

COLUMBIA COUNTY - SPECIAL INSPECTION REQUIREMENTS

When completed, return to the Building Department for approval and inclusion with the approved plans.

Project Title _____

Project Address _____

Owner _____

Address _____

The following special inspections and tests, as indicated below, are required for this project pursuant to the requirements of Chapter 17 of the Oregon Structural Specialty Code (OSSC). **THESE INSPECTIONS ARE NOT PERFORMED BY THE BUILDING DEPARTMENT AND MUST BE PERFORMED BY QUALIFIED SPECIAL INSPECTORS, HIRED BY THE OWNER AND APPROVED BY THE BUILDING OFFICIAL.**

Individuals certified in a special inspection category by a qualified independent third party organization and individuals employed by a recognized testing laboratory and under the direct supervision of an Engineer or other registered professional are typically considered qualified.

Special inspection reports shall be submitted to the Building Official and the engineer or architect of record. General information regarding special inspection responsibilities are outlined on the reverse side of this form. A final inspection report will be required prior to occupancy of the building.

SPECIAL INSPECTIONS

SPECIAL INSPECTION AGENCIES

- Grading, Excavation and Fills:** **Special Inspection:** _____
During fill placement, including subbase preparation, fill material and replacement and compaction verification. During construction of buttress fills. During engineered grading procedures.
- Piling, Drifted Piers, Caissons:** **Special Inspection:** _____
During driving and testing of piles and construction of cast-in-place drilled piers or caissons.
- Reinforcing Steel:** **Special Inspection:** _____
During placement of all reinforcing steel or inspection of all reinforcing prior to closing of forms and prior to concrete delivery. Excluding Single Family Dwellings unless otherwise required by the Building Official.
- Pre-stressed Steel:** **Special Inspection:** _____
During placement of all reinforcing steeling or inspection of all tendons and pre-stressing steel prior to closing of forms and prior to concrete deliver. Also during all stressing and grouting operations.
- Concrete:** **Special Inspection:** _____
During the taking of test specimens and placing of all reinforced concrete and pneumatically placed concrete. Except as provided in the OSSC for Exceptions.
- Concrete Frames, Moment-Resisting:** **Special Inspection:** _____
For moment frames, a specially qualified inspector who will provide reports to the person responsible for the structural design shall provide continuous inspection of the placement of the reinforcement and concrete and shall submit a certificate indicating compliance with the plans and specifications.
- Structural Masonry:** **Special Inspection:** _____
(a) For masonry, other than fully grouted open-end hollow-unit, during preparation and taking of any required prisms or test specimens, placing of all masonry units, placement of reinforcement, inspection of grout space, immediately prior to closing of clean-outs, and during all grouting operations. EXCEPTIONS: for hollow-unit masonry where the *Im* is no more than 1,500 psi (10.34 MPa) for concrete units or 2,600 psi (17.93 MPa) for clay units, special inspection may be performed as required for fully grouted open-end hollow-unit masonry specified in (b) below.
(b) For fully grouted open-end hollow-unit masonry during preparation and taking of any required prisms or test specimens at the start of laying units, after the placement of reinforcing steel, grout space prior to each grouting operation, and during all grouting operations.
Excluding: _____

Structural Welding: **Special Inspection:** _____
During all structural welding, including welding of reinforcing steel and shop welding.
Excluding: _____

Welding of Moment-Resisting Steel Frames: **Special Inspection:** _____
See plans and specifications for special requirements.

High Strength Bolting: **Special Inspection:** _____
While the work is in progress, the special inspector shall determine that the requirements of the Construction Code/s are met. The special inspector shall observe the calibration procedures when such procedures are required by the plans or specifications and shall monitor the installation of bolts to determine that all plies of connected material have been drawn together and that the selected procedure is properly used to tighten all bolts. In addition, all connections specified to be slip critical or subject to axial tension, the special inspector shall assure that the specified procedure was followed to achieve the pre-tension specified in the OSSC. Bolts in connection identified as not being slip critical nor subject to direct tension need not be inspected for bolt tension other than to ensure that the plies of the connected elements have been brought into snug contact.
Excluding: _____

Shotcrete or Reinforced Gypsum Concrete: **Special Inspection:** _____
During the taking of test specimens and placing of all shotcrete and as required by OSSC Section 1922.10 and 1922.11. During mixing and placing of Class 8 gypsum concrete.

Insulating Concrete Fill: **Special Inspection:** _____
During application of insulating concrete fill when part of a structural system.

Spray Applied Fire Proofing: **Special Inspection:** _____
During mixing and applying of all spray applied fire resistive material including inspection of surfaces to be covered prior to application.

Epoxy (structural bolts & rods set into masonry/ concrete): **Special Inspection:** _____
Before placing to check drilled holes and during placing of epoxy. (unless otherwise exempt by the building official of the County of Columbia.) Exemption must requested in writing and be approved by the County of Columbia prior to exemption from this requirement.

Smoke Control System: **Special Inspection:** _____
During erection of duct work and prior to concealment for purposes of leakage testing and recording device location. Additionally, prior to occupancy and after completion of the smoke control system.

Structural Observation: **Special Inspection:** _____

Other: **Special Inspection:** _____

ACKNOWLEDGMENTS

I am the Architect or Engineer for the above stated project and I have determined that special inspections are required as indicated above. I have also made the owner and/or the contractor aware of the requirements for special inspections.

Requirements Determined By: _____ **Date:** _____

Building Department Acceptance By: _____ **Date:** _____

Owner: _____ **Date:** _____

Contractor: _____ **Date:** _____

Before a Permit is Issued: The engineer or architect of record acting as the owner's agent, shall complete two (2) copies of this special inspection requirements sheet, including the required acknowledgment. A preconstruction conference with the parties involved may be necessary to review the special inspection requirements and procedures.

Approval of Special Inspectors: Special inspectors shall be employed by the owner, the engineer or architect of record, or an agent of the owner, but not the contractor or any person responsible for the work. Each special inspection agency shall be approved by the Building Department prior to performing any duties. Each special inspector shall submit his/her qualifications to the Building Department. Special Inspectors shall carry identification when performing special inspector duties on the job site.

Special inspection and testing shall meet the minimum requirements set forth in OSSC, Chapter 17 and as otherwise required by the approved construction plans and specifications. The following conditions are also applicable.

Duties and Responsibilities of the Special Inspector:

1. Observe Work

The special inspector shall observe the work for conformance with the Building Department approved (stamped) design drawing and specifications and applicable workmanship provisions of the OSSC. Architect/Engineer reviewed shop drawings and/or placing drawings may be used only as an aid to inspection.

Special inspections are to be performed on a continuous basis meaning that the special inspectors is on site in the general area at all times observing the work requiring special inspection. Periodic inspections, if any, must have prior approval by the Building Department based on a separate written plan reviewed and approved by the Building Department and the project engineer or architect.

2. Report Non-conforming Items

The special inspector shall bring nonconforming items to the immediate attention of the contractor and note all such items in the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the Building Department by telephone or in person, notify the engineer or architect and post a discrepancy notice.

3. Furnish Daily Reports

On request, each special inspector shall complete and sign both the special inspection record and the daily report form for each day's inspection to remain at the job-site with the contractor for review by the Building Department Inspector.

4. Furnish Weekly Reports

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly the Building Department, project engineer or architect and others as designated. These reports must include the following:

- a. Description of daily inspections and tests made with applicable locations;
- b. Listing of all nonconforming items;
- c. Report on how nonconforming items were resolved or unresolved as applicable, and
- d. Itemized changes authorized by the Architect, Engineer and Building Department if not included in nonconformance items.

5. Furnish Final Report

The special inspector or inspection agency shall submit a final signed report to the Building Department stating that all items requiring special inspection and testing were fulfilled and reported and to the best of his/her knowledge in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the OSSC. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in the report.

Contractor Responsibilities

1. Notify the Special Inspector

The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule and as noted on the Building Department approved plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

2. Provide Access to Approved Plans

The contractor is responsible for providing the special inspector access to approved plans at the job site.

3. Retain Special Inspection Records

The contractor is also responsible for retaining at the job site all special inspection records submitted by the special inspector and providing these records for review by the Building Department's Inspector upon request.

Building Department Responsibilities

1. Approve Special Inspectors

The Building Department shall approve all special inspectors and special inspection requirements.

2. Monitor Special Inspections and Reports

Work requiring special inspection and the performance of special inspectors shall be monitored by the Building Department's Inspector. His/her approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.