



## NEWS RELEASE

April 4, 2005

### **Special Inspections: Advancing Basic Understanding and Implementation in NH**

As you are well aware, in August of 2002 the State of New Hampshire adopted the *2000 International Building Code (IBC 2000)* as the state building code. Chapter 17 of IBC 2000 provides “Structural Tests and Special Inspections” provisions for a quality assurance program intended to ensure the construction activities are performed in accordance with construction documents. While requirements for special inspections have been in building codes for years, the program has not been widely implemented within the state.

The Special Inspections Committee of Structural Engineers of New Hampshire (SENH) has prepared a *Special Inspection Questions & Answers* tri-fold to assist professionals, building officials and owners understand special inspections provisions. The tri-fold is posted on the web at [www.senh.org](http://www.senh.org) along with links to Council of American Structural Engineers (CASE) forms: *Statement of Special Inspections*, *Schedule of Special Inspection Services*, and *Final Report of Special Inspections* as well as numerous other professional organizations with valuable information.

The publication of the Q & A folder and the postings on SENH website are an effort to build on the dialogue that began in October of 2003 when SENH in association with AIA-NH presented a roundtable of design professionals and building officials. The roundtable reviewed IBC 2000 provisions for special inspection programs and discussed case studies with practicing engineers, architects, and building officials on successful execution of those provisions. If you were not able to attend this meeting and have questions regarding any of the information presented or you have suggestions for furthering this dialogue please do not hesitate to contact the SENH committee members below.

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## **STRUCTURAL TEST & SPECIAL INSPECTION REFERENCES AND RESOURCES**

- A. American Council of Engineering Companies (ACEC) Council of American Structural Engineers (CASE) Special Inspections Committee has posted valuable Special Inspections Documents on [www.acec.org/about/case-committees.cfm#si](http://www.acec.org/about/case-committees.cfm#si):

[Statement of Special Inspections](#) (.doc) CASE Form 101-2004

[Final Report of Special Inspections](#) (.doc) CASE Form 102-2001

[Contractor's Statement of Responsibility](#) (.doc) CASE Form 103-2004

[Fabricator's Certificate of Compliance](#) (.doc) CASE Form 104-2004

[National Practice Guidelines for Special Inspections](#) (.pdf) Third Edition

- B. *2000 International Building Code and Model Program for Special Inspections* which is a guideline to assist building officials in the administration and enforcement of special inspection code provisions. It contains a valuable description of special inspection requirements of the 2000 IBC and a simplified program for implementation. Suggested forms are included and may be easily adapted for specific uses. Available from International Conference of Building Officials, 5360 Workman Mill Road, Whittier, California 90601-2298, phone: 562-699-0541 web page: [www.icccsafe.org](http://www.icccsafe.org)

- C. *Guidelines for Structural Tests Inspections: For Compliance with the 6th Edition of the Massachusetts State Building Code* a copyrighted publication that was developed by Boston Association of Structural Engineers (BASE) to assist structural engineers, building officials, owners, and architects with the structural testing and inspection requirements of Section 1705 of the 6th Edition of the Massachusetts State Building Code is available at [www.b-ase.org](http://www.b-ase.org).

These requirements were adapted from Section 1705 of the 1993 BOCA National Building Code and are similar to IBC 2000, but with important differences. In Massachusetts, the Structural Engineer of Record (SER) establishes and directs a program of structural tests and inspections for each project, selects all the personnel who will be doing the testing and inspection, and is the only one reporting to the building official on the results of the program.

The guidelines provide to a general overview of the responsibilities associated with the SER, Building Official, Owner and Architect, along with a detailed Commentary of the Massachusetts State Building Code requirements for the various structural Test and Inspections. In addition there are recommended forms for a program of Structural Tests and Inspections, final report of Structural Tests and Inspections, standard construction specifications for Structural Tests and Inspections, and sample contracts plus some discussion on the qualification of Inspectors.

- D. *The Structural Engineers Guide to Special Inspections* 1<sup>st</sup> ed. Aug 1998 can be downloaded as a .pdf from the bookstore tab of the website for the Structural Engineers Association of Oregon (SEAO) at [www.seao.org](http://www.seao.org).

**Where do I go to get more information?**

Go to [www.senh.org](http://www.senh.org) for detailed information with links to forms and publications including:

- Statement of Special Inspections*
- with Schedule of Special Inspections*
- and Instructions for Preparation*
- Final Report of Special Inspections*



**Whom can I contact if I have questions?**

If you have questions regarding the establishment or the implementation of Special Inspections programs, contact members of the SENH Special Inspections Committee. The names and contact information are available at [www.senh.org](http://www.senh.org).

SENH is a not-for-profit NH based organization established to pursue common interests of practicing structural engineers and other sharing in the interest in the activities of structural engineers. Founded in 1993, the organization promotes among other things, the following interests.

- o To advance the technical practice of structural engineers through meetings, seminars, and educational programs.
- o To improve the professional, business and administrative practices of structural engineering firms and consultants.
- o To advance proper legislation affecting structural engineering practice.
- o To establish a network among members of the Association to communicate information of common interests to structural engineers.
- o To cultivate social contacts within its membership, and by closer association and better mutual understanding, discourage unethical and detrimental practice, and inspire a resolve to act collectively to benefit our profession.
- o To serve the public, to encourage the pursuit of excellence in our practice, and to maintain the honor and dignity of our profession.
- o To promote issues regarding public health, safety, and welfare.
- o To serve as a spokesperson to the public on matters of structural engineering.



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*Structural  
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*Serving New Hampshire*

**SPECIAL  
INSPECTION**

**Questions  
and  
Answers**

### **Why are Special Inspections required?**

The State of New Hampshire adopted the *International Building Code (IBC) 2000* as a statewide building code excluding one- and two-family dwellings. Chapter 17 of the IBC establishes requirements of Special Inspections, including the inspection of construction or fabrication work critical to the structural integrity by qualified inspectors. The process of Special Inspections establishes quality assurance requirements for primarily structural elements.

### **What is the objective of Special Inspections?**

The objective of the Special Inspection requirements are to enhance public safety through improved quality of construction by increasing the involvement of the Registered Design Professional (RDP) in the process.

### **When is Special Inspection required?**

Special Inspection is required for any project requiring a building permit except for:

- Minor work or as warranted by conditions in the jurisdiction when approved by the Building Official
- Construction not required to be designed by Registered Professional Engineer or Architect.
- Occupancies Group R-3 and in Group U that are accessory to a residential occupancy.
- Work performed by an approved fabricator.

### **Who is responsible for establishing the Special Inspection Program?**

The RDP, typically the Structural Engineer of Record (SER), establishes the Special Inspection Program, preparing a *Statement of Special Inspections* that is submitted with construction documents to the local Building Official as a condition of building permit.

### **What is the Statement of Special Inspections?**

The *Statement of Special Inspections* provides general project information and the individuals involved in the project. It also includes the *Schedule of Special Inspections*, which indicates the project related structural elements and their components requiring special inspection, designates the appropriate firms and/or individuals to perform special inspections, and outlines responsibilities of the Special Inspector including reporting requirements. The Special Inspection forms preferably should be shown on the contract drawings along with related specifications.

### **What is the role of the Building Official?**

The Building Official's role is to review Contract Documents and approve the *Statement of Special Inspections*, including the qualifications of Special Inspectors, before issuing a Building Permit, to arrange reporting requirements, and to require a *Final Report of Special Inspections* upon completion of construction.

### **How are Special Inspection Services different from typical Construction Administration Services?**

Special Inspection services are different from Construction Administration in their general scope and contractual arrangements. Special Inspection services are specific to key structural elements and materials in the structure, as indicated in the *IBC 2000*.

The RDP/SER has a responsibility to inform the Owner about code requirements for special inspections, when negotiating structural design contracts.

### **Who pays for the Special inspections?**

The Owner is responsible for contracting with and paying the Special Inspector and the Special Inspection Agents to perform the tasks outlined in the *Statement of Special Inspections* and *Schedule of Special Inspections*. The Owner or the RDP/SER acting as the

Owner's agent employs the Special Inspector.

### **What are the Special Inspector's responsibilities?**

Experienced with the particular type of construction and qualified to manage the Special Inspection Program, the Special Inspector is responsible for the oversight of Agents conducting inspection and testing; establishing procedures for timely performance of tests and inspections to document compliance with Contract Documents; reviewing Agent's reports and if deficiencies are reported confirm that corrective actions have been taken; preparing and distributing Interim Special Inspection Reports through out relevant construction; and preparing the *Final Report of Special Inspection* upon completion of relevant construction for submission to the Building Official.

### **Can the RDP/SER act as the Special Inspector?**

The RDP/SER is permitted, but not required by the IBC, to serve as the Special Inspector. It is generally accepted that the RDP/SER who is responsible for developing the structural design represented on the Contract Documents is the best suited professional to implement the quality assurance requirements for the structural elements critical to the integrity of the structure.

### **What if the Special Inspector is not the RDP/SER?**

If the RDP/SER is not the Special Inspector, the RDP/SER is responsible for reviewing Special Inspection interim reports and addressing issues raised. The RDP/SER continues to perform Construction Administration Services, including review of all testing agency reports, even if not acting as the Special Inspector.