



The City of Fayetteville, Arkansas

**BUILDING SAFETY DIVISION**

# ***SPECIAL INSPECTIONS MANUAL***



***Chapter 17, Vol. II, Building  
2002 Arkansas Fire Prevention Code***

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# CHAPTER 1

## INTRODUCTION

Special inspections are defined as the periodic or continuous observation of work, including the performance of tests, in order to verify substantial conformance with the reviewed plans and specifications as required by the Arkansas Fire Prevention Code. Project plans and specifications shall be developed and sealed by the Architect and/or Structural Engineer of Record and reviewed by the Building Safety Division. Special inspections will be required as specified in Section 1704 of the 2002 Arkansas Fire Prevention Code (AFPC), this Special Inspection Manual, and the Building Official.

The purpose of this manual is to outline the Building Safety Division's Special Inspections' Program. This manual clarifies the work that requires special inspections and the procedure for inspecting and reporting the work. It defines the duties and responsibilities of the project Owner; Design Professional of Record; Individual Special Inspector or Special Inspection Agency; the Material Fabricator; and General Contractor.

The Special Inspections' Manual does not relieve any participant from the proper performance of work according to contracts, plans, specifications and applicable building and safety codes.

### **Background**

Over the past 30 years, structural integrity and the role of the Design Professional of Record have been topics of increasing controversy, and some confusion. As early as 1961 the Building Code mentioned "Special Inspection" but the scope was not clear. It was not until the late 1980's that some jurisdictions began enforcement.

Through the 1970's and 1980's, a number of major structural failures occurred throughout the United States. Some of the notable failures which resulted in personal tragedies and tremendous property damage costs are as follows:

1970 Commonwealth Avenue Building	4 killed, 20 injured
1971 Brockport Ice Arena	No casualties
1973 Bailey's Crossroads Building	14 killed
1976 Teton Dam	11 killed
1978 Hartford Coliseum	No casualties
1979 Kemper Arena	No casualties
1981 Cocoa Beach Building	11 killed, 23 injured
1981 Hyatt Regency Walkways	113 killed, 188 injured

These events focused national attention on the issue of structural integrity and in August of 1982, the U.S. House of Representatives, Committee on Science and Technology began an investigation. The resulting report, (U.S. Congressional House Report No. 98-621) "Report on Structural Failures in Public Facilities", released in 1984, indicated that the two most critical items out of 20 factors identified were:

1. A need for better communication/organization within the design and construction team.
2. More involvement in the construction phase by the Design Professional. The report urged that code organizations, "should make every effort to ensure that provisions are written into building codes...which make the on-site presence of the structural Engineer mandatory during the construction of structural components...."

Recent efforts by governmental agencies, the International Code Council (ICC) and professional associations have addressed this issue by attempting to clarify and enforce "Special Inspection" requirements. Many examples are available by searching the internet and several model policies, including this one, are on the City of Fayetteville web site: [www.accessfayetteville.org](http://www.accessfayetteville.org)

Any questions or correspondence regarding special inspections should be directed to:

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## CHAPTER 2

### REQUIRED SPECIAL INSPECTIONS

**SCOPE:** The requirement for special inspections outlined in this manual shall apply to the following buildings and/or building elements. These buildings and occupancies are required to be professionally designed by the Arkansas Fire Prevention Code, the Arkansas Architectural Act or the Arkansas Seismic Law.

**ALL:**

- **A, E OR I OCCUPANCY GROUPS**
- **BUILDINGS  $\geq$  3 STORIES**
- **BUILDINGS  $\geq$  5000 SF**
- **ADDITIONS  $\geq$  4000 SF**
- **HEIGHT INCREASES  $\geq$  1 STORY**

**Exceptions:**

- Work of a minor nature as approved by the building official.
- 1 & 2 Family Dwellings, Group R3 occupancies, or Group U occupancies accessory to a residential occupancy, unless the work is of an unusual or complex nature.

**NOTE:** Other exemptions are contained within the language of Chapter 17 and in the individual Chapters regulating the various types of construction. It is not uncommon for design professionals to require special inspections above the minimum requirements of the Building Code and are generally listed in the specifications for the project.

1. **EXCAVATION AND FILL**

**Excavation.** All excavation with slopes exceeding those permitted in IBC Section 3304.1.1.

**Fill.** All fill with slopes exceeding those permitted in IBC Section 3304.1.1; All fill greater than 1 foot in depth within the footprint of a structure and all fill as required by IBC Section 1704.7.

2. **SOILS AND FOUNDATION**

**Piling and Drilled Piers** as required by IBC Sections 1704.8 & .9.

**Spread footings and foundations.** All **except:**

- (a) Light frame buildings or structures of three stories or less in height involving only continuous or spread footings that meet the requirements of IBC Section 1704.4
- (b) Concrete foundation walls constructed in accordance with IBC Tables 1805.5

**Soils:** In addition to the foundations specified above, verification of soil conditions for structures with design soil bearing values in excess of 2000 pounds per square foot; where the structure bears on fill material; or as required by IBC Sections 1801.2 or 1704.7.

3. **EARTH RETAINING STRUCTURE**  
**Retaining structure for deep excavation.**  
Any slope retention system (permanent or temporary) for excavations over 12 feet deep.  
  
**Retaining walls.** Any retaining wall, which is:
  - (a) over 6 feet in height measured from grade on the low side of the wall; or,
  - (b) supporting surcharge or impounding flammable liquids.
4. **CONCRETE FRAME**  
All reinforced concrete, including pre-stressed concrete and post-tension slabs **except** as exempted by IBC Sections 1704.4 or Chapter 19.
5. **STEEL FRAME**  
All structural steel, including open web joists, bracing and stiffening members, and connections of high strength bolts or welds (structural, metal deck, shear stud, and metal stud) **except** as exempted by IBC Sections 1704.3 or Chapter 22.
6. **STRUCTURAL MASONRY**  
All structural masonry construction, **except** as exempted by IBC Section 1704.5.
7. **SPRAYED FIRE-RESISTANT MATERIALS AND INTUMESCENT PAINT**  
All spray-applied fire resistant materials and intumescent paint per IBC Section 1704.11.
8. **EXTERIOR INSULATION AND FINISH SYSTEM (EIFS)**  
All EIFS applications, **except** for applications over drainable systems; over masonry walls; or over concrete walls per IBC Section 1704.12.
9. **SMOKE CONTROL**  
All smoke control systems subject to the requirements of IBC Section 909 per IBC Section 1704.14.
10. **SEISMIC RESISTANCE**  
For Seismic Design Category of 'C' or higher, special inspections shall be provided, in addition to those specified herein, for portions of the seismic resistance systems in accordance with the requirements of IBC Section 1707 and additional requirements of Section 1705, 1708, and 1709.
11. **INSPECTION OF FABRICATORS**  
All fabrication of structural load-bearing members and assemblies, including wood trusses, metal buildings, pre-cast concrete, bar joists, and structural steel, shall have special inspections during fabrication **except** where the work is done on the premises of a certified plant which is approved by the building official to perform such work without special inspection per IBC Section 1704.2.
12. **WOOD CONSTRUCTION**  
Fabricated wood structural elements and assemblies of wood construction, such as wood trusses, shall be by an approved fabricator, or shall have special inspection monitoring. All fabrication and installation of high-load diaphragms using values from IBC Table 2306.3.2 shall have special inspection monitoring per IBC 1704.6.
13. **SPECIAL CASES**  
Special cases or construction that involves unusual hazards or conditions per IBC Section 1704.13.



## CHAPTER 3

### SUBMITTAL OF REQUIRED DOCUMENTS

#### Permit Application

At the time of submittal of application for a permit, the Architect or Engineer of Record shall complete and submit the **Statement of Special Inspections Form** (or similar) located in Appendix B. All special inspections required by the AFPC, or as otherwise recommended by the Architect and/or Engineer of Record, shall be identified on this form.

#### Special Inspections' Agency or Special Inspector

When special inspections are required, the project owner shall retain the services of a qualified special inspection agency or shall designate the Design Professional of Record to supervise individual special inspectors to inspect and test the work indicated. Under no circumstances shall these services be provided by an agency or individual retained or engaged by the general contractor or any of their subcontractors. No individual or agency under the direct employment of or affiliated with the contractor(s) is allowed to serve as the special inspector. A qualified special inspection agency or special inspector is one that has been approved by the Building Official as outlined in Chapters 4 and 5 (respectfully) of this manual.

Prior to the preconstruction meeting, the approved agency or special inspector shall submit the **Notice to Provide Special Inspections Form** (or similar) located in Appendix B to the Building Safety Division that:

1. States the project name and address.
2. Identifies the work for which they have formally been retained, by the project owner, to inspect and/or test.
3. Is signed and sealed by the professional Engineer or Architect registered in the State of Arkansas who is responsible for overseeing and reporting the work.

#### Fabricator Approval

Prior to the preconstruction meeting, the fabricator shall submit the **Fabricator Request for Approval** (or similar) located in Appendix B to the Building Safety Division.

#### Supplemental Plan Submissions and Modifications

If necessary, modifications to the required Special Inspections may be made with the consent and approval of the Building Official. The Special Inspector shall notify the Building Safety Division of all proposed changes and ensure that the approved modifications are made available on the job site.

Supplemental documents shall be submitted when a project's base building plans do not provide the special inspector with the details and/or information necessary to perform a proper inspection of the work. All drawings shall be reviewed and accepted by the Design Professional of Record and the Building Safety Division for compliance with design concepts and the AFPC. The contractor shall provide an additional set of documents to the job site for the special inspectors' use.

## Certificate of Occupancy

Upon completion of special inspections, the **Final Report of Special Inspections Form** (or similar) located in Appendix B will be submitted stating that the special inspections have been performed in accordance with the plans, shop drawings and specifications.

Upon completion of the fabrication, the **Fabricators Certificate of Compliance Form** (or similar) located in Appendix B will be submitted stating that the fabrication work was performed in accordance with the plans, shop drawings and specifications.

**A CERTIFICATE OF OCCUPANY CAN NOT BE ISSUED WITHOUT THESE DOCUMENTS**

## CHAPTER 4

### APPROVAL OF SPECIAL INSPECTIONS' AGENCIES

#### Qualifications

Any inspection/testing agencies retained to provide special inspections shall be approved by the Building Official. As a minimum, an acceptable special inspection agency shall have the following qualifications:

1. Be under the direct, full-time supervision of a professional Engineer or Architect registered in the State of Arkansas.
2. All inspection personnel and laboratory facilities must meet the requirements of ASTM specification E-329 and/or ASTM specification D-3740, as applicable.

#### Approval Review

Each agency seeking approval shall submit the **Special Inspection Agency Request for Approval** form (or similar) located in Appendix B of this manual to the Building Official. It shall include:

1. Description of the agency, including complete legal name, address and brief history.
2. The names and positions of the principal owners, officers and directors.
3. List of the proposed special inspection items the agency may wish to provide and the names of the personnel who are qualified to perform the inspection of those items.
4. A Certificate of Accreditation demonstrating compliance with ASTM E-329 and/or ASTM D-3740, as applicable.

After the information is submitted, it will be reviewed by the Building Official. Once approved, the agency will be placed on the Building Safety Division's Approved Special Inspections' Agency List.

If it is determined that an agency is negligent in the performance of the duties required in this manual, then that agency is subject to removal from the approved list.

The following are examples of negligent acts:

1. Failure to assign only trained, experienced approved special inspectors to projects.
2. Failure to complete an accurate report after each inspection is made.
3. Failure to submit timely and acceptable Special Inspections' Reports.
4. Failure to perform the necessary special inspections for conformance with the reviewed plans, specifications and shop drawings.
5. Become engaged in a conflict of interest.

## CHAPTER 5

### APPROVAL OF INDIVIDUAL SPECIAL INSPECTORS

Any individual that is not an employee of an approved Special Inspections Agency who is performing the inspection and/or testing of work requiring special inspections shall be approved by the Building Official. The Design Professional responsible for supervising the individual special inspector's work shall make submittals on the **Individual Special Inspector Request for Approval** form (or similar) located in Appendix B of this manual. Each form shall be accompanied by a resume showing dates of the applicants experience and a copy of all required certifications.

All new personnel must be evaluated, approved and listed by the Building Safety Division before being assigned to any project. An acceptance review of individual special inspectors will be conducted and the submitting Design Professional will be informed of the results. Special inspectors will be placed on the Building Safety Division's Approved Special Inspections' Agency List for the particular special inspection items for which they are qualified.

If it is determined that the special inspector is negligent in the performance of the duties required in this manual, then that person is subject to removal from the approved list.

The following are examples of negligent acts:

6. Failure to provide special inspection services to projects.
7. Failure to complete an accurate report after each inspection is made.
8. Failure to submit timely and acceptable Special Inspections' Reports.
9. Failure to perform the necessary special inspections for conformance with the reviewed plans, specifications and shop drawings.
10. Become engaged in a conflict of interest.

#### Qualifications

Special Inspectors shall meet the following minimum criteria of certification and/or documented experience. Work experience shall be related to the field for which the inspector is being qualified and may be obtained by working either for an inspection/testing agency or Engineering firm as a technician, inspector or Engineer.

Other experience and certifications may be approved by the Building Official.

Reinforced Concrete; IBC 1704.4, 1805; Shotcrete; IBC 1914.

- Current ICC Reinforced Concrete Certificate plus 1 year related experience or
- ACI Concrete Construction Inspector Certificate or
- ACI Concrete Construction Inspector in Training plus 1 year related experience
- Concrete field testing may be by an ACI Concrete Field Testing Technician- Grade 1 certification.

Pre-stressed Concrete; IBC Table 1704.4 Items 8 and 10.

- Current ICC Reinforced Concrete Certification, ICC Pre-stressed Concrete Certification and ACI Concrete Field Testing Technician - Grade I Certification plus one year related experience

Post-Tension Slab; IBC Section 1805.8.2.

- Current Post-Tensioning Institute (PTI) Level 2 Certification.

Welding; IBC Section 1704.3, 3.1, 3.2, Table 1704.3 (5), 1704.4 (2), 1707.2, and 2208.

- Current AWS Certified Welding Inspector, or
- Current Canadian Welding Bureau Certified Welding Inspector, or
- Current ICC Structural Steel and Welding Certificate plus one year of related experience, or
- Current NDT Level II or III

High Strength Bolting; IBC Section 1704.3.3 and Table 1704.3 Items 1 and 2.

- Current ICC Structural Steel & Welding certificate plus 1 year related experience

Structural Masonry; IBC 1704.5.

- Current ICC Structural Masonry certificate and one year related experience

Sprayed Fire-Resistant Materials or Intumescent Paint IBC Section 1704.11

- Current ICC Spray-Applied Fire Proofing Certificate

Piling and Drilled Piers; IBC Sections 1704.8, 1704.9, 1804.2.4 and 1807-11.

- Current NICET Level II certification in geotechnical Engineering technology/construction, or
- Arkansas State Registered Geologist or Engineer

Excavation and Filling; IBC Section 1704.7, 1803.4, 3304 and Appendix J.

- Current NICET Level II or IV or CT certification in geotechnical Engineering technology/construction, or
- Arkansas State Registered Geologist or Engineer

Verification of Soils; IBC Section 1804 and 1805.

- Current NICET Level II, III, IV or CT certification in geotechnical Engineering technology/construction, or
- Arkansas State Registered Geologist or Engineer

Modular Retaining Walls; IBC Section IBC Section 1610 and 1704.13

- Current NICET Level II certification in geotechnical Engineering technology/construction, or
- Arkansas State Registered Geologist or Engineer

Steel Frame Inspection; IBC Table 1704.3 Items 3 and 6)

- Current ICC Structural Steel & Welding Certificate plus one year of related experience, or

Inspection of Fabricators; IBC 1704.2

- Pre-cast: Current ICC Reinforced Concrete Certificate plus 1 year related experience or PCI Level II.
- Bar Joist: See Welding requirements.
- Metal Building: See High Strength Bolting requirements
- Structural Steel: See Welding requirements.

Pre-cast Concrete Erection; IBC Table 1704.4 Item 9.

- Certification as required for welding IBC Section 1704.3.1, or

Exterior Insulation and Finish System (EIFS), IBC Section 1704.12.

- Professional Engineer or Architect registered in the State of Arkansas

Wood Construction: IBC Section 1704.6

- Arkansas State Registered Architect or Engineer

Smoke Control; IBC Section 1704.14

- Engineer of Record, utilizing certified air balancers.

Seismic Resistance; IBC Section 1707, 1708, 1709.

- Professional Engineer registered in the State of Arkansas

Special Cases; IBC 1704.13

- Approval on a case-by-case basis.

## CHAPTER 6

### PRECONSTRUCTION MEETING

Prior to the beginning of construction, a preconstruction meeting shall be held for the purpose of reviewing the special inspection requirements for that project. Those required to attend the meeting are the owner or an individual acting as an agent for the owner; the general contractor or site supervisor; a representative of the Building Safety Division; and the Special Inspector or Agency representative. It shall be the permit applicant's responsibility to schedule the meeting with the Building Safety Division, and notify the appropriate parties.

Preconstruction meetings can be scheduled only after the Building Safety Division has received the **Statement of Special Inspections**; the **Notice to Provide Special Inspections**; and the **Fabricator Request for Approval**.

All information will be reviewed to verify that all parties have a clear understanding of the special inspection provisions in the Code and the individual duties and responsibilities of each party.

#### **Agenda:**

1. The Special Inspector will identify the specific special inspection requirements for that project.
2. Fabricator Certification and Approval will be verified.
3. Interim Reports requirements and frequency will be decided.
4. Job Site record keeping and daily Special Inspections Report requirements will be reviewed.
5. City Inspector requirements for the job will be discussed.
6. Final Report of Special Inspections; Fabricator Certificate of Compliance; and issuing of the Certificate of Occupancy will be reviewed.
7. Other business.

## CHAPTER 7

### PROCEDURAL REQUIREMENTS

1. The general contractor shall ensure that copies of the plans, specifications and shop drawings are provided to the special inspector prior to the start of the affected work.
2. It is the special inspector's responsibility to review the plans thoroughly and sufficiently in advance of construction to establish that adequate information is available to conduct the required inspections and tests. All errors and/or omissions in the reviewed plans that create any form of uncertainty or ambiguity shall be resolved through the Architect or Engineer of Record.
3. The contractor is responsible for notifying the special inspections' agency when the work is ready for inspection. Adequate notice shall be provided so that the special inspector has time to inspect the work prior to concealment. The contractor shall provide access to and means for safe and proper inspection of the work. It is the contractor's responsibility to verify that all work requiring special inspections is inspected and/or tested prior to concealment.
4. An approved special inspector shall perform inspections and/or tests of the work for conformance with the plans, specifications, shop drawings and applicable provisions of the Arkansas Fire Prevention Code.
5. If the construction documents are not available at the site, the special inspector may proceed with an inspection. It shall be documented on the applicable reports that the plans were not available for the inspection. It is the special inspector's responsibility to verify and report, at the first opportunity, whether the work inspected was in accordance with the construction documents. If the plans are not available at two consecutive inspection visits, the special inspector shall contact the Building Safety Division by phone immediately.
6. After each inspection, the special inspector shall give the contractor an inspection report on the **Daily Report** form (or similar) located in Appendix B. The form shall be completed and signed by an approved special inspector. Any non-conforming items shall be brought to the immediate attention of the general contractor and noted on the form.
7. The general contractor shall maintain a file (3- ring binder) for the special inspector's daily and interim reports. This file shall be located in a conspicuous place in the project trailer/office to allow review by Building Safety Division inspectors.

**NOTE: CITY INSPECTORS MUST APPROVE ALL WORK BEFORE IT IS COVERED.**

8. The Special Inspector shall submit interim reports to the Building Safety Division and Engineer and/or Architect of Record until all work requiring special inspections is complete. The frequency of these reports shall be determined at the pre-construction meeting. A report is required for each interim period in which special inspection activity occurs, and shall be submitted on the **Interim Special Inspections' Report** form (or similar) located in Appendix B.
9. When the work requiring special inspections is completed and all nonconforming items have been resolved, the Special Inspector shall submit the **Final Report of Special Inspections** (or similar) to the Building Safety Division and Engineer and/or Architect of Record. This form is located in Appendix B of this manual.



## CHAPTER 8

### **REINFORCED CONCRETE (PLACEMENT, TESTING, BOLTS, REINFORCING STEEL), PRE-STRESSED CONCRETE, POST-TENSION SLAB AND SHOTCRETE**

#### Placement of Reinforced Concrete; IBC Table 1704.4 (Items 6 and 7), 1905; Shotcrete, 1914.

A special inspector shall be on-site during the placement of reinforced concrete. The inspector shall provide a continuous inspection of the conveying, depositing, and consolidation of concrete, for conformance with the plans, specifications and Chapter 19 of the IBC. The special inspector shall observe placement procedures for evidence of segregation, possible cold joints, displacement of reinforcing or forms, and proper support of embedded items, anchor bolts, etc. When the point of deposit of concrete cannot be observed by the individual monitoring, the discharge from trucks or the batch plant, additional personnel shall be provided.

Concrete delivery tickets shall be checked to verify that the class of concrete ordered is being delivered and conforms to project plans, specifications and/or code requirements.

#### Testing of Reinforced Concrete; IBC Table 1704.4 (Item 5), Section 1905.6.

For each class of concrete placed each day, the special inspector shall obtain a sample for strength tests at the frequency stated in Section 1905.6.2 of the IBC or specifications. A strength test shall be the average of the strengths of two cylinders, made from the same sample of concrete, laboratory cured, and tested at 28 days. Additional cylinders shall be cast if any changes in the mix consistency are noted or when directed by the Architect or Engineer of Record.

Concrete test cylinders shall be cast, stored and tested in accordance with Chapter 19 of the IBC. If the strength test of cylinders falls below the specified value of  $f'_c$  by more than 500 psi, the special inspections agency shall notify the general contractor immediately so remedial action can be taken in accordance with Section 1905.6.5 of the IBC.

Slump, air-content, and temperature tests shall be conducted when strength specimens are made or at the option of the inspector as often as necessary for control checks. All other concrete testing shall be conducted as stated in the project specification and per ASTM Standards.

#### Bolts Installed in Concrete; IBC Table 1704.4 (Item 3) and Section 1912.

An inspection is required prior to and during the placement of concrete around bolts. The special inspector shall verify that the bolt size, location and embedment length are in conformance with the plans, specifications and shop drawings.

#### Placement of Reinforcing Steel; IBC Table 1704.4 (Item 1), 1907, 1914.4.

Prior to the closing of forms or the delivery of concrete to the job site, the special inspector shall verify that the reinforcing steel is in conformance with the plans, specifications and shop drawings and Chapter 19 of the IBC. The special inspector shall confirm that the reinforcing steel is of correct size and grade and ensure that the proper spacing, clearances, splice lengths and embedded items have been provided. All reinforcing steel shall be in place prior to the placement of concrete and be secured against displacement.

Pre-stressing Steel, Tendons; IBC Table 1704.4 (Items 8 and 10), Section 1906.2.2.3.

Prior to the placement of concrete, the special inspector shall verify that the pre-stressing steel has the proper chair heights, tendon profiles, clearances, and steel anchorage as detailed in the plans, specifications and shop drawings.

The special inspector shall be present during the entire stressing and grouting operation. The steel tendons shall be stressed, with a calibrated stressing ram, at the specified strength, using the procedure approved by the Engineer of Record. The special inspector shall calibrate or review current calibration data on the proposed stressing equipment and verify that the concrete meets the minimum required compressive strength prior to post-tensioning.

Post-Tension Slabs-on-Ground; IBC Table 1704.4, Section 1805.8.2

Slab-on-ground, mat or raft foundations on expansive soils shall be in accordance with WRI/CRSI Design of Slab-on-Ground Foundations or PTI Design and Construction of Post-Tensioned Slabs-On-Ground.

Shotcrete; IBC Section 1914

The special inspector shall verify compliance to IBC 1914, and to the design documents.

## **CHAPTER 9**

### **PRE-CAST CONCRETE (INSPECTION OF FABRICATOR, ERECTION OF PRE-CAST)**

Inspection of Fabricator; IBC 1704.2.

The following programs are currently approved by the Building Safety Division to provide certification of fabricators:

- International Accreditation Service, Inc. (IAS)
- Pre-cast/Pre-stressed Concrete Institute (PCI),
- Architectural Pre-cast Association (APA).

When pre-cast concrete is fabricated in a plant which is not certified by a nationally recognized organization, in-plant inspection is required as follows.

The special inspector shall provide in-plant inspections during the fabrication of pre-cast for compliance with the plans, specifications and shop drawings. Each pre-cast member shall be inspected for proper form dimension, reinforcing steel, pre-stressing tendons, embeds and lifting devices prior to concrete placement. It is the fabricator's responsibility to notify the special inspections' agency prior to concrete placement and to have the required plans on-site for the inspection.

The special inspector shall monitor the placement of concrete during casting and obtain samples for strength tests as required by project specifications. Concrete compressive strength results and stressing data shall be Recorded for each member and submitted with the Special Inspections' Report.

Erection of Pre-cast Concrete; IBC Table 1704.4 (Item 9).

Erected pre-cast concrete members shall be inspected for compliance with the erection drawings. The special inspector shall verify proper member location and that no cracking, chipping or marring has occurred during the shipment and erection. Any modifications or damage to pre-cast members shall be reported as a discrepancy and brought to the attention of the pre-cast design Engineer of Record and project Engineer or Architect of Record.

Pre-cast connections shall be inspected for conformance with the plans and pre-cast erection drawings. Connections, which deviate from the plans due to field modifications or misalignment, shall be reported as a discrepancy and addressed by the pre-cast design professional and Engineer or Architect of Record.

## CHAPTER 10

### SOILS, EXCAVATION, FILLING, DRILLED PIERS, PILING, RETAINING WALLS

Verification of Soils; IBC Section 1704.7 and Chapter 18

The sub-grade supporting the footings of buildings or structures shall be inspected immediately prior to the placement of reinforced concrete. The special inspector shall observe and test all footing excavations to verify conformance with plans and/or geotechnical Engineer's report. The foundation shall be of proper size and depth and free of any loose, deleterious or foreign material.

**Where unsuitable bearing conditions are observed, the geotechnical Engineer of Record and project Engineer of Record shall be notified immediately so that remedial procedures can be established.**

Excavation and Filling; IBC Sections 1704.7, 1803

When a project contains structural fill greater than one foot under the footprint of a future structure, a special inspector shall monitor the operations for conformance with the plans and geotechnical Engineer's report.

During the placement of engineered structural fill, the special inspector shall provide sufficient observation to verify that the preparation of the natural ground and placement of compacted fill is being performed in accordance with the geotechnical Engineer's recommendations. The special inspector shall monitor the placement of each lift of engineered structural fill supporting the foundation of any structure.

The special inspector shall monitor and test all fill to determine whether the type of material, moisture content and degree of compaction are within the recommended limits set forth by the geotechnical Engineer of Record. Where fill exceeding 5 feet in depth is to be placed on an existing slope in excess of 5:1, the special inspector shall verify that the existing slope is benched.

Drilled Piers and Piles; IBC Sections 1704.8-9, 1802.2.4 and 1807.11.

A special inspector shall be on-site during the construction of all piers, piles and pressure-injected footings. Work shall be in accordance with the drawings and as specified by the geotechnical Engineer of Record.

Earth Retaining Structures; IBC Section 1610, 1622.4.2, 1704.13, 1802, 1803, and 2304.11.7.

Any slope retention system designed to resist active earth pressure shall have special inspections. The special inspector shall perform the necessary inspections and tests to ensure the system is installed per the plans and specifications.

Earth retaining structures (modular, stacked stone, etc.) shall be installed in accordance with plans and specifications prepared by a registered design professional in accordance with the geotechnical exploration and results of the global stability analysis. For modular retaining walls, each lift of backfill and each grid shall be inspected. For concrete or shotcrete retaining wall systems, see Chapter 8 of this manual. After a temporary earth-retaining structure is installed, a biweekly inspection shall be made throughout the life of the project to verify the system is performing as intended and no changes have occurred.

## **CHAPTER 11**

### **STRUCTURAL STEEL (WELDING, HIGH STRENGTH BOLTING, STEEL FRAME) INSPECTION OF FABRICATOR, SPRAYED FIRE RESISTANT MATERIAL AND INTUMESCENT PAINT**

Field Welding of Structural Steel; IBC Section 1704.3, 2204.1.

Special inspections are required for the welding of structural members or connections for compliance with the plans, shop drawings, specifications and Chapter 22 of the IBC. The special inspector shall provide a continuous inspection of the structural welding unless the requirements of Table 1704.3 Item 5 and/or Section 1704.3 are satisfied, thus allowing periodic inspections. For periodic inspection, the special inspector shall check qualifications of welders at the start of work and then make final inspection of all welds for compliance prior to completion of welding.

The special inspector shall inspect the equipment, material and technique being employed and verify that the welding is performed by certified welders qualified in the procedure being used. A visual inspection of the completed work shall be made to ensure proper type, size, length and quality of the welds.

Field Bolting of Structural Steel; IBC Section 1704.3.3, 2204.2

Structural steel joints using A325 high-strength bolts, A490 heat-treated high-strength bolts or equivalent fasteners shall have special inspections. The special inspector shall monitor the prequalification, installation and tightening of bolted connections in accordance with the plans and Table 1704.3.

When bolted connections require full pretension, the special inspector shall pre-qualify the pre-tensioning method and verify that the specified procedure was used to achieve the design tension. A tension calibrator shall be provided, at the job site, to verify fastener assemblies, train installation crews, and calibrate wrenches (if calibrated wrench method is used).

Bolts in connections identified as not being slip critical nor subject to direct tension need not be inspected for bolt tension. The special inspector does not need to be present during the entire installation and tightening operation provided that the bolts are installed in properly aligned holes and tightened to the snug-tight condition. Bolts required to be tightened only to a snug-tight condition shall be clearly identified on the reviewed drawings.

Steel Frame Inspection; IBC Section 1704.3, Table 1704.3 (Items 3 and 6), Chapter 22.

The special inspector shall perform an inspection of the structural steel frame to verify compliance with the details shown on the plans and shop drawings, such as bracing, stiffening, member size and location, and proper application of joint details at each connection.

Inspection of Fabricator; IBC Section 1704.2.and Chapter 22.

The following organizations are approved by the Building Safety Division to certify steel fabricators:

- American Institute of Steel Construction (AISC),
- International Accreditation Service, Inc. (IAS)
- Canadian Welding Bureau (CWB),
- Steel Joist Institute (SJI).

Structural steel, bar joists and metal buildings fabricated on the premises of a facility/plant not certified by a nationally recognized organization shall have in-plant special inspections as follows.

The special inspector shall inspect the work, during fabrication, for compliance with the plans, shop drawings, specifications and Chapter 22 of the IBC. Each member shall be inspected and approved by the special inspector prior to shipment. It is the responsibility of the fabricator to notify the special inspections' agency and have the reviewed plans on-site for the inspection. The general contractor shall coordinate this inspection.

Spray-Applied Fire Resistant Materials; IBC Section 1704.11.

When spray-applied fire resistant materials are provided for the fire-resistive protection of structural steel members, special inspections are required for conformance to the manufacturer's instructions.

Surface conditions shall be inspected prior to the application per 1704.11.1. Minimum substrate ambient temperature shall be verified before and after application per 1704.11.2.

The special inspector shall inspect the fireproofing in accordance with IBC 1704.11, and the plans and specifications. The thickness and density of the fireproofing shall not be less than the requirements of the listing of the fire-resistive assembly. The cohesive/adhesive bond strength shall be tested for not less than 150 pounds per square foot.

Just prior to concealment, a complete visual inspection of the fireproofed members shall be conducted. The special inspector shall verify that the sprayed fire resistant material has no voids, spalls, and delamination or that no material has been scraped or knocked off during construction.

Intumescent Fire Resistive Coatings; IBC Section 1704.13

When intumescent fire resistive coatings are provided for fire-resistive protection of structural steel members, special inspections are required for conformance to the manufacturer's instructions and specifications. Inspection shall include examination of the substrates for compliance with the paint application requirements, and conditions affecting coating performance, in accordance with the product listing and the Association of Wall and Ceiling Industries (AWCI) International technical manual 12-B, "Standard Practice for the Inspection of Field Applied Thin-Film Intumescent Fire-Resistive Material". The coating thickness shall be verified in accordance with the product listing.

## CHAPTER 12

### STRUCTURAL MASONRY

The special inspector shall provide the inspection and testing of structural masonry for conformance with the plans, specifications and Section 1704.5 and 1708.1 of the IBC.

The special inspector shall provide a continuous inspection of the handling, storage, preparation and placement of all elements involved in structural masonry construction. During cold weather construction, the special inspector shall verify that the provisions of IBC Section 2104.3 are being observed.

Mortar and grout shall be properly mixed using the specified material proportions per the mix design. The method of measuring shall be such that the material proportions are controlled.

For empirically designed masonry, glass unit masonry, and masonry veneer in essential facilities, or engineered masonry in nonessential facilities the minimum special inspection program shall comply with IBC Table 1704.5.1.

For engineered masonry in essential facilities the minimum special inspection program shall comply with IBC Table 1704.5.3

## CHAPTER 13

### SEISMIC RESISTANCE

Buildings shall be designed in accordance with ACT 1100 of 1991: “Arkansas Seismic Law”. The special inspections for seismic resistance are in addition to those required in Section 1704. This special inspection is only required for structures in Seismic Design Categories C, D, E or F and only when required in Sections 1705, 1707, 1708 and 1709. The Engineer-of-Record shall identify the seismic-force-resisting systems and other designated seismic systems in the structure.

**Steel.** Continuous inspection of welding in accordance with Section 1707.2 and AWS D1.1 is required for steel and is the same as in Table 1704.3, Item 5.

**Structural wood.** Special inspections in accordance with Section 1707.3 to ensure continuity of load path within the seismic-force-resisting system. Particular care should be given to the nailing of diaphragms and shear walls. Also of particular importance is the connection of drag struts or collectors to the shear walls and the proper installation and tightening of hold-down bolts in shear walls.

**Exception:** Fastening of wood sheathing used for wood shear walls, shear panels and diaphragms where the fasteners spacing are more than 4” on center.

**Cold-formed steel framing.** Special inspections in accordance with Section 1707.4 to ensure continuity of load path within the seismic-force-resisting system.

**Storage racks and access floors.** Periodic inspections in accordance with Section 1707.5 required during the anchorage of access floors and storage racks 8’ or greater in height in Seismic Design Categories D, E or F.

**Architectural components.** Special inspection in accordance with Section 1707.6 of Architectural components in Seismic Design Categories D, E or F.

**Mechanical and electrical components.** Special inspection in accordance with Section 1707.7 for components that must function in post earthquake conditions such as emergency electrical systems or for anchorage of mechanical equipment, piping, and ducting using or caring flammable or hazardous material.

**Testing for seismic resistance.** Special inspection in accordance with Section 1708.2 for testing of seismic resistance.

## CHAPTER 14

### EXTERIOR INSULATION AND FINISH SYSTEMS (EIFS)

Special inspection for EIFS systems shall be based on manufacturer's installation instructions. Critical areas necessary for adequate EIFS performance are proper installation of waterproofing membrane and installation of flashings at windows, doors, joints, eaves, corners and penetrations [IBC Section 1704.12].

## CHAPTER 15

### SMOKE CONTROL SYSTEMS

Special Inspection of smoke-control systems [IBC Section 1704.14, Section 909.3].

Although this inspection is related to mechanical systems rather than structural or Architectural systems, it is required because the mechanical ductwork and signaling devices are likely to be concealed during the building construction and the ductwork must be leakage tested prior to concealment. The design submission accompanying the construction documents shall clearly detail procedures and methods to be used and the items subject to such inspections and tests.

Smoke control systems installed for the following purposes are subject to the requirements of IBC Section 909 and require special inspection:

- A covered mall building [IBC 402.9].
- An atrium [IBC 404.4].
- An underground building [IBC 405.5].
- A Group I-3 windowless building [IBC 408.8].
- A smoke-proof enclosure [IBC 403.13, 405.8.2, 1019.1.8, 909.20].
- A stage [IBC 410.3.7.2].
- Smoke-protected assembly seating [IBC 1024.6.2.1].

The special inspector shall verify compliance to the sections noted above and IBC 909, and to the design documents. The test scope shall be in accordance with IBC Section 1704.14.1:

- During erection of ductwork and prior to concealment for the purpose of leakage testing and Recording of device location.
- Prior to occupancy and after sufficient completion for the purposes of pressure difference testing, flow measurements and detection and control verification.

The special inspection agency for smoke control shall have expertise in fire-protection Engineering, mechanical Engineering and certification as air balancers [IBC Section 1704.14.2].

## **CHAPTER 16**

### **WOOD CONSTRUCTION**

#### Fabricated Wood Structural Elements and Assemblies; IBC 1704.6

Fabricated wood structural elements and assemblies of wood construction, such as wood trusses, shall be by an approved fabricator, or shall have special inspection monitoring [IBC 1704.6].

All fabrication and installation of high-load diaphragms using values from IBC Table 2306.3.2 shall have special inspection monitoring in accordance with IBC 1704.6.1.



## APPENDIX A STANDARD DEFINITIONS AND ABBREVIATIONS

### DEFINITIONS

**APPROVED.** Acceptable to the Building Official.

**APPROVED FABRICATOR.** An established and qualified person, firm or corporation approved by the Building Official pursuant to Chapter 17 of this code. See Chapter 2, item 11.

**APPROVED AGENCY.** An established and recognized agency regularly engaged in conducting tests or furnishing inspection services, when such agency has been approved.

**CERTIFICATE OF COMPLIANCE.** A certificate stating that materials and products meet specified standards or that work was done in compliance with approved construction documents.

**FABRICATED ITEM.** Structural, load bearing or lateral load-resisting assemblies consisting of materials assembled prior to installation in a building or structure, or subjected to operations such as heat treatment, thermal cutting, cold working or reforming after manufacture and prior to installation in a building or structure. Materials produced in accordance with standard specifications referenced by this code, such as rolled structural steel shapes, steel-reinforcing bars, masonry units and plywood sheets, shall not be considered "fabricated items."

**CERTIFICATE OF OCCUPANCY.** The document issued by the Building Official prior to a building or structure being used or occupied.

**SPECIAL INSPECTION.** Inspection as herein required of the materials, installation, fabrication, erection or placement of components and connections requiring special expertise to ensure compliance with approved construction documents and referenced standards (see IBC §1704).

**SPECIAL INSPECTIONS AGENCY/SPECIAL INSPECTOR.** Agency or individual special inspector retained by the owner and approved by the Building Official to perform special inspections as required by IBC Section 1704.

### ABBREVIATIONS

**IAS.** International Accreditation Service

**AISC.** American Institute of Steel

**EIFS.** Exterior Insulation & Finish System Construction

**ICC.** International Code Council.

**IBC.** International Building Code

**ASTM.** American Society for Testing and Materials

**PCI.** Pre-cast/Pre-stressed Concrete Institute.

**APA.** Architectural Pre-cast Association.

**SJI.** Steel Joist Institute.

**CWB.** Canadian Welding Bureau.

**AFPC.** Arkansas Fire Prevention Code, Vol. II, 2002; based on the 2000 IBC

**APPENDIX B**  
**SPECIAL INSPECTIONS FORMS**

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**STATEMENT OF SPECIAL INSPECTIONS**  
*By Engineer or Architect of Record*

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

Project Address: \_\_\_\_\_

These following items meet the requirements for Special Inspections per IBC Section 1704 of the Arkansas Fire Prevention Code.

- |  |  |
|--|--|
| <input type="checkbox"/> Placement of Reinforced Concrete                      | <input type="checkbox"/> Inspection of Pre-cast Fabricator         |
| <input type="checkbox"/> Placement of Shotcrete                                | <input type="checkbox"/> Erection of Pre-cast Concrete             |
| <input type="checkbox"/> Testing of Reinforced Concrete                        | <input type="checkbox"/> Structural Welding                        |
| <input type="checkbox"/> Placement Reinforcing Steel                           | <input type="checkbox"/> High Strength Bolting                     |
| <input type="checkbox"/> Pre-stressed Concrete                                 | <input type="checkbox"/> Steel Frame Inspection                    |
| <input type="checkbox"/> Bolt installed in Concrete                            | <input type="checkbox"/> Inspection of Structural Steel Fabricator |
| <input type="checkbox"/> Verification of Soils                                 | <input type="checkbox"/> Inspection of Metal Building Fabricator   |
| <input type="checkbox"/> Excavation and Filling                                |  |
| <input type="checkbox"/> Sprayed Fire Resistant Materials or Intumescent Paint |  |
| <input type="checkbox"/> Drilled Piers or Piles                                | <input type="checkbox"/> Structural Masonry                        |
| <input type="checkbox"/> Earth Retaining Structure                             | <input type="checkbox"/> EIFS Insulation/Finish System             |
| <input type="checkbox"/> Detention Basin                                       | <input type="checkbox"/> Smoke Control System                      |
| <input type="checkbox"/> Seismic Resistance                                    | <input type="checkbox"/> Wood Construction                         |

Other \_\_\_\_\_

**Architect of Record Name:**

\_\_\_\_\_ **Date** \_\_\_\_\_

**Engineer of Record Name:**

\_\_\_\_\_ **Date** \_\_\_\_\_

Submit To:  
Building Official  
City of Fayetteville  
113 W. Mountain St.  
Fayetteville, AR 72701



**NOTICE TO PROVIDE SPECIAL INSPECTIONS SERVICE**  
*By the professional Engineer or Architect who is responsible for supervising the work.*

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

Project Address: \_\_\_\_\_

Special Inspection Agency or Special Inspector Name:  
\_\_\_\_\_

This Agency or Special Inspector has been retained by the owner to perform the following special inspections:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Testing of Concrete       | <input type="checkbox"/> Detention Basin           | <input type="checkbox"/> Pre-cast           |
| <input type="checkbox"/> Placement of Concrete     | <input type="checkbox"/> High Strength Bolting     | <input type="checkbox"/> Structural Steel   |
| <input type="checkbox"/> Placement of Shotcrete    | <input type="checkbox"/> Structural Welding        | <input type="checkbox"/> Metal Building     |
| <input type="checkbox"/> Placement of Rebar        | <input type="checkbox"/> Steel Frame Inspection    | <input type="checkbox"/> Wood Construction  |
| <input type="checkbox"/> Pre-stressing Concrete    | <input type="checkbox"/> Structural Masonry        | <input type="checkbox"/> EIFS Inspection    |
| <input type="checkbox"/> Excavation and Filling    | <input type="checkbox"/> Erection of Pre-cast      | <input type="checkbox"/> Smoke Control      |
| <input type="checkbox"/> Piling, Drilled Piers,    | <input type="checkbox"/> Inspection of Fabricators | <input type="checkbox"/> Seismic Resistance |
| <input type="checkbox"/> Verification of Soils     | <input type="checkbox"/> Sprayed Fireproofing      |   |
| <input type="checkbox"/> Earth Retaining Structure | <input type="checkbox"/> Other _____               |   |

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

(Engineer or Architect who is responsible for supervising the Agency or Special Inspector's work)

Submit To:

Building Official  
City of Fayetteville  
113 W. Mountain St.  
Fayetteville, AR 72701



## FABRICATOR REQUEST FOR APPROVAL

*By an officer or principle of the Fabricator  
or by the professional Engineer or Architect who is responsible for supervising the work.*

Fabricator Name and Address:

Project Address: \_\_\_\_\_

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

Fabricators file or project number: \_\_\_\_\_

Products to be fabricated for this project:

Please attach a copy of current certification from a nationally recognized organization.

**OR** indicate the approved Special Inspector or Agency: \_\_\_\_\_  
that will be providing inspection and/or testing services at the fabrication facility in accordance with  
Section 1704 of the Arkansas Fire Prevention Code.

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

(Officer or principle of the Fabricator or the professional Engineer or Architect who is responsible for  
supervising the Special Inspector.)

Submit To:  
Building Official  
City of Fayetteville  
113 W. Mountain St.  
Fayetteville, AR 72701

cc: Engineer or Architect of Record  
General Contractor





**SPECIAL INSPECTION AGENCY REQUEST FOR APPROVAL**  
*By the professional Engineer or Architect who is responsible for supervising the agency.*

Agency Name & Address:

A brief history of the Agency:

Names and positions of the principal owners, officers and directors:

Names of the personnel who are qualified to perform special inspections:

Please attach a copy of a Certificate of Accreditation demonstrating compliance with ASTM E-329 and/or ASTM D-3740, as applicable.

Indicate the items the proposed special inspection items the agency is qualified to inspect:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Testing of Concrete    | <input type="checkbox"/> Detention Basin           | <input type="checkbox"/> Pre-cast                  |
| <input type="checkbox"/> Placement of Concrete  | <input type="checkbox"/> High Strength Bolting     | <input type="checkbox"/> Structural Steel          |
| <input type="checkbox"/> Placement of Shotcrete | <input type="checkbox"/> Structural Welding        | <input type="checkbox"/> Metal Building            |
| <input type="checkbox"/> Placement of Rebar     | <input type="checkbox"/> Steel Frame Inspection    | <input type="checkbox"/> Wood Construction         |
| <input type="checkbox"/> Pre-stressing Concrete | <input type="checkbox"/> Structural Masonry        | <input type="checkbox"/> EIFS Inspection           |
| <input type="checkbox"/> Excavation and Filling | <input type="checkbox"/> Erection of Pre-cast      | <input type="checkbox"/> Smoke Control             |
| <input type="checkbox"/> Piling, Drilled Piers, | <input type="checkbox"/> Inspection of Fabricators | <input type="checkbox"/> Seismic Resistance        |
| <input type="checkbox"/> Verification of Soils  | <input type="checkbox"/> Sprayed Fireproofing      | <input type="checkbox"/> Earth Retaining Structure |

Other \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Engineer or Architect who is responsible for supervising the Agency.)

Submit To:

Building Official  
City of Fayetteville  
113 W. Mountain St.  
Fayetteville, AR 72701



**INDIVIDUAL SPECIAL INSPECTOR REQUEST FOR APPROVAL**  
*By the professional Engineer or Architect who is responsible for supervising the work.*

Special Inspector Name:

---

Last                      First                      Middle  
 Special Inspector Signature:

---

(As it will appear on reports)

Please include a resume showing the special inspector's work experience and a copy of all certifications.

Indicate the items the individual is qualified to inspect (See Chapter 5) for the minimum requirements):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Testing of Concrete    | <input type="checkbox"/> Detention Basin           | <input type="checkbox"/> Precast                   |
| <input type="checkbox"/> Placement of Concrete  | <input type="checkbox"/> High Strength Bolting     | <input type="checkbox"/> Structural Steel          |
| <input type="checkbox"/> Placement of Shotcrete | <input type="checkbox"/> Structural Welding        | <input type="checkbox"/> Metal Building            |
| <input type="checkbox"/> Placement of Rebar     | <input type="checkbox"/> Steel Frame Inspection    | <input type="checkbox"/> Wood Construction         |
| <input type="checkbox"/> Prestressing Concrete  | <input type="checkbox"/> Structural Masonry        | <input type="checkbox"/> EIFS Inspection           |
| <input type="checkbox"/> Excavation and Filling | <input type="checkbox"/> Erection of Precast       | <input type="checkbox"/> Smoke Control             |
| <input type="checkbox"/> Piling, Drilled Piers, | <input type="checkbox"/> Inspection of Fabricators | <input type="checkbox"/> Seismic Resistance        |
| <input type="checkbox"/> Verification of Soils  | <input type="checkbox"/> Sprayed Fireproofing      | <input type="checkbox"/> Earth Retaining Structure |

Indicate the current certifications and/or professional licenses retained by the individual:

- |  |   |
|--|---|
| <input type="checkbox"/> ACI Concrete Field Testing Technician Level I |   |
| <input type="checkbox"/> ICC Reinforced Concrete                       | <input type="checkbox"/> CWB Certified Welding Inspector  |
| <input type="checkbox"/> ICC Prestressed Concrete                      | <input type="checkbox"/> ICC Structural Steel and Welding |
| <input type="checkbox"/> ICC Structural Masonry                        | <input type="checkbox"/> ICC Spray-Applied Fire Proofing  |
| <input type="checkbox"/> PTI Level I                                   | <input type="checkbox"/> PTI Level II                     |
| <input type="checkbox"/> NICET Level II                                | <input type="checkbox"/> AWS Certified Welding Inspector  |
| <input type="checkbox"/> NDT Level II                                  | <input type="checkbox"/> NDT Level III                    |
| <input type="checkbox"/> Professional Land Surveyor                    | <input type="checkbox"/> Professional Engineer            |
| <input type="checkbox"/> Registered Architect                          | <input type="checkbox"/> Registered Geologist             |

I hereby verify that in my judgment the individual is qualified to inspect and/or test the items indicated above.

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

(Engineer or Architect who is responsible for supervising the Special Inspector's work)

Submit To:

Building Official  
 City of Fayetteville  
 113 W. Mountain St.  
 Fayetteville, AR 72701



## SPECIAL INSPECTOR'S DAILY REPORT

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Indicate the items inspected and/or tested:

### REINFORCED CONCRETE

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Placement of Concrete       | <input type="checkbox"/> Placement of Shotcrete      | <input type="checkbox"/> Testing of Concrete    |
| <input type="checkbox"/> Reinforcing Steel Placement | <input type="checkbox"/> Bolts Installed in Concrete | <input type="checkbox"/> Pre-stressing Concrete |

### SOILS AND FOUNDATIONS

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Verification of Soils | <input type="checkbox"/> Excavation                | <input type="checkbox"/> Structural Fill |
| <input type="checkbox"/> Drilled Piers, Piles, | <input type="checkbox"/> Earth Retaining Structure |  |

### STRUCTURAL MASONRY

- Inspection of Rebar Placement/Grouting    Mortar and Grout Testing    Wall Prisms

### STRUCTURAL STEEL

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> High Strength Bolting | <input type="checkbox"/> Welding of Structural Steel  | <input type="checkbox"/> Metal Deck Welding     |
| <input type="checkbox"/> Shear Stud Welding    | <input type="checkbox"/> Welding of Reinforcing Steel | <input type="checkbox"/> Steel Frame Inspection |

### SPRAYED FIRE RESISTANT MATERIALS OR INTUMESCENT PAINT

- Placement Inspection    Density Tests    Thickness Tests

### PRE-CAST CONCRETE

- Inspection of Erected Panels    Welding of Panel Connections

### INSPECTION OF FABRICATORS

- Metal Building    Structural Steel    Wood Const.    Pre-cast Concrete

### SPECIAL:

- Smoke Control    EIFS    Seismic Resistance    Wood Construction

OTHER: \_\_\_\_\_

List locations of inspections/test made: \_\_\_\_\_

- Were there any discrepancies with the reviewed plans?    Yes    No  
Were there any changes to the reviewed plans?    Yes    No  
Were any previously listed items corrected or resolved?    Yes    No

If yes, describe:

Agency: \_\_\_\_\_

Inspector: (Print) \_\_\_\_\_ Signature: \_\_\_\_\_

Time Beginning Inspection: \_\_\_\_\_

Time Ending Inspection: \_\_\_\_\_

cc: Engineer or Architect of Record  
General Contractor

## INTERIM SPECIAL INSPECTIONS' REPORT

Project Address: \_\_\_\_\_

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

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

This report covers work done between \_\_\_\_\_ and \_\_\_\_\_

This is to verify that I or a qualified individual working under my direction has inspected and/or tested the following items in accordance with Section 1704 of the Arkansas Fire Prevention Code: (Check appropriate items)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Placement of Reinforced Concrete                      | <input type="checkbox"/> Placement of Shotcrete                  |  |
| <input type="checkbox"/> Testing of Reinforced Concrete                        | <input type="checkbox"/> Placement of Reinforcing Steel          |  |
| <input type="checkbox"/> Placement of Pre-stressing Steel                      | <input type="checkbox"/> Bolts Installed in Concrete             |  |
| <input type="checkbox"/> Verification of Soils                                 | <input type="checkbox"/> Excavation and Filling                  |  |
| <input type="checkbox"/> Drilled Piers and/or Piles,                           | <input type="checkbox"/> Earth-Retaining Structure               |  |
| <input type="checkbox"/> None - No Inspections Made                            | <input type="checkbox"/> Inspection of Pre-cast Fabricator       |  |
| <input type="checkbox"/> Erection of Pre-cast Concrete                         | <input type="checkbox"/> High Strength Bolting                   |  |
| <input type="checkbox"/> Structural Welding                                    | <input type="checkbox"/> Steel Frame Inspection                  |  |
| <input type="checkbox"/> Inspection of Structural Steel Fabricator             | <input type="checkbox"/> Inspection of Metal Building Fabricator |  |
| <input type="checkbox"/> Sprayed Fire Resistant Materials or Intumescent Paint |  |  |
| <input type="checkbox"/> Structural Masonry                                    | <input type="checkbox"/> Smoke Control                           | <input type="checkbox"/> Wood Construction |
| <input type="checkbox"/> Seismic Resistance                                    | <input type="checkbox"/> EFIS                                    |  |

Other: \_\_\_\_\_

Except where noted in the attached report, the work was found to be in substantial compliance with the plans, specifications, and applicable provisions of the Arkansas Fire Prevention Code.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Engineer or Architect who is responsible for supervising the Special Inspector's work)

Submit To:

Building Official  
City of Fayetteville  
113 W. Mountain St.  
Fayetteville, AR 72701

cc: Engineer or Architect of Record  
General Contractor



**FABRICATORS CERTIFICATION OF COMPLIANCE**

*By an officer or principle of the Fabricator  
or by the professional Engineer or Architect who is responsible for supervising the work.*

Fabricator Name and Address:

Project Address: \_\_\_\_\_

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

Fabricators file or project number: \_\_\_\_\_

The fabrication for this project is complete and, to the best of my knowledge, is in substantial compliance with the plans, specifications and applicable provisions of the Arkansas Fire Prevention Code.

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

(Officer or principle of the Fabricator or the professional Engineer or Architect who is responsible for supervising the Special Inspector.)

Submit To:

Building Official  
City of Fayetteville  
113 W. Mountain St.  
Fayetteville, AR 72701

cc: Engineer or Architect of Record  
General Contractor



## FINAL SPECIAL INSPECTIONS' REPORT

*By the professional Engineer or Architect who is responsible for supervising the work.*

Project Address: \_\_\_\_\_

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

Agency Name: \_\_\_\_\_

Special Inspector: \_\_\_\_\_

This is to verify that I or qualified individuals working under my direction have inspected and/or tested the following items in accordance with Section 1704 of the Arkansas Fire Prevention Code:

- |  |   |
|--|---|
| <input type="checkbox"/> Placement of Reinforced Concrete                      | <input type="checkbox"/> Placement of Shotcrete         |
| <input type="checkbox"/> Shop Inspection of Pre-cast Concrete                  | <input type="checkbox"/> Testing of Reinforced Concrete |
| <input type="checkbox"/> Erection of Pre-cast Concrete                         | <input type="checkbox"/> Placement of Reinforcing Steel |
| <input type="checkbox"/> Structural Welding                                    | <input type="checkbox"/> Pre-stressing Concrete         |
| <input type="checkbox"/> High Strength Bolting                                 | <input type="checkbox"/> Post Tension Slab              |
| <input type="checkbox"/> Steel Frame Inspection                                | <input type="checkbox"/> Bolts installed in Concrete    |
| <input type="checkbox"/> Shop Inspection Structural Steel                      | <input type="checkbox"/> Verification of Soils          |
| <input type="checkbox"/> Shop Inspection Metal Building                        | <input type="checkbox"/> Excavation and Filling         |
| <input type="checkbox"/> Sprayed Fire Resistant Materials or Intumescent Paint |   |
| <input type="checkbox"/> Drilled Piers and/or Piles                            | <input type="checkbox"/> Structural Masonry             |
| <input type="checkbox"/> Earth Retaining Structure                             | <input type="checkbox"/> Seismic Resistance             |
| <input type="checkbox"/> EIFS Insulation/Finish System                         | <input type="checkbox"/> Smoke Control                  |
| <input type="checkbox"/> Wood Construction                                     |   |

Other: \_\_\_\_\_

The work is complete and, to the best of my knowledge, is in substantial compliance with the plans, specifications and applicable provisions of the Arkansas Fire Prevention Code.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Engineer or Architect who is responsible for supervising the work.)

Submit To:

Building Official  
City of Fayetteville  
113 W. Mountain St.  
Fayetteville, AR 72701

cc: Engineer or Architect of Record  
General Contractor