



The City of Fayetteville, Arkansas

BUILDING SAFETY DIVISION

SPECIAL INSPECTIONS POLICY

NOTE: *Sample forms* are included in the Special Inspections Manual to be used if you choose. Any document that contains the same information is welcome.

Here is a description of the program:

Before Permit is issued:

- Architect, Engineer or both submit a *Statement of Special Inspections*. This document simply lets everyone know what items are required to be inspected or tested.

Before construction begins:

- Now that it is clear what is to be inspected, the Owner or his agent hires an agency OR (this is common with small projects) an individual special inspector to conduct the required inspections. The Owner may hire different agencies and/or individuals to conduct inspections. Each must let all parties know who they are and which of the inspections they will be conducting (Sample form *Notice to provide Special Inspection Services*)

The Special Inspection Manual contains the criteria for agencies and inspectors to be approved by the Building Official. Once approved, they are placed on our list and do not have to resubmit. There will be a periodic review to be sure that certifications are current. (Sample forms *Special Agency Request for Approval* and *Individual Special Inspector Request for Approval*)

- The materials fabricator(s) is selected and submits documentation that the production facility is certified by a nationally recognized agency. (Sample form *Fabricator Request for Approval*) and indicates what items are being fabricated for the project (a project may have several fabricators). As an alternative to certification, the Code allows for inspections to be made at the production facility during the fabrication. This alternative must be approved by the Building Official.
- A preconstruction meeting is held to determine when the special inspections are required and what should be included on the daily report (Sample form *Daily Special Inspections Report*); if and when any interim reports (Sample form *Interim Special Inspections Report*) are required; and where the reports will be filed.

During Construction:

- Special inspections are completed and documented with reports; and interim reports (if required) are filed.
- City inspectors perform inspections and review special inspection reports **before any work is covered.**

At Completion of the fabrication and special inspections:

- The special inspectors and/or agencies submit that all required inspections have been completed. (Sample form *Final Report of Special Inspections*) Building Safety compares these with the original *Statement of Special Inspections* and the *Notice to Provide Special Inspection Services*.
- The fabricators submit that their products meet the plans and specifications (Sample form *Fabricators Certificate of Compliance*).

Certificate of Occupancy:

- To be issued after all documentation submitted and approved.

The Special Inspections Manual should detail the above requirements. It also contains a list of what items commonly require special inspections; the details of those inspections; the approval criteria for special inspection agencies, individual inspectors and fabricators; and the sample forms.

Please remember that the Code is the final document in determining compliance.

Our office does not require a copy of every report and test. It is the responsibility of the Design Professional who supervises the work of the special inspectors and agencies to review these reports and file the final documents.

The documents required to be filed with the Building Safety Division for a project are:

- ✓ Statement of Special Inspections
- ✓ Notice to Provide Special Inspection Services
- ✓ Fabricators Request for Approval
- ✓ Interim Reports (if required)
- ✓ Final Report of Special Inspections
- ✓ Fabricators Certificate of Compliance

DETAILED REQUIREMENTS AND SAMPLE FORMS are found in the companion document to this policy:

SPECIAL INSPECTIONS MANUAL

The Manual and more information on the Special Inspector Program is available at the Building Safety Office or on-line at accessfayetteville.org