



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 132**
Program Policies, Procedures & Guidelines, Lists, Notice Forms and
Report Forms for Special Inspections

DATE: May 25, 2007
*Revised January 2012/August 1, 2014/May 1, 2017/ March27, 2017/July
2017/November 2019*

CREATED BY: Field Services Division

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this **revised** bulletin to update Information Bulletin 132. Information Bulletin 132 was created to provide a more user friendly tool that DSD customers can use when researching the policies, procedures, guidelines, lists, notice forms and report forms required for the Special Inspections program found in Section 1704 and amended Section 1704.2 of the 2018 *International Building Code*. See Information Bulletin 185 Smoke Control System Submittal Requirements for smoke control analysis report and testing requirements.

All forms required by the Special Inspections program are attached to this bulletin and are available on-line.

Scope:

Please review the program, and its policies and procedures information sheets outlined below in Sections A through F:

- Section A) Owner – Definition and Responsibilities
- Section B) Responsibilities of the Registered Design Professional in Responsible Charge
- Section C) Responsibilities of the Special Inspector
- Section D) Responsibilities of the General Contractor
- Section E) Lists, Notice Forms, and Report Forms for Special Inspections
- Section F) Special Inspection Reviews (SIR)

Should you have any questions on this process regarding Special Inspections, please contact the Building Inspections Supervisor at (210) 207-2750 or the Development Services Manager at (210) 207-8314.



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Attachments below:

- Special Inspections Program Policies, Procedures & Guidelines
- Determination of Required Special Inspections
- Report of Required Special Inspections
- Notice of Non-compliance
- Final Report of Required Special Inspections
- Special Inspector Application Form
- Special Inspector Qualification Reference Letter
- Special Inspection Status Log (Revised)

Summary:

This Information Bulletin is for information purposes only.

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Special Inspections Program Policies, Procedures & Guidelines

IBC2018 Section 1704 Special Inspections

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- A.** Owner- responsibilities.
 - B.** Registered Design Professional in Responsible Charge (RDPiRC) - definition and responsibilities.
 - C.** Special Inspector - definition and responsibilities.
 - D.** General Contractor - definition and responsibilities.
 - E.** Lists, Notice Forms and Report Forms for Special Inspections
 - a) List of Required Special Inspections
 - b) Notice of Non-Compliance (NNC)
 - c) Report of Required Special Inspections
 - d) Final Report of Special Inspections
 - F.** Special Inspection Review (SIR)
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A) Responsibilities of the **Owner:**

- Special Inspections are the responsibility of the Owner.
- The Owner is responsible for employing or contracting the RDPiRC.
- The Owner is responsible for immediately contacting the building official, in writing, when there is a change of the RDPiRC.
- The Owner is responsible for the special inspections fees/costs. These fees/costs are not included in any permit or plan review fees.

B) Definition and Responsibilities of the **Registered Design Professional in Responsible Charge (RDPiRC):**

- The RDPiRC is an individual who is a licensed design professional in the State of Texas, implements the special inspections program and is responsible for the Determination of Required Special Inspections, Section 1704.2 of the *International Building Code*.
- The RDPiRC contracts with or is employed by the owner. The RDPiRC and the special inspectors and testing technicians **may not** be in the employ of the general contractor, subcontractors or material suppliers. In the case of an owner/contractor, the building official shall specify who employs the RDPiRC and special inspectors.
- The RDPiRC, as the owner's agent, may employ or contract with the special inspectors.
- The RDPiRC shall assign only qualified special inspectors approved by the Building Official.
- The RDPiRC is responsible for providing the general contractor with a list of all required Special Inspections and the associated special inspectors prior to construction.
- The RDPiRC shall submit associated special inspector field reports to the building official with a copy to the special inspector, owner and general contractor indicating compliance for any NNC items reported and advising the building official to allow work to continue.
- RDPiRC is responsible to prepare, sign and seal the Final Report of Required Special Inspections after the general contractor completes his work according to the approved construction documents. The RDPiRC shall prepare the Final Report of Required Special Inspections using the form approved by the building official (attached).
- The employment of the RDPiRC does not relieve the building official of his responsibility for such inspection acceptance or for the other periodic and called for inspections as required by the current building code.
- If at any point during construction the design professional is no longer employed as the RDPiRC of the project, written notification must be immediately submitted to the building official.



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- C) Definition and Responsibilities of the **Special Inspectors**:
- Each special inspector must be qualified in the area of expertise of special inspection required as well as being registered with the City of San Antonio. (See Qualification form attached).
 - Each special inspector contracts with or is employed by the RDPiRC or owner.
 - Each special inspector must understand the information provided and evaluate if that information is sufficient to successfully perform the inspection. Each special inspector must make that decision and if some of the required information is not understandable or available, he must obtain the necessary information, in approved form, through the appropriate channels. Each special inspector is responsible to review the plans thoroughly and sufficiently ahead of construction to establish if he can inspect those items entrusted to him. All errors and/or omissions in the approved plans that create any form of doubt or ambiguity for the special inspector shall be resolved through the proper channels. The special inspector shall indicate in his reports that information furnished was sufficiently clear and understandable for him to properly inspect.
 - Each special inspector is responsible for verification that those items detailed in the permitted plans and specifications are built into the project.
 - Special inspectors shall prepare, sign and submit to the RDPiRC an inspection report for any time spent at a project site. Submit the reports within a reasonable time of the inspection. Include in the report any supporting documentation.
 - The special inspector shall bring non-complying items to the immediate attention of the general contractor and the RDPiRC. If correcting the non-complying items is not in a timely manner or ignored, the special inspector is to prepare, sign and submit a Notice of Non-Compliance (NNC) to the RDPiRC with a copy directly to the building official, the general contractor and owner. In receiving the NNC, the building official may suspend all future work in the areas of such non-compliance until the non-compliant items are corrected and the RDPiRC issues a field report to the building official with a copy to the special inspector, owner and general contractor indicating compliance. The special inspector shall prepare the NNC using the NNC form approved by the building official (attached).
 - Each special inspector is responsible to prepare, sign and submit to the RDPiRC his Report of Required Special Inspections. This report shall be prepared on the Report of Required Special Inspections form approved by the building official (form attached).
 - Each Special Inspector is responsible for any changes to their registration records.
 - Each Special Inspector is responsible for updating their certifications with the Development Services Department.
 - Each Special Inspector shall be responsible for renewing their ID # annually.
- D) Responsibilities of the **General Contractor**:
- The general contractor is responsible for coordinating all testing and inspections, and notifying the RDPiRC and the special inspector of work ready for inspection.
 - The general contractor must provide access to and means for safe and proper inspection of such work. Inspections may be denied if safe access is not provided at the job site.
 - The general contractor shall keep a special inspections log book readily available for both the special inspectors and the city building inspector. The special inspections log book shall include a copy of the following: 1) Determination Letter of Required Special Inspections, 2) The special inspections log & sign in sheet 3) A copy of all special inspection reports from the special inspector, 4) Any changes that may apply to special inspections on the project.
 - The general contractor **shall not** employ the special inspector.
- E) Lists, Notice Forms and Report Forms for Special Inspections
- List of Required Special Inspections:
 - A complete itemized list according to IBC 2018 Section 1705 submitted by the RDPiRC as part of the permit documents
 - List the RDPiRC name and contact information
 - If the RDPiRC determines that as per Section 1704.2 of the 2018 IBC no special inspections are applicable to the project, the determination letter must be signed and sealed only.



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- o The RDPiRC shall furnish the required qualifications of the special inspector and frequency of each special inspection upon request.
 - o Refer to IBC 2018 Section 1705 for special instructions/tables.
 - o Note any special instructions for performance.
 - o Sample list attached
 - Notice of Non Compliance:
 - o Only submit as required by the building code as described under the responsibilities of the special inspector.
 - o Sample NNC attached
 - Report of Required Special Inspections:
 - o Report prepared, signed and submitted by each special inspector to the RDPiRC for the RDPiRC to prepare the Final Report of Required inspections.
 - o Submitting this report indicates that inspections and tests performed, either periodically or continuously, represent all the work for the item inspected.
 - o Copy to the general contractor.
 - Final Report of Required Special Inspections:
 - o Report prepared, signed and sealed by the RDPiRC to the owner for the owner or owner's representative's to submit to the building official – sample attached
 - o Submitted upon completion of all special inspections and resolution of all NNC items.
 - o Copy to general contractor and all special inspectors listed in the report.
 - o This report is required to be submitted prior to the issuance of a C of O and Temporary C of O
- F) Special Inspection Review (SIR)**
- The Development Services Department building inspectors will generate the Special Inspection Review applicable to each special inspection identified in the approved plans and documents by the RDPiRC for compliance with the Special Inspections Program.
 - A log book of all the identified special inspections must be located on the job site and presented to the building inspector for review when requested.
 - SIR's are to be scheduled by the inspectors only and are to not be confused with an inspection request.
 - Failure of the **general contractor** to provide a log sheet on the job site will result in an immediate issuance of a STOP WORK order by the building inspector.