoke Control System (OBC 1705.19)	
21	Mass Timber, Sealing (OBC 1705.20)	
22	Medium / High Voltage Electrical Sys (OBC 1705.21)	

The above statement of special inspections has been prepared by the registered design professional in accordance with the provisions of section 1704. 3 of the Ohio Building Code.

The project registered design professional also acknowledges that he or she is responsible for reviewing and approving the special inspection reports submitted by the special inspectors where required by OBC Chapter 17. Any discrepancies in special inspection reports shall be brought to the attention of the building official and to the registered design professional in responsible charge prior to the completion of that phase of the work. Such discrepancies shall be documented in special inspection reports. A final special inspection report documenting required special inspections and corrections of any discrepancies noted in the inspections shall be submitted to the building official at the time of final inspection.

Project Registered Design Professional:

Design Professional Name and Ohio Registration / License No:

Name of Company:

Signature:

Date:

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Final Report for Special Inspections

Application No.: _____

Project Name: _____

Project Location: _____

Pursuant to section 1704.2.4 Ohio Building Code, the Final Report is submitted noting that all required special inspections were completed by the Special Inspectors as submitted and approved in accordance with the Statement of Special Inspections and OBC Chapters 1 and 17, and rules/policies of this department.

This report requires the inspectors to note the date of when the respective work received final inspection and approval, any special conditions or limitations of the approval, and the inspector's name. Attach additional documentation as necessary to explain the special inspection process, deficiencies, and correction of such deficiencies.

FINAL APPROVAL OF WORK – CONDITIONS/LIMITATIONS				
No.	ITEM	DATE	CONDITIONS/ DISCREPANCIES YES / NO ?	NAME OF SPECIAL INSPECTOR
1	Special Cases (OBC 1705.1.1)			
2	Fabricators (OBC 1704.2.5 /1705.11)			
3	Structural Observations (OBC 1704.6)			
4	Steel Construction (OBC 1705.2)			
5	Concrete construction (OBC 1705.3)			
6	Masonry Construction (OBC 1705.4)			
7	Wood Construction (OBC 1705.5)			
8	Soils (OBC 1705.6)			

9	Deep Driven Foundation (OBC 1705.7)			
10	Cast-in-place deep Foundation (OBC 1705.8)			
11	Helical Pile Foundation (OBC 1705.9)			
12	Structural Integrity Deep Foundations (OBC 1705.10)			
13	Special Inspection for Wind Resistance (OBC 1705.12)			
14	Special Inspection for Seismic Resistance (OBC 1705.13)			
15	Testing for Seismic Resistance (OBC 1705.14)			
16	Sprayed Fire-Resistant Materials (OBC 1705.15)			
17	Mastic / Intumescent Fire- Resistant Coatings (OBC 1705.16)			
18	EIFS system (OBC 1705.17)			
19	Fire-resistant penetrations and joints (OBC 1705.18)			
20	Smoke Control System (OBC 1705.19)			
21	Mass Timber, Sealing (OBC 1705.20)			
22	Medium / High Voltage Electrical Sys (OBC 1705.21)			

For any inspection scopes above with conditions or discrepancies noted, documentation shall be attached explaining such conditions, discrepancies, and how discrepancies were corrected.

Special Inspector:

Name of Special Inspector: _____

Contact phone/ email: _____

Name of Company: _____

Signature: _____

Date: _____

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Site Record of Special Inspections

This document shall be posted with all approved construction documents at the project site and shall be readily available to the inspectors in accordance with OBC 107.2 and 1704.2.4. The approved Statement of Special Inspections shall be attached/bound to this log. Special Inspectors shall keep records of special inspections posted on the project site and attached/bound to this log.

Application No.: _____

Project Name: _____

Project Location: _____

Date	Special Inspector Name	Scope of Inspection	Periodic / Continuous	Discrepancies Observed? Y / N	Work Observations / Notes

****NOTE: Make or Print additional blank copies of this page as necessary ****