



DEPARTMENT OF BUILDING REGULATIONS

1495 WEST LONGVIEW AVENUE • SUITE 202A
MANSFIELD, OHIO 44906 Phone • (419) 774-5517 Fax • (419) 774-6317
www.richlandcountyoh.us/c&p.htm

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 sheet 1.
2. Complete the schedule of special inspections on pages 1-2. 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 3. 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 in responsible charge shall complete the Project Registered Design Professional in Responsible Charge Section. Provide the name, the Ohio registration number, the name of the company, a signature and date on the statement of special inspections.
5. The Owner or Owner's Agent shall complete the Property Owner Section. The Owner's Agent may be the Registered Design Professional in responsible charge, the contractor, or someone else designated as the agent for the owner. The Owner's agent should be listed on the application as the applicant, contractor, or author of the plans/construction documents. Provide the name of the Owner/Agent, the company name, a signature and date on the statement of special inspections.

The registered design professional in responsible charge and engineers of record 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.

We do need contact information and qualifications for the special inspectors. For large companies that routinely perform special inspections, we don't always need complete qualifications, but it is best to submit to be safe.

During the Inspection Process

Keep a job log and copies of all special inspectors' reports with the approved set of plans.

Electronic reports of each required special inspection may be sent to inspectors@richlandcountyoh.us. 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 in responsible charge 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 deficiencies 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. 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. The final report does not necessarily need to be signed by the Owner or Registered Design Professional. 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

(Section 1704 Ohio Building Code)

Application No.: _____

Project Name: _____

Project Location: _____

Pursuant to section 1704.1.1 Ohio Building Code, this statement of special inspections must be prepared by the registered design professional in responsible charge acting as the owner's agent. This statement (2-part documents) should be submitted as a condition for plan approval and should include the following:

- **Part I:** A complete list of materials and work requiring special inspections and the required frequency of inspections by sections 1704.2 through 1704.14 Ohio Building Code.
- **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 by the registered design professional in responsible charge acting as the owner's agent. Submit proper resumes and/or certificates of the special inspectors.**

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

PART I: SCHEDULE OF SPECIAL INSPECTIONS				
No.	ITEM	Req'd	Continuous Inspection	Periodic Inspection
1	Fabricators: (1704.2 OBC)			
	▪ Structural load-bearing members			
	▪ Structural load-bearing assemblies			
2	Steel Construction (1704.3 OBC)			
	▪ High strength bolts			
	▪ Structural steel materials			
	▪ Structural steel welding			
	▪ Structural steel frame joint details			
3	Concrete construction (1704.4 OBC)			
	▪ Reinforcing steel placement			
	▪ Reinforcing steel welding			
	▪ Reinforcing steel bolting			
	▪ On site concrete testing			
	▪ Concrete application techniques			

	▪ Concrete curing temperature and techniques			
	▪ Pre-stressed concrete			
	▪ Pre-cast concrete			
4	Masonry Construction (1704.5 OBC)			
	▪ Masonry mortar joints			
	▪ Reinforcement and connectors			
	▪ Grouting			
	▪ Pre-stressing tendons and anchorages			
	▪ Cold weather protection			
5	Wood Construction (1704.6 OBC)			
	▪ Prefabricated wood structural members			
	▪ Wood structural panels			
	▪ Fasteners and connectors			
	▪ Framing details			
6	Soils (1704.7 OBC)			
	▪ Site preparation			
	▪ Compacted fill materials			
	▪ Soil load bearing requirements			
7	Pile Foundation (1704.8 OBC)			
8	Pier Foundation (1704.9 OBC)			
9	Wall panels and veneers (1704.10 OBC)			
10	EIFS system (1704.12 OBC)			
11	Sprayed Fire-Resistant Materials (1704.10 OBC)			
	▪ Surface conditions			
	▪ Application			
	▪ Spray thickness			
	▪ Spray density			
	▪ Spray bonding strength			
12	Special Cases (1704.13 OBC)			
	▪ Materials & systems not prescribed in code			
	▪ Unusual design applications			
	▪ Additional requirements by manufacturers			
13	Smoke Control System (1704.14 OBC)			
	▪ Ductwork			
	▪ Leakage testing			
	▪ Final system verification			

▪ **Submit the resume of special inspectors for all marked special inspection items in the part I table showing the qualification and/or special training per 1704.1 OBC.**

PART II: LIST OF SPECIAL INSPECTORS

No.	ITEM	Inspection Company	Name of Inspector
1	Fabricators: (1704.2 OBC)		
2	Steel Construction (1704.3 OBC)		
3	Concrete construction (1704.4 OBC)		
4	Masonry Construction (1704.5 OBC)		
5	Wood Construction (1704.6 OBC)		
6	Soils (1704.7 OBC)		
7	Pile Foundation (1704.8 OBC)		
8	Pier Foundation (1704.9 OBC)		
9	Wall panels and veneers (1704.10 OBC)		
10	EIFS system (1704.12 OBC)		
11	Sprayed Fire-Resistant Materials (1704.10 OBC)		
12	Special Cases (1704.13 OBC)		
13	Smoke Control System (1704.14 OBC)		

The above statement of special inspections has been prepared by the registered project design professional in responsible charge in accordance with the provision of section 1704.1.1 of the 2007 Ohio Building Code.

The project registered design professional in responsible charge also acknowledges that he or she is responsible for reviewing and approving the special inspection reports submitted by the special inspectors at the required inspection periods. Any discrepancies in special inspection reports shall be brought to the attention of the building official. 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.

Project Registered Design Professional in Responsible Charge:

Name of Designer: _____

Ohio Registration No.: _____

Name of Company: _____

Signature: _____

Date: _____

Property Owner or Agent:

Name of Owner/Agent: _____

Name of Company: _____

Signature: _____

Date: _____



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Final Report for Special Inspections

Application No.: _____

Project Name: _____

Project Location: _____

Pursuant to section 1704.1.2 Ohio Building Code, Special inspectors shall keep records of inspections and furnish inspection report to the building officials, and to the registered design professional in responsible charge. Reports shall indicate that work inspected was done in conformance with the approved construction documents. Discrepancies shall be brought to the immediate attention of the contractor for corrections. If discrepancies are not corrected, the discrepancies 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. **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.**

FINAL APPROVAL OF WORK – CONDITIONS/LIMITATIONS				
No.	ITEM	DATE	CONDITIONS/LIMIT'NS.	Name of Inspector
1	Fabricators: (1704.2 OBC)			
2	Steel Construction (1704.3 OBC)			
3	Concrete construction (1704.4 OBC)			
4	Masonry Construction (1704.5 OBC)			
5	Wood Construction (1704.6 OBC)			
6	Soils (1704.7 OBC)			
7	Pile Foundation (1704.8 OBC)			
8	Pier Foundation (1704.9 OBC)			
9	Wall panels and veneers (1704.10 OBC)			

10	EIFS system (1704.12 OBC)			
11	Sprayed Fire-Resistant Materials (1704.10 OBC)			
12	Special Cases (1704.13 OBC)			
13	Smoke Control System (1704.14 OBC)			

The project registered design professional in responsible charge also acknowledges that he or she is responsible for reviewing and approving the special inspection reports submitted by the special inspectors at the required inspection periods. Any discrepancies in special inspection reports shall be brought to the attention of the building official. 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.

Project Registered Design Professional in Responsible Charge:

Name of Designer:

Ohio Registration No.:

Name of Company:

Signature:

Date:

Property Owner or Agent:

Name of Owner/Agent:

Name of Company:

Signature:

Date:
