



BUILDING DIVISION COMMERCIAL CONSTRUCTION SPECIAL INSPECTION AND STRUCTURAL OBSERVATION PROGRAM ADMINISTRATIVE GUIDELINES

Construction Utilizing this Program

This program is designed to administer the special inspections and structural observations for all new commercial, industrial, and multi-family construction including additions and alterations designed following the 2006 International Building Code with 2007 Oregon Amendments (2007 Oregon Structural Specialty Code). Inspections are based upon the materials used for construction and as outlined in the 2007 OSSC Section 1704. Structural observations are in accordance with OSSC Section 1709 and as determined by the engineer of record.

Types of Work Exempt from Special Inspection

Following the provisions of Section 1704 of the OSSC, the following work is exempt from the special inspection requirements:

- Work that is exempt from obtaining a permit as listed in OSSC Section 105.2.
- Work of a minor nature or as warranted by conditions in the jurisdiction and as approved by the City Building Official.
- Building components unless the design involves the practice of professional engineering or architecture as defined by applicable state statutes and regulations governing the professional registration and certification of engineers or architects.
- Occupancies in Group R-3 as applicable in OSSC Section 101.2 and occupancies in Group U that are accessory to a residential occupancy including, but not limited to, those listed in OSSC Section 312.1.

Requirements for Communicating the Project's Special Inspections

As a condition for permit issuance, a statement of special inspection and structural observation in accordance with OSSC Sections 106.1, 1704.1.1, 1705, and 1709 shall be prepared by the registered design professional in responsible charge. The project's special inspections shall be for work that falls within the categories specifically identified in OSSC Section 1704, and the structural observations shall be as indicated within OSSC Section 1709 or as designated by the engineer of record.

In accordance with OSSC 1705, the statement of special inspections shall identify the following:

- The materials, systems, components, and work required to have special inspection.
- The type and extent of each special inspection.
- For each type of special inspection presented, identification as to whether it will be a continuous or periodic inspection.
- The type and extent of each required test.
- For buildings in Categories III and IV, any additional requirements for special inspection or testing for seismic or wind resistance as specified in Sections 1705.3, 1705.4, 1707, and 1708 (See information provided below for additional requirements for Category III and IV buildings).

This program statement is required to be provided within the construction documents, and it is preferred that the statement be within the construction drawings for clear communication to the field. Please note the special inspection and structural observation program will be reviewed and administered from the statement provided; therefore, it is advantageous to the project for the statement to be complete and thorough as possible.

Submission of a Special Inspection Testing and Structural Observation Agreement

For a building permit to be issued, the owner or the owner's authorized agent shall complete and sign the *Special Inspection Testing and Structural Observation Agreement* acknowledging understanding and intent to comply with the requirements of the Special Inspection and Structural Observation Program as presented in the program statement prepared by the designer in responsible charge and per 2004 OSSC Chapter 17.

A project-specific *Special Inspection Testing and Structural Observation Agreement* will be prepared for your use by your plans examiner during the plans review process. Blank copies of the form may be obtained from the City's Building Division or from the City's Web site at <http://www.beavertonoregon.gov/departments/CDD/Building/permitsFees.aspx>.

Special Consideration for Structures in Building Categories III and IV

For structures in Building Categories III and IV (as determined by 2004 OSSC Table 1604.5) where additional special inspections, quality assurance plans, and observations apply, the inspection and observation programs and agreements shall be developed on a case-by-case basis determined by the structure and the type of work encompassed within the project. Please contact your plans examiner to arrange a pre-application meeting to develop the program's guidelines and protocol.

Final Inspection Reports

The final inspection and structural observation reports shall be submitted to the Building Division a **minimum of two days prior to requesting a final inspection** for the project. The final inspection will not be granted until the final reports have been deemed acceptable by the Building Division.

Approved Special Inspection Agencies

A special inspection agency may be chosen from any of the approved inspector lists accepted by the Building Division. The Building Division recognizes the agency lists published by the Oregon Building Officials Association (OBOA), the City of Corvallis, the Washington Association of Building Officials (WABO), and the City of Portland.

If the agency you desire to employ is not included within these approved lists, a written request shall be submitted to the Building Division. You must present to the Building Official for review the agency's qualifications and validation demonstrating competence in performing inspections for the type of construction in question.

Special inspectors shall comply with the specific duties and responsibilities presented in Sections II and V of the *OBOA Special Inspection Program*. The special inspector shall observe and document the work for conformance with the Building Division's approved plans and specifications. In accordance with OSSC Section 1704.1.2, the special inspector shall file reports, test results, noncompliance lists, and final inspection reports.

For questions concerning the duties and responsibilities of the special inspector or the inspector certification programs, please see the OBOA Web site at www.oboanline.org under the "Special Inspection Program" heading.