

Date: 4/1/2024

City of Loveland Policy for Approval of 3rd Party Inspector(s)

RE: Expectations for approval and responsibilities - Special Inspections by 3rd Party must comply with sections 1703 and 1704 out of the 2021 IBC.

1. Approval of special inspection program- The building official is responsible for approving the special inspection program in the form of a statement of special inspections included in the construction documents submitted by the registered design professional in charge.
2. The registered design professional at the building application submittal shall provide all 3rd party special inspector(s) information.
3. Any Engineering Judgements shall be provided by the registered design professional to the building official for approval at the time of creation.
4. The building official reserves the right to observe special inspections in progress.
5. The contractor shall complete the "Contractor Statement of Responsibility" form.
6. The candidate(s) for 3rd party special inspector must submit the following to the building official for approval before inspections-
 - a. Qualified Experience
 - Written references
 - Evidence of compliance with recognized industry standards
 - b. Qualified Education
 - c. Certifications for work to be inspected.
 - d. Any additional perinate information

The Building Official reserves the right to require additional information to approve a 3rd party inspector if necessary.

The Building Official reserves the right to revoke 3rd party's approval if it's not in compliance with the IBC sections outlined in this document.

1703.1 Approved agency.

An approved agency shall provide all information as necessary for the building official to determine that the agency meets the applicable requirements specified in Sections 1703.1.1 through 1704.3.1.

1703.1.1 Independence.

An approved agency shall be objective, competent, and independent of the contractor responsible for inspecting the work. The agency shall disclose to the building official and the registered design professional responsible for possible conflicts of interest so that objectivity can be confirmed.

1703.1.2 Equipment.

An approved agency shall have adequate equipment to perform the required tests. The equipment shall be periodically calibrated.

1703.1.3 Personnel.

An approved agency shall employ experienced personnel who are educated in conducting, supervising, and evaluating tests and special inspections.

1703.2 Written approval.

Any material, appliance, equipment, system, or construction method meeting this code's requirements shall be approved in writing after satisfactory completion of the required tests and submission of necessary test reports.

1703.3 Record of approval.

For any material, appliance, equipment, system, or method of construction that has been approved, a record of such approval, including the conditions and limitations of the approval, shall be kept on file in the building official's office and shall be available for public review at appropriate times.

1703.4 Performance.

Specific information consisting of test reports conducted by an approved agency by the appropriate referenced standards or other such information as necessary shall be provided for the building official to determine that the product, material, or assembly meets the applicable code requirements.

1703.4.1 Research and investigation.

Sufficient technical data shall be submitted to the building official to substantiate the proposed use of any product, material, or assembly. If it is determined that the evidence submitted is satisfactory proof of performance for the use intended, the building official shall approve the use of the product, material, or assembly subject to the requirements of this code. The costs, reports, and investigations required under these provisions shall be paid by the owner or the owner's authorized agent.

1703.4.2 Research reports.

Supporting data, where necessary, to assist in approving products, materials, or assemblies not specifically provided for in this code shall consist of valid research reports from approved sources.

1703.5 Labeling.

Products, materials, or assemblies required to be labeled shall be labeled in accordance with the procedures outlined in Sections 1703.5.1 through 1703.5.4.

1703.5.1 Testing.

An approved agency shall test a representative sample of the product, material, or assembly labeled according to the relevant standards. The approved agency shall maintain a record of the tests performed. The record shall provide sufficient detail to verify compliance with the test standard.

1703.5.2 Inspection and identification.

The approved agency shall periodically perform an inspection, which shall be in-plant, if necessary, of the product or material to be labeled. The inspection shall verify that the labeled product, material, or assembly represents the product, material, or assembly tested.

1703.5.4 Method of labeling.

Information required to be permanently identified on the product, material, or assembly shall be acid etched, sand blasted, ceramic fired, laser etched, embossed, or of a type that, once applied, cannot be removed without being destroyed.

1704.2 Special inspections and tests.

Where an application is made to the building official for construction as specified in Section 105, the owner or the owner's authorized agent, other than the contractor, shall employ one or more approved agencies to provide special inspections and tests during construction on the types of work specified in Section 1705 and identify the approved agencies to the building official. These special inspections and tests are in addition to the inspections by the building official identified in Section 110.

Exceptions:

1. Special inspections and tests are not required for construction of a minor nature or as warranted by conditions in the jurisdiction as approved by the building official.
2. Unless otherwise required by the building official, special inspections and tests are not required for Group U occupancies that are accessory to a residential occupancy, including, but not limited to, those listed in Section 312.1.
3. Special inspections and tests are not required for portions of structures designed and constructed in accordance with the cold-formed steel light-frame construction provisions of Section 2211.1.2 or the conventional light-frame construction provisions of Section 2308.
4. The contractor is permitted to employ the approved agencies where the contractor is also the owner.

1704.2.1 Special inspector qualifications.

Before the start of the construction, the approved agencies shall provide written documentation to the building official demonstrating the competence and relevant experience or training of the special inspectors who will perform the special inspections and tests during construction. Experience or training shall be relevant where the documented experience or training is related in complexity to the same type of special inspection or testing activities for projects of similar complexity and material qualities. These qualifications are in addition to qualifications specified in other sections of this code.

The registered design professional in responsible charge and engineers of record involved in the project design are permitted to act as an approved agency, and their personnel are permitted to act as special inspectors for the work they designed, provided they qualify as special inspectors.

1704.3.1 Content of statement of special inspections.

The statement of special inspections shall identify the following:

1. The materials, systems, components, and work required special inspections or tests by the building official or the registered design professional responsible for each portion of the work.
2. The type and extent of each special inspection.
3. The type and extent of each test.
4. Additional requirements for special inspections or tests for seismic or wind resistance as specified in Sections 1705.12, 1705.13, and 1705.14.
5. For each type of special inspection, identify whether it will be continuous special inspection, periodic special inspection, or performed in accordance with the notation used in the referenced standard where the inspections are defined.



CONTRACTOR STATEMENT OF RESPONSIBILITY

Project: _____

Permit #: _____

Project Address:

3rd Party Inspector(s):

Description of system or component included in the statement of special inspections:

Procedure for exercising control:

Supervisor of quality control:

Name: _____ Job Title: _____

Qualifications:

Reporting Method: _____

Frequency of Reporting: _____

Who You Distributed the List to:

I hereby acknowledge that I have received and read the Statement of Special Inspections and Understand my responsibilities in maintaining control of the construction of those systems and elements listed in the statement. I acknowledge that control will be exercised to obtain conformance with the approved construction documents.

Signature: _____

Date: _____

Printed Name: _____

Position: _____