



**Gwinnett County
Department of Planning and Development**

**Special
Inspections
Program**

I. Authority, Scope and Purpose

A. Building Code

The 2012 International Building Code with Georgia amendments, currently in effect for the state of Georgia and hereafter referred to as the Building Code, requires special inspections during construction of buildings, structures, and building/structure additions, and renovation of existing structural systems and components.

B. Projects That Require Special Inspections

Special inspections are typically required for projects which require the practice of professional engineering or architecture as defined by the applicable state law governing the professional registration and certification of engineers or architects except for construction of minor scope or pertinent to one- and two-family residences.

C. Purpose of Special Inspections

This Special Inspections Program establishes the provisions for inspecting components of construction in which strength, safety, and construction practices have a critical impact on the integrity of a building or structure as determined by the Building Code, engineer- and/or architect-of-record, and/or the Building Official or his/her designees including building inspectors and plan review staff.

D. Scope of Special Inspections

Special inspections consist of monitoring specific construction materials and workmanship of contractors and their employees to verify that construction is completed in accordance with the plans authorized for permit issuance, specifications, and relevant codes and ordinances.

E. Basis for Gwinnett County Special Inspections Program

This Special Inspections Program is based on the ACEC/SEAOG SI GL 01-12, Georgia Special Inspections Guidelines, as authorized by section 1701.5 of the Building Code.

F. Coordination with Other Inspections

Required special inspections are in addition to those conducted by the Building Inspections Section and by the registered design professional in responsible charge as part of periodic structural observation.

G. Role and Qualifications of Special Inspectors

Authorized special inspectors shall perform the continuous and periodic inspections required by this Special Inspections Program for each construction project to determine compliance of the construction materials and workmanship with the requirements of the construction documents authorized for permit issuance. Each special inspector shall satisfy the minimum qualifications established by Table 1704.2 of the Building Code.

H. Authorization for Changes to Construction Documents

Approval by the Design Professional In Responsible Charge, hereafter referred to as the DPIRC, is required for any deviations from or revisions to the documents authorized for issuance of a building permit.

I. Summary of Key Steps

Refer to Appendix A for a summary of the key steps associated with this Special Inspections Program.

II. Plan Review/Permitting Requirements

A. Determine Required Special Inspections

The DPIRC determines the extent to which special inspections are required for each construction project per sections 1704, 1707 and 1708 of the Building Code.

B. Documents Required Prior to Building Permit Issuance

The DPIRC develops the Statement of Special Inspections, Statement of Special Inspections Requirements for Seismic Resistance, Statement of Special Inspections for Wind Resistance, and Schedule of Special Inspection Services which are submitted to the Building Plan Review Section for review with the project construction documents prior to issuance of a building permit.

C. Identify and Authorize Special Inspectors

The owner or DPIRC submits a list of the individuals, agencies or firms intended to be retained for conducting special inspections including documentation to substantiate the qualifications of each individual inspector to the Building Plan Review Section prior to issuance of a building permit. Building Plan Review and Building Inspections staff jointly review the documentation to verify compliance with the minimum requirements of Table 1704.2 (Minimum Special Inspector Qualifications) of the Building Code and determine the scope of special inspections that each individual, agency, or firm is authorized to perform.

D. Conditional Issuance of Building Permit

Upon authorization of the construction documents by all pertinent review sections and agencies, the general contractor submits an application to obtain a building permit. Issuance of a certificate of occupancy or completion, as applicable, is conditional pending receipt and acceptance of the following by the Building Inspections Section:

1. Confirmation Notice of Special Inspections submitted by the DPIRC including a copy of each Final Report of Special Inspections issued for the project.
2. A copy of the Schedule of Special Inspections Services with the initials of the applicable special inspector and date in the "Date Completed" column for each inspection task pertinent to the project.

III. Pre-Construction Requirements

A. Pre-Construction Meeting

A pre-construction meeting shall be organized by the general contractor after issuance of the building permit and prior to any construction work on the project. The objective of the meeting is to establish cooperative working relationships, foster coordination and cohesion among all parties involved with the project, and to identify and address potential problems that may hinder the special inspections process or any other aspects of project construction.

B. Required Attendees for Pre-Construction Meeting

1. DPIRC
2. General contractor representative (project manager or superintendent as applicable)
3. Building Inspections Section representative
4. Fire Marshal's Office representative
5. Representative for each subcontractor
6. Representative for each supplier of material subject to special inspections
7. Representative for each special inspections agency

C. Engage the Special Inspectors

Prior to the pre-construction meeting, the owner or DPIRC acting as the owner's agent shall engage the authorized special inspectors required for the project.

D. Distribution of Pre-Construction Meeting Agenda

The general contractor is responsible for providing meeting attendees with an outline of all required actions and documentation pertinent to special inspections including the corresponding responsibilities of each attendee.

E. Scope of Pre-Construction Meeting

1. Establish the role and responsibilities of each required attendee. (Refer to section VI for Special Inspection Responsibilities.)
2. Review the Statement of Special Inspections and determine the applicability of the requirements for seismic resistance and the frequency of the required special inspections interim report submittals.
3. Each contractor responsible for the construction of a main wind or seismic force-resisting system or component listed on the Statement of Special Inspections shall acknowledge the requirement for submitting a Contractor's Statement of Responsibility to the Building Inspections Section prior to commencing work on the system or component.
4. Identify the specific individuals responsible for submitting the following special inspections documents including the required submittal schedule:
 - a. Daily Reports submitted by special inspectors.
 - b. Interim Reports submitted by special inspectors.
 - c. Discrepancy Notices submitted by special inspectors.
 - d. Field Test Results submitted by special inspectors.
 - e. Fabricator's Certificate of Compliance completed by each fabricator and submitted by the general contractor.
 - f. Final Report of Special Inspections submitted by special inspectors.
 - g. Confirmation Notice of Special Inspections submitted by the DPIRC.
5. Review the general contractor's responsibility for providing access to Building Inspections staff to review all special inspections documentation including those submitted with the construction documents authorized for issuance of a building permit. Paper copies for all special inspection field reports and daily logs must be maintained at the project site in addition to the authorized construction documents.

6. Review the requirement that special inspection is required for shop-fabricated structural load-bearing systems and components except for fabricators authorized to perform work without special inspection. Fabricators exempt from special inspections shall submit the Fabricator's Certificate of Compliance to the general contractor upon completion of fabrication.
7. Review the general contractor's responsibility to maintain a special Nonconforming Work Log (Discrepancy Log) on failed tests and inspections at the project site including mitigating actions and date passed until construction is completed.
8. Review the applicable procedures for addressing nonconforming work as substantiated by failed tests or inspections.

F. Pre-Construction Meeting Coordinator

The special inspections pre-construction meeting agenda items shall be coordinated by either the general contractor or DPIRC with minutes distributed to all meeting attendees within five (5) business days. Minutes shall include a written summary of items discussed, the Statement of Special Inspections and attendee list with contact information for all required attendees.

IV. Inspection of Construction

A. Inspect and Report on Construction in Progress

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.

B. Special Inspection Daily Logs and Reports

During construction, the general contractor is required to maintain special inspection daily logs and reports at the project site which are accessible to the building inspector for review upon request.

C. Inspections Performed by the Building Inspections Section

Special inspections are to be completed and documented prior to scheduling inspections required by the Building Inspections Section and concealing the completed work.

D. Fabricator Compliance

1. Special inspection is typically required for shop-fabricated structural load-bearing systems and components except as indicated in section IV.D.2.
2. Special inspection is not required for work performed by fabricators for which competency and workmanship are verified by review of written procedural and quality control manuals and periodic monitoring of fabrication practices by an authorized independent inspections or quality control agency.
3. The general contractor shall obtain the Fabricator's Certificate of Compliance from each fabricator upon completion of fabrication and submit a copy of the Certificate to the Building Inspections Section.

V. Completion of Inspections

A. Issue Final Report(s) of Special Inspections

After completion of all required special inspections and resolution of all non-conforming items, each special inspector shall complete the Final Report of Special Inspections and submit it to the general contractor and DPIRC for review.

B. Issue Confirmation Letter of Special Inspections

Upon review and acceptance of the Final Report of Special Inspections, the DPIRC shall submit a Confirmation Notice of Special Inspections to the Building Inspections Section which indicates that all required inspections and testing as itemized in the Schedule of Special Inspection Services submitted for permit have been completed and all identified discrepancies have been reported and resolved. (A copy of each Final Report of Special Inspections shall be submitted with the Confirmation Notice of Special Inspections.)

C. Complete Final Inspection Process

The Building Inspections Section is authorized to complete the final inspection process upon review and acceptance of the Confirmation Notice of Special Inspections and the Final Report(s) of Special Inspections and issue a certificate of occupancy or completion if there are no other pending requirements.

VI. Special Inspection Responsibilities

A. Owner Responsibilities

1. Engage authorized special inspector(s).
2. Submit to the Building Plan Review Section a list of the individuals, agencies or firms intended to be retained for conducting special inspections.
3. The DPIRC may fulfill the Owner's responsibilities as the Owner's Agent.

B. Design Professional in Responsible Charge ("DPIRC") Responsibilities

1. Perform the duties noted in section VI.A when serving as the Owner's Agent.
2. Collaborate with the structural engineer-of-record to determine the special inspection requirements for each construction project.
3. Submit the Statement of Special Inspections, Statement of Special Inspections Requirements for Seismic Resistance, and Schedule of Special Inspection Services to the Building Plan Review Section.
4. Respond to identified field discrepancies.
5. Submit the Confirmation Notice of Special Inspections to the Building Inspections Section including a copy of each Final Report of Special Inspections submitted for the project.

C. Department of Planning and Development Responsibilities

1. Building Plan Review Section obtains a Statement of Special Inspections, Statement of Special Inspections Requirements for Seismic Resistance, and Schedule of Special Inspection Services prior to issuance of a building permit.
2. Building Plan Review Section obtains a list of the individuals, agencies or firms intended to be retained for conducting special inspections.
3. Building Plan Review and Building Inspections Sections jointly authorize qualified special inspectors, firms and agencies in accordance with the Building Code.
4. Building Inspections Section representative participates in the project pre-construction meeting and aids the general contractor or DPIRC, as applicable, in clarifying the roles and responsibilities of each party involved with the project.
5. Building Inspections Section obtains the Contractor's Statement of Responsibility and Fabricator's Certificate(s) of Compliance from the general contractor.
6. Building Inspections Section determines if fabricators qualify as approved fabricators in accordance with section 1704.2.5 of the Building Code.
7. Building Inspections Section periodically reviews Daily and Interim Reports, Discrepancy Notices, and Field Test Results maintained at the project site.

8. Building Inspections Section obtains a copy of the Schedule of Special Inspections Services with the initials of the applicable special inspector and date in the "Date Completed" column for each inspection task pertinent to the project.
9. Building Inspections Section obtains the Confirmation Notice of Special Inspections from the DPIRC including a copy of each Final Report of Special Inspections submitted for the project prior to issuance of a certificate of occupancy or completion, as applicable.

D. Special Inspectors Responsibilities

1. Notify the contractor of their presence and responsibilities at the project site.
2. Observe assigned work for which they are responsible for conformance with the plans and specifications.
3. Report nonconforming items to the immediate attention of the general contractor for correction.
4. Prepare Special Inspection Daily Reports and Special Inspection Interim Reports and promptly submit directly to the DPIRC and the general contractor. The reports should:
 - a. Describe the special inspection and tests performed including the location of each inspection and test.
 - b. Indicate nonconforming items and their resolution.
 - c. List unresolved items and parties notified.
 - d. Itemize any changes authorized by the DPIRC.
5. Prepare a Special Inspection Discrepancy Notice for each nonconforming item containing:
 - a. Description and exact location.
 - b. Reference to applicable drawings and specifications.
 - c. Resolution or corrective action taken and the date of action.
6. Initial and date each inspection task pertinent to the project on the Schedule of Special Inspections Services upon completion of the corresponding final inspection, review, or test.

E. General Contractor Responsibilities

1. These responsibilities are also applicable to construction managers and design builders.
2. Submit a Statement of Responsibility to the Building Inspections Section as required by the Statement of Special Inspections.
3. Notify the special inspectors when work is ready to be inspected.
4. Coordinate the scheduling and timely notification of the specific individuals needed for special inspections.
5. Provide direct access to the approved plans and specifications for the project.

6. Submit a Fabricator's Certificate of Compliance for each approved fabricator to the Building Inspections Section.
7. Provide safe access to the work to be inspected and deliver samples for testing when needed.
8. Submit to the Building Inspections Section a copy of the Schedule of Special Inspections Services with the initials of the applicable special inspector and date in the "Date Completed" column for each inspection task pertinent to the project.

APPENDIX A

Summary of Key Steps

Summary of Key Steps

- A1.** 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)
 - Statement of Special Inspections (Requirements for Wind Resistance)
 - Schedule of Special Inspection Services
- A2.** The owner or DPIRC submits a list of the individuals, agencies or firms intended to be retained for conducting special inspections to the Building Plan Review Section prior to issuance of a building permit.
- A3.** Building Plan Review and Building Inspections staff jointly determines the scope of special inspections that each proposed individual, agency, or firm is authorized to perform.
- A4.** The general contractor obtains a building permit with conditional issuance of a certificate of occupancy or completion, as applicable, pending review and acceptance of the following documents by the Building Inspections Section:
- Confirmation Notice of Special Inspections
 - submitted by the DPIRC including a copy of each Final Report of Special Inspections issued for the project.
 - A copy of the Schedule of Special Inspections Services with the initials of the applicable special inspector and date in the “Date Completed” column for each inspection task pertinent to the project.
- A5.** A pre-construction meeting is organized by the general contractor and meeting agenda items are coordinated by either the general contractor or DPIRC.
- A6.** 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.
- A7.** The general contractor notifies the special inspectors when work is ready for inspection.
- A8.** 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.
- A9.** The general contractor and DPIRC address any discrepancies and deficiencies in the construction as identified by the special inspectors.

- A10.** 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.
- A11.** The general contractor submits the Fabricator's Certificate(s) of Compliance to the Building Inspections Section.
- A12.** Each special inspector submits the Final Report of Special Inspections to the general contractor and DPIRC at the completion of the project.
- A13.** The DPIRC submits a Confirmation Notice of Special Inspections (Appendix A, p. A5) to the Building Inspections Section including a copy of each Final Report of Special Inspections.
- A14.** 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.