



# City of Mansfield

## Tim Theaker, Mayor

### Bureau of Buildings, Inspections, Licenses and Permits

30 N. Diamond Street - Mansfield, OH 44902 – (419)755-9688 Fax-(419)755-9453  
www.ci.mansfield.oh.us

### **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 3.
2. Complete the schedule of special inspections on pages 3-4. 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 5. 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 on page 6. Provide the name, the Ohio registration number, the name of the company, a signature and date on the statement of special inspections.
5. The special inspector/special inspection agency shall sign and date the acknowledgment section.

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 and certificates of plan approval on the project site. A log is attached at the end of this document.

Please note that Special Inspections are required ***in addition to*** the inspections required by OBC Section 108. The Owner or Owner's agent is still required to call and request inspections as detailed in the Certificate of Plan Approval. Having a special inspector involved with a project does not eliminate any inspection requirements.

Electronic reports of each required special inspection may be sent to [srisser@ci.mansfield.oh.us](mailto:srisser@ci.mansfield.oh.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. The final report is shown on pages 7-8. 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. Final reports may be submitted at or before the final inspection.



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### Statement of Special Inspections (Section 1704/1705 of the Ohio Building Code)

Application No.:

Project Name:

Project Location:

Owner Contact  
 and Phone/Email:

Pursuant to section 1704.2.3 of the Ohio Building Code (OBC), this statement of special inspections must be prepared by the registered design professional in responsible charge acting as the owner's agent. This statement (Schedule of Special Inspections and List of Special Inspections) shall be submitted by the applicant 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 and 1705 of the 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, owner's agent, or by the registered design professional in responsible charge acting as the owner's agent. Submit proper resumes, qualifications, and/or certificates along with contact information 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 and 1705 of the OBC.

PART I: SCHEDULE OF SPECIAL INSPECTIONS				
No.	ITEM	Req'd	Continuous Inspection	Periodic Inspection
1	Special Cases (OBC 1705.1.1)			
2	Fabricators (OBC 1704.2.5/1705.10)			
	▪ Structural load-bearing members			
	▪ Structural load-bearing assemblies			
3	Steel Construction (OBC 1705.2)			
	▪ High strength bolts			
	▪ Structural steel materials			
	▪ Structural steel welding			

	▪ Structural steel frame joint details			
4	Concrete construction (OBC 1705.3)			
	▪ 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			
5	Masonry Construction (OBC 1705.4)			
	▪ Masonry mortar joints			
	▪ Reinforcement and connectors			
	▪ Grouting			
	▪ Pre-stressing tendons and anchorages			
	▪ Cold weather protection			
6	Wood Construction (OBC 1705.5)			
	▪ High Load Diaphragms			
	▪ Metal-plate-connected Wood Truss, >60' span			
7	Soils (OBC 1705.6)			
	▪ Site preparation			
	▪ Compacted fill materials			
	▪ Soil load bearing requirements			
8	Deep Driven Foundation (OBC 1705.7)			
9	Cast-in-place deep Foundation (OBC 1705.8)			
10	Helical Pile Foundation (OBC 1705.9)			
11	Special Inspection for Wind Resistance (OBC 1705.11)			
12	Special Inspection for Seismic Resistance (OBC 1705.12)			
13	Testing for Seismic Resistance (OBC 1705.13)			
14	Sprayed Fire-Resistant Materials (OBC 1705.14)			
	▪ Surface conditions			
	▪ Application			

	▪ Spray thickness			
	▪ Spray density			
	▪ Spray bonding strength			
15	Mastic / Intumescent Fire-Resistant Coatings (OBC 1705.15)			
16	EIFS system (OBC 1705.16)			
17	Fire-resistant penetrations and joints (OBC 1705.17)			
18	Smoke Control System (OBC 1705.18)			

▪ **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 1704.2.1 OBC.**

<b>PART II: LIST OF SPECIAL INSPECTORS</b>		
No.	ITEM	Inspection Agency / Name of Inspector
<b>1</b>	Special Cases (OBC 1705.1.1)	
<b>2</b>	Fabricators (OBC 1704.2.5 /1705.10)	
<b>3</b>	Steel Construction (OBC 1705.2)	
<b>4</b>	Concrete construction (OBC 1705.3)	
<b>5</b>	Masonry Construction (OBC 1705.4)	
<b>6</b>	Wood Construction (OBC 1705.5)	
<b>7</b>	Soils (OBC 1705.6)	
<b>8</b>	Deep Driven Foundation (OBC 1705.7)	
<b>9</b>	Cast-in-place deep Foundation (OBC 1705.8)	
<b>10</b>	Helical Pile Foundation (OBC 1705.9)	
<b>11</b>	Special Inspection for Wind Resistance (OBC 1705.11)	
<b>12</b>	Special Inspection for Seismic Resistance (OBC 1705.12)	

<b>13</b>	Testing for Seismic Resistance (OBC 1705.13)	
<b>14</b>	Sprayed Fire-Resistant Materials (OBC 1705.14)	
<b>15</b>	Mastic / Intumescent Fire-Resistant Coatings (OBC 1705.15)	
<b>16</b>	EIFS system (OBC 1705.16)	
<b>17</b>	Fire-resistant penetrations and joints (OBC 1705.17)	
<b>18</b>	Smoke Control System (OBC 1705.18)	

This statement of special inspections has been prepared by the registered project design professional in responsible charge in accordance with the provision of section 1704.2.3 of the 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 and to the registered design professional in responsible charge. 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.

**Acknowledgement:**

Name of Designer: \_\_\_\_\_

Ohio Registration No.: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Special Inspector/Agency Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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### Final Report for Special Inspections

(DO NOT SUBMIT UNTIL ALL SPECIAL INSPECTIONS ARE COMPLETED)

Application No.:

Project Name:

Project Location:

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. Use additional forms or space as necessary.

#### FINAL APPROVAL OF WORK – CONDITIONS/LIMITATIONS

No.	ITEM	DATE	CONDITIONS/LIMIT'NS.	Name of Inspector
1	Special Cases (OBC 1705.1.1)			
2	Fabricators (OBC 1704.2.5 /1705.10)			
3	Steel Construction (OBC 1705.2)			
4	Concrete construction (OBC 1705.3)			
5	Masonry Construction (OBC 1705.4)			
6	Wood Construction (OBC 1705.5)			
7	Soils (OBC 1705.6)			
8	Deep Driven Foundation (OBC 1705.7)			
9	Cast-in-place deep Foundation (OBC 1705.8)			

<b>10</b>	Helical Pile Foundation (OBC 1705.9)			
<b>11</b>	Special Inspection for Wind Resistance (OBC 1705.11)			
<b>12</b>	Special Inspection for Seismic Resistance (OBC 1705.12)			
<b>13</b>	Testing for Seismic Resistance (OBC 1705.13)			
<b>14</b>	Sprayed Fire-Resistant Materials (OBC 1705.14)			
<b>15</b>	Mastic / Intumescent Fire-Resistant Coatings (OBC 1705.15)			
<b>16</b>	EIFS system (OBC 1705.16)			
<b>17</b>	Fire-resistant penetrations and joints (OBC 1705.17)			
<b>18</b>	Smoke Control System (OBC 1705.18)			

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 and the registered design professional in responsible charge. 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.

**Acknowledgement:**

Name of Designer: \_\_\_\_\_

Ohio Registration No.: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Special Inspector/Agency Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





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### Site Record of Special Inspections

This document shall be posted with all approved construction documents at the project site and shall be readily available to the inspectors in accordance with OBC 107.2 and 1704.2.4. The approved Statement of Special Inspections shall be attached/bound to this log. Special Inspectors shall keep records of special inspections posted on the project site and attached/bound to this log.

**Application No.:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

Date	Special Inspector Name	Scope of Inspection	Periodic / Continuous	Discrepancies Observed? Y / N	Work Observations / Notes

**\*\*NOTE: Make or Print additional blank copies of this page as necessary \*\***