Special Inspection Reporting--Guidelines

Special Inspection Requirements
Special inspection requirements are detailed in the 2018 International Building Code, Chapter 17-SPECIAL INSPECTIONS AND TESTS. Special inspections are required inspections of a highly technical nature requiring special knowledge and experience of which are typically outside the normal expertise of municipal inspectors. These inspections are both periodic and continuous depending on the type of work, as outlined by the registered design professional in the Statement of Special Inspections required by IBC Section 1704.3 included within the City approved construction drawings/documents. Special inspections shall be at the expense of the permit holder.

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, i.e. spray applied fireproofing requiring special inspection shall have such inspection completed and approved by the special inspector, the registered design professional in responsible charge and the building official before the fireproofing is concealed by building finishes, etc. The special inspector or inspection agency shall furnish these reports directly to the building official and to the design professional in responsible charge (IBC Section 1704.2.4). These reports should be organized in a daily format and may be submitted monthly at the option of the building official. Special inspection reports shall be subject to review and approval/disapproval by the building official for due cause. As the review of special inspection reports requires time to complete, in order to avoid delays in obtaining a Certificate of Occupancy, a FINAL REPORT shall be submitted to the registered design professional in responsible charge for review and approval and then to the City of Knoxville in a timely fashion.

Final Report
Special inspectors or inspection agencies shall submit a final signed report to the building department stating that all items requiring special inspection and testing by the Statement of Special Inspection were fulfilled and reported and, 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.) should be specifically itemized in this report. If the special inspector is a registered design professional, said professional shall seal, sign and date the final report. Before a Certificate of Occupancy is granted, the registered design professional in responsible charge shall sign the report, or a copy of the report as evidence of compliance with IBC 1704.2.4 before it is submitted to the building official for review and approval.
Report Contents

In progress reports and the final report, special inspectors should provide the following information as a minimum:

- **Job Address**--As it appears on the approved building permit.
- **Permit Number**--List all the permit number(s) for the work performed. There is sometimes more than one permit issued for large projects (i.e. foundation and superstructure under separate permits).
- **Name of Special Inspector**.
- **Location of Inspection**--For field inspections, pinpoint the exact 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 tests being utilized (where applicable).
- **Conformance Statement**--State whether the work requiring special inspections was either in conformance or not in conformance with these guidelines and the building official approved plans and specifications.
  - Identify and document any structural design changes approved by the Architect or Registered Design Professional.
  - 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 Building Official. All non-conforming items shall be fully identified on the reports.

Report Submission and Review

Third-party inspections shall not presume to give authority to violate or cancel the provisions of the building code or other ordinances of the jurisdiction. The City reserves the right to accept or reject third-party special inspections and reports for due cause. Special Inspection reports shall be submitted for review via email to the City of Knoxville, Chief Building Inspector James M. Tente at: jttente@knoxvilletn.gov.