

This program establishes regulations for the conduct and administration of special inspections, pursuant to EC 8.005(16). All references to "guidelines" shall denote this program as administered by the City of Eugene. All references to "building official" shall mean the person designated by the city manager with the responsibility for administration and enforcement of the building codes, or his/her designee.

## BACKGROUND

Special inspection is a quality control measure intended to ensure that certain critical features incorporated into a structure are constructed properly. This requires inspection by persons with specialized skills to verify that the material and workmanship comply with the approved plans, specifications, and industry standards. Some aspects of the construction may only need periodic inspection, while other aspects of the construction require continuous inspection. Chapter 17 of the Oregon Structural Specialty Code (OSSC) provides for special inspection of these critical elements and phases. A completed City of Eugene [Special Inspection Agreement](#) is required to be submitted before permit issuance when special inspection is required.

## SECTIONS

- I. Purpose of Special Inspection
- II. General Requirements
- III. Duties and Responsibilities of the Special Inspector
- IV. Duties and Responsibilities of the Contractor

### I. PURPOSE OF SPECIAL INSPECTION

*Special inspection* is the inspection of the materials, installation, fabrication, erection or placement of components and connections requiring special expertise or site presence to ensure compliance with approved construction documents and referenced standards. Special inspections are in addition to (not in lieu of) inspections required to be made by City inspectors and shall comply with OSSC Chapter 17 and these guidelines.

### II. GENERAL REQUIREMENTS

The owner or owner's authorized agent shall employ an approved agency to perform special inspections and testing for the types of work specified in Chapter 17 of the OSSC.

**Special inspection agencies and special inspectors:** The special inspector shall be a qualified person who is competent to perform inspection of the type of construction or operation requiring special inspection. Prior to the start of construction, special inspection agencies shall provide written documentation to the building inspector supervisor on behalf of the building official demonstrating the competence and relevant experience or training of the special inspectors who will perform the special inspections and tests during construction. Special inspectors registered with the Oregon Building Officials Association (OBOA) Special Inspection Program shall be considered qualified for the type of work for which they are certified to inspect.

**Design professional providing special inspection services:** 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 are qualified to perform the inspection and are approved by the building official.

**Conflict of Interest:** Special inspectors shall not inspect work performed, or materials supplied, by a contractor, sub-contractor, or material vendor with whom the inspector is employed. During the inspection, special inspectors shall not engage in any task(s) which would interfere with the proper performance of their required duties of inspection.

**Pre-Construction Conference:** When determined appropriate, the building official may require a pre-construction conference with the parties involved to review the special inspection requirements and procedures.

## III. DUTIES AND RESPONSIBILITIES OF THE SPECIAL INSPECTOR

**Observe assigned work:** Special inspectors shall inspect all work for which they are responsible for conformance with the approved (stamped) plans and specifications and applicable provisions of Ch. 17 of the OSSC. Prior to performing a special inspection, the special inspector shall verify that the permit documents at the site have a City of Eugene approval stamp.

**Report nonconforming items (discrepancies, deviations):** Special inspectors shall bring all nonconforming items to the immediate attention of the contractor for correction. If any such nonconforming item is not resolved in a timely manner or is soon to be incorporated into the work, the engineer or architect of record and the building official shall be notified immediately, and the item noted in the special inspector's written report. The building official may require this report to be posted in a conspicuous place on the job site. The special inspector should include in the report, as a minimum, the following information about each nonconforming item:

- Description of noncompliance.
- Exact location of noncomplying item.
- Reference to applicable detail of approved plans/specifications.
- Name and title of each individual notified and method of notification.
- Resolution or corrective action taken.

**Emergency Notification:** Field problems requiring **immediate action** by Building & Permit Services shall be reported by telephone to the building inspector or to Inspection Support at **541-682-5283**. Examples of field problems requiring immediate action may be:

- Work beginning without a permit or without approved plans onsite.
- Work proceeding without necessary special inspection.
- Work which is in progress that will cover non-conforming work.

**Approval of deviations:** Any approval of deviations shall be received by the special inspector directly from the registered design professional or building official or through documentation which bears their stamp or approval. The name of the person approving any deviations shall be recorded in the inspection report.

Revisions that include re-designing of structural connections, framing, or components which require engineering design calculations and drawings shall be submitted to the building official for review and approval. The city field inspector has the discretion to require any revision to be submitted to the building official for review and approval. Verbal clarifications shall be obtained directly by the special inspector from the registered design professional and/or building official.

**Provide timely progress reports:** The special inspector shall complete written inspection reports for each inspection visit and provide the reports on a timely basis as determined by the building official. The special inspector or inspection agency shall furnish these reports directly to the building official and to the design professional in charge. Provide the following information as a minimum:

- **Job Address.** As it appears on the approved building permit.
- **Permit Number.** List the permit number(s) for the work performed.
- **Date and time of inspection.**
- **Location of inspection.** For field inspections, pinpoint location of inspection using grid lines, floor numbers, or other applicable identification.
- **Identification of materials and methods of construction.** Adequately identify materials and note the methods of construction, erection, placement or other use of the materials. Describe specific items that were inspected. (moment frames, footings, retaining walls, etc.)
- **Testing Data.** Identify and document results of all material testing, treatment certificates, nondestructive testing, load test, sampling, welding qualifications, or other test being utilized.
- **Conformance Statement.** State whether the work requiring special inspections was either *observed to be in conformance* or *observed to be nonconforming* with these guidelines and the building official approved plans, specifications, and applicable workmanship provisions of the OSSC and standards. Identify and document any changes approved by the architect or registered design professional that are not part of the approved plans or specifications. Identify and document any work completed without required in-process special inspection.

- **Substitutions and Deviations.** All substitutions of materials or other deviations from approved permit plans and applicable standards and codes, shall be immediately reported to the contractor for correction, then, if uncorrected, to the architect, engineer, owner, and the building official. All nonconforming items shall be fully identified on the reports.
- **Name and registration number of special inspector.**
- **List of individuals/firms receiving copies of the reports.**

**Submit final report:** Special inspectors or inspection agencies shall submit a final signed report stating whether the work requiring special inspection and testing was, to the best of their knowledge, in conformance with the approved plans and specifications. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspection when continuous was required, etc.) must be specifically itemized in this report.

#### IV. DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR

**Notification:** It is the duty of the person doing the work requiring inspection to notify both the special inspector and the building official that the work is ready for inspection.

**Access:** The person requesting an inspection shall provide access and means for proper inspection.

**Resolution:** It is the contractor's responsibility to review the special inspector's daily reports and the non-compliance list and to initiate corrective actions. The contractor shall schedule a re-inspection with the special inspector to verify that non-complying items have been resolved.