

Gwinnett County
Department of Planning and Development

Special Inspections Procedure

Step 1 (Plan Review Submittals)

Design Professional in Responsible Charge (“DPIRC”) submits the following documents to Building Plan Review Section prior to issuance of a building permit:

- Statement of Special Inspections (DPIRC Statement)
- Statement of Special Inspections (Requirements for Seismic Resistance)
- Schedule of Special Inspection Services (Which includes the list of special inspection agents)

Step 2 (Pre-Construction Meeting)

The general contractor obtains a building permit and schedules a pre-construction meeting. During the pre-construction meeting, special inspections reports and procedures will be discussed.

Step 3 (Contractor Responsibilities)

Each contractor responsible for the construction of a main wind or seismic force-resisting system or component listed on the Statement of Special Inspections submits a Contractor’s Statement of Responsibility to the Building Inspections Section prior to commencing work on the system or component.

- The general contractor notifies the special inspectors when work is ready for inspection.
- The special inspectors inspect construction in progress per the Schedule of Special Inspection Services, and submit Special Inspection Daily Reports, Special

Inspection Interim Reports, and Special Inspection Discrepancy Notices for nonconforming items to the DPIRC and the general contractor.

- The general contractor and DPIRC address any discrepancies and deficiencies in the construction as identified by the special inspectors.
- Each fabricator that is exempt from special inspection of shop fabrication and quality control procedures submits the Fabricator's Certificate of Compliance to the general contractor upon completion of fabrication.
- Each special inspector submits the Final Report of Special Inspections to the general contractor and DPIRC at the completion of the project.

Step 4 (End of Construction Submittals)

The general contractor submits the following to the Building Inspections Section.

- The general contractor submits the Fabricator's Certificate(s) of Compliance to the Building Inspections Section.
- The DPIRC submits a Confirmation Notice of Special Inspections to the Building Inspections Section including a copy of each Final Report of Special Inspections.
- Issuance of a certificate of occupancy or completion, as applicable, is not authorized until the Confirmation Notice of Special Inspections has been reviewed and accepted by the Building Inspections Section.

Note: All documents shall be submitted via the Gwinnett County E-Service web site at:

<https://eddspermits.gwinnettcountry.com/CitizenAccess>