



**City of Oceanside
Building Division
Policies and Procedures**

**Procedure PC-20
Statement of Special Inspections
2016 CBC**

PURPOSE

The purpose of this procedure is to specify how to remain in compliance with 2016 CBC Chapter 17, **Structural Tests and Inspections**, when special inspection is required on a project within the City of Oceanside.

POLICY

It is the policy of the Oceanside Building Division to require that, when special inspection is mandated, a Statement of Special Inspections be imprinted on the approved set of plans on either the title page or first page of the structural drawings. The Statement of Special Inspections (found on page 2 of this procedure) is to be completely filled out and signed prior to being imprinted into the project plans. The plan must be revised accordingly if the *Statement of Special Inspections* changes. This would be necessary if a change in special inspector(s) or special inspection agency occurs during the construction process.

BACKGROUND

If the registered design professional requires special inspection on a project, 2016 CBC Section 1704.3 and Section 1705 require the registered design professional to prepare a Statement of Special Inspections. The statement is to be approved by the Building Official **PRIOR** to the issuance of the building permit.

The Statement of Special Inspections must designate the portions of the work that require special inspection, the name or names of the individuals or firms who are to perform the special inspections, and indicate any additional duties of the special inspectors.

When structural observations are required by CBC Section 1704.6, the Statement of Special Inspections shall name the individuals or firms who are to perform structural observations and describe the stages of construction at which structural observations are to occur. Structural observations are to be performed by the registered design professional or a designated representative with prior approval by the Building Official.

PROCEDURE

A special inspector/ special inspection agency shall be chosen to perform special inspections on the project. The architect or engineer of record shall imprint onto the plans a completely filled out Statement of Special Inspections reflecting special inspections needed on project. Plan approval shall be contingent on approval of the imprinted *Statement of Special Inspections*. In all cases, the special inspection entities shall be selected **PRIOR** to permit issuance and commencing construction.

1. Special inspectors shall conform to, at a minimum, the guidelines contained in the City of Oceanside Procedures for Special Inspection.
2. The owner or the architect/engineer of record will be responsible for employing the special inspector(s) (contractors may not employ the special inspector unless they are also the owner of the property).
3. Special Inspectors shall check in with the city, present their credentials, and be approved at least 24 hours Prior to beginning work on the job site.
4. All forms relating to special inspection can be found at the City of Oceanside website: www.ci.oceanside.ca.us

**City of Oceanside
Building Division
Policies and Procedures**

**Procedure PC – 20
Statement of Special Inspections
2016 CBC**

G:\2017 handouts\2017 Special inspection\PC-20_Special-Inspection-Program_2016-CBC.docx

Revision Date: April 25, 2018

Approved _____

David Gans
David Gans, Chief Building Official

Approved _____

R. Steve Jones
R. Steve Jones, Assistant Building Official

STATEMENT OF SPECIAL INSPECTIONS (FORM PC-20)

I, as the engineer/architect of record, certify that I have prepared the following statement of special inspections as required by CBC Section 1705 for this construction project. I have informed the project owner of these requirements.

Job address: _____ Permit: _____

Signed: _____ Date: _____

Work Requiring Special Inspection:

<input type="checkbox"/> Reinforced Concrete	<input type="checkbox"/> Smoke Control
<input type="checkbox"/> Pre-Stressed/Post-Tensioned Concrete	<input type="checkbox"/> Wood Construction (specify below)
<input type="checkbox"/> Structural Masonry	<input type="checkbox"/> Mastic and Intumescent fire-resistant coatings <input type="checkbox"/> Spray-applied fire-proofing
<input type="checkbox"/> Structural Welding	<input type="checkbox"/> Exterior Insulation and Finish Systems (EIFS)
<input type="checkbox"/> High-Strength Bolting	<input type="checkbox"/> Storage Racks and Access Floors
<input type="checkbox"/> Soils	<input type="checkbox"/> Mechanical and Electrical Components
<input type="checkbox"/> Driven Piles	<input type="checkbox"/> Designated Seismic Systems Verification
<input type="checkbox"/> Pier Foundations	<input type="checkbox"/> Seismic Isolation Systems
<input type="checkbox"/> Structural Observations (see below)	<input type="checkbox"/> Other: _____

Person/Firm conducting Special Inspections:

Testing Laboratory:

Specific items not covered above:

Structural Observations: