

## Appendix A

**HAMPTON ROADS AREA STATEMENT OF SPECIAL INSPECTIONS****PROJECT****PERMIT APPLICANT**


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**PRIMARY RDP OF RECORD****STRUCTURAL ENGINEER OF RECORD**


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This Statement of Special Inspections is submitted as a condition for permit issuance in accordance with the International Building Code (IBC) as stated in the Virginia Uniform Statewide Building Code (USBC). It includes a Schedule of Special Inspections applicable to this project as well as the name of the Special Inspector, and the identity of other testing laboratories or agencies intended to be retained for conducting these inspections or tests.

The Special Inspector shall keep records of all inspections, and shall furnish inspection reports to the Building Official, appropriate Registered Design Professional(s) (RDP(s)), Owner and Contractor. All discrepancies shall be brought to the immediate attention of the Contractor for correction. If the discrepancies are not corrected, the discrepancies shall be brought to the attention of the Building Official and appropriate RDP(s). Interim reports shall be submitted to the Building Official, Owner, Contractor, and the appropriate RDP(s) according to the *Hampton Roads Regional Special Inspection Guidelines and Procedures*.

Jobsite safety is solely the responsibility of the contractor. Materials and activities to be inspected are not to include the contractor's equipment and methods used to erect or install the materials listed. **All fees/costs related to the performance of Special Inspections shall be the responsibility of the Owner. Additionally, the undersigned (RDP or SER) are only acknowledging that the items enumerated on the Schedule of Special Inspections are consistent with the required design elements, the applicable sections of the Uniform Statewide Building Code, and their area of expertise.**

**REVIEW, AUTHORIZATION & ACCEPTANCE:****SCHEDULE OF SI PREPARED BY:****Permit Applicant (General Contractor):**

Signature / date:

Printed Name:

**Owner's Authorization:**

Signature / date:

Printed Name:

**Primary RDP of Record:(Review and Acceptance of Schedule)**

Signature / date:

Printed Name:

**SER of Record:(Review and Acceptance of Schedule)**

Signature / date:

Printed Name:

**Building Official's Acceptance:**

Signature / date:

Printed Name:

**Virginia RDP Seal of SSI Preparer**

Printed Name of the Preparer of the Schedule (on line above)

**Special Inspector:**

Signature / date:

Printed Name:

SI Company Name:

## SCHEDULE OF SPECIAL INSPECTIONS

MATERIAL/ACTIVITY	TYPE OF INSPECTION	APPLICABLE TO THIS PROJECT		
		Y/C/P/N	EXTENT/REFERENCE	AGENT
<b>GENERAL</b>				
Pre-construction conference	Meeting with parties listed in Section 9 of HRRSIGP to discuss Special Inspection procedures		Scheduled by SI with the Contractor prior to commencement of work; VCC 113.4	
<b>EARTHWORK</b>				
Site preparation (structure)	Field testing and inspection		Field Review; VCC 1705.6	
Fill material (structure)	Review submittals, field testing, and inspection		Field Review; VCC 1705.6	
Fill compaction (structure)	In-place density tests, lift thickness		Field Review; VCC 1705.6	
Excavation	Field inspection and verification of proper depth		Field Review; VCC 1705.6	
Foundation sub-grade (structure)	Field inspection of foundation subgrade prior to placement of concrete		Field Review; VCC 1705.6	
<b>DEEP FOUNDATION/HELICAL PILE FOUNDATION ELEMENTS</b>				
Materials	Review product, sizes, and lengths		Submittal and Field Review; VCC 112.2, 1705.7, 1705.8, 1705.9	
Test piles	Monitor driving of test piles		Field Review; VCC 1705.7, 1704.8 or 1704.9	
Installation	Monitor drilling, placement, plumbness, driving of piles, including recording installation torque, pressure, blows per foot, cut off, and tip elevation		Field Review; VCC 1705.7, 1705.8, 1705.9	
Load test	Monitor pile load test		Field Review; VCC 1705.7, 1704.8 or 1704.9	
<b>CONCRETE</b>				
Materials	Review product supplied versus certificates of compliance and mix design		Submittal & Field Review; ACI 318: Ch. 19, 26.4.3, 26.4.4; VCC 1705.3, 1903.2, 1908.2, 1908.4	
Installation of reinforcing steel, including welding, as well as prestress tendons, anchor bolts, and fiber-reinforcement	Field inspection of placement		Submittal and Field Review; ACI 318: Ch. 20, 25.2, 25.3, 26.5.1-26.5.3; AWS D1.4; VCC 1705.3, 1705.3.1, 1705.3.2, 1901.3, 1908.4	
Formwork installation	Field inspection		Field Review; ACI 318; VCC 1705.3	
Concreting operations and placement	Field inspection of placement/sampling		Field Review; ACI 318: 26.5.2, 26.12.3; ASTM C 172, C 31; VCC 1705.3, 1908.6, 1908.7, 1908.8, 1908.10	
Concrete curing	Field inspection of curing process		Field Review; ACI 318: 26.5.3, 26.5.4; VCC 1705.3, 1908.9	
Concrete strength	Evaluation of concrete strength		Laboratory Testing; ACI 318: 26.12; VCC 1705.3	

MATERIAL/ACTIVITY	TYPE OF INSPECTION	APPLICABLE TO THIS PROJECT			
		Y/C/P/N	EXTENT/REFERENCE	AGENT	COMPLETED
Application of forces for prestressed concrete	Field inspection		Field Review; ACI 318: 26.10.2 (c); VCC 1705.3		
Grouting of prestress tendons	Field inspection		Field Review; ACI 318: 19.4.1, 20.6.4, 26.13.3.2(b); VCC 1705.3		
<b>PRECAST CONCRETE</b>					
Verify fabrication/quality control procedures	In-plant inspection of fabrication/quality control procedures**		Submittal or Field Review; VCC 1704.4.2.5, 1705.3		
Erection and installation	Review submittals and as-built assemblies; Field inspection of in-place precast		Submittal and Field Review; ACI 318; VCC Table 1705.3		
<b>MASONRY (Level ____; Building Risk Category ____)</b>					
Materials	Review of products supplied versus certificate of compliance and material submitted		Submittal & Field Review; VCC 1705.4, 1709; TMS 402/602		
Strength	Testing/review of strength		Submittal & Field Review; VCC 1705.4, 2105; TMS 402/602		
Mortar and Grout	Inspection of proportioning and mixing. Placement of mortar only		Submittal & Field Review; VCC 1705.4; TMS 402/602		
Grout placement, including prestressing grout	Verification to ensure compliance		Field Review; VCC 1705.4; TMS 402/602		
Grout space	Verification to ensure compliance		Field Review; VCC 1705.4; TMS 402/602		
Mortar, grout, and prism specimens	Observe Preparation		Field Review; VCC 1705.4; TMS 402/602		
Reinforcement, prestressing tendons, and connections	Inspect condition, size, location, and spacing		Field Review; VCC 1705.4; TMS 402/602		
Welding of reinforcing bars	Inspection and testing of welds		Field Review; VCC 1705.3.1, 1705.4; TMS 402/602		
Prestressing force	Verify application and measurement		Field Review; VCC 1705.4; TMS 402/602		
Protection	Inspect procedures for protection during cold and hot weather		Field Review; VCC 1705.4; TMS 402/602		
Anchorage	Inspection of anchorages		Field Review; VCC 1705.4; TMS 402/602		
Masonry installation	Inspection of placement of masonry and joints		Field Review; VCC 1705.4; TMS 402/602		
<b>STRUCTURAL STEEL</b>					
Verify fabrication/quality control procedures	In-plant inspection of fabrication/quality control procedures** or submit Certificate of Compliance		Submittal or Field Review; VCC 113.5, 1704.2.5, 1704.2.5.1, 1705.2		
Bolts, nuts, and washers – materials	Material identification markings; Review of Certificate of Compliance		Submittal & Field Review; VCC 1705.2.1; AISC 360 Section A3.3		
Bolts, nuts, washers – installation	Inspection of in-place high-strength bolts, snug-tight joints, pre-tensioned and bearing type, and slip critical connections		Submittal & Field Review; VCC 1705.2.1, 2204.2; AISC 360 Section M2.5		
Structural steel – materials	Material identification markings and review of Certificate of Compliance		Submittal & Field Review; VCC 1705.2.1; ASTM A6, A568; AISC 360 Section A3.1		

MATERIAL/ACTIVITY	TYPE OF INSPECTION	APPLICABLE TO THIS PROJECT			
		Y/C/P/N	EXTENT/REFERENCE	AGENT	COMPLETED
Structural steel details – installation	Inspection of member locations, structural details for bracing, connections, and stiffening		Submittal & Field Review; VCC 1705.2.1; AISC 360		
Open-web steel joists and joist girders – installation	Inspection of end connections and bridging		Submittal & Field Review; VCC 1705.2.3; SJI-100		
Weld filler materials and welder certification	Review of identification markings, certificate of compliance, and welder certifications		Submittal & Field Review; AISC 360 A3.5		
Welds	Inspection and testing of welds		Field Review; VCC 1705.2, 2204.1; AWS D1.1, D1.3		
Cold-formed metal deck – materials	Review of identification marking manufacturer's certified test results		Submittal & Field Review; VCC 1705.2.2		
Cold-formed metal deck – installation	Review laps and welds		Submittal & Field Review; VCC 1705.2.2; AWS D1.3; SDI		
Cold-formed light frame construction – welds	Review welding operation		Field Review; VCC 1705.11, 1705.11.2, 1705.11.3		
Cold form light frame construction wind resistance – screws	Review screw attachment bolting, anchoring hold downs, bracing, diaphragms, struts		Field Review; VCC 1705.11, 1705.11.2, 1705.11.3		
Cold-formed steel trusses spanning 60' or greater	Inspection of temporary and permanent restraints/bracing		Submittal & Field Review; VCC 1705.2.4		
<b>WOOD</b>					
Verify fabrication/quality control procedures	In-plant inspection of fabrication/quality control procedures** or submit Certificate of Compliance		Submittal or Field Review; VCC 1704.2.5, 1704.2.5.1, 1705.5		
Metal plate connected wood/metal trusses spanning 60' or more	Review approved submittal and installation of restraint/bracing		Submittal & Field Review; VCC 1704.2.5, 1704.2.5.1, 1705.5, 1705.5.2		
Joist Hangers – Materials/Installation	Review manufacturer's material and test standards		Field Review; ASTM D 1761		
High-Load Diaphragms - Installation	Review submittal and as-built assemblies; Inspection of sheathing, framing size, nail and staple diameter and length, number of fastener lines, and fastener spacing		Submittal & Field Review; VCC 1705.5, 1705.5.1		
Wood Shear Walls – installation	Review nailing, bolting, anchoring, fastening, diaphragms, struts, braces, and hold downs when fasteners are $\leq 4"$ on center		Field Review; VCC 1705.11.1		

MATERIAL/ACTIVITY	TYPE OF INSPECTION	APPLICABLE TO THIS PROJECT		
		Y/C/P/N	EXTENT/REFERENCE	AGENT
<b>MAIN WIND FORCE RESISTING SYSTEM</b>				
Wind requirements	Review of the system components and installation for wood construction, cold-formed steel light frame construction, components, and cladding		Submittal & Field Review; VCC 1609.2, 1704.6.3, 1705.11	
<b>SEISMIC FORCE RESISTING SYSTEMS</b>				
Seismic requirements	Review of the designated seismic systems and seismic force resistance systems		Submittal & Field Review; VCC 1613, 1704.6.2, 1705.12, 1705.13; ASCE 7	
<b>SMOKE CONTROL</b>				
Special Inspection of smoke control systems	Leakage testing and recording of device location; pressure difference testing, flow measurement and detection, and control verification		Field Review; VCC 1705.18, 1705.18.1, 1705.18.2	
<b>SPRAYED FIRE RESISTIVE MATERIAL, FIRE RESISTANT PENETRATIONS; JOINTS, MASTIC AND INTUMESCENT FIRE RESISTANT COATING</b>				
Structural member surface conditions	Field review of surface conditions prior to application		AWCI 12-B; VCC 1705.14, 1705.14.1, 1705.14.2	
Application/thickness/density/bond strength	Field review of application operations, thickness, and density		ASTM E605; AWCI 12-B; VCC 1705.14.1, 1705.14.2, 1705.14.3, 1705.14.4, 1705.14.5, 1705.14.6	
Mastic & Intumescent Fire Resistant Coating	Field review of application operations and thickness		AWCI 12-B; VCC 1705.15	
<b>EXTERIOR INSULATION AND FINISH SYSTEMS (EIFS)</b>				
Application	Field Review of application/installation		ASTM E2570; VCC 1407.6, 1705.16	
<b>SPECIAL CASES</b>				
Retaining Walls	Field review of installation of pre-manufactured structural components, drainage, and compaction		Field Review; VCC 113.4, 1705.1.1	
MEP Sprinkler system hangers/supports	Field review of placement and anchorage		Field Review; VCC 903.3.1.1, 1705.1.1; NFPA 13: 9.2	
Alternative Materials and Systems	As requested by Building Official, review system and installation		VCC 112.2, 112.3, 113.4, 1705.1.1	
<b>INSPECTION AGENTS</b>	<b>FIRM</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>	
1. Special Inspector:				
2. Materials and Testing Laboratory:				
3. Special Inspector Smoke Control System:				
4. (Additional Agents)				

Note: \* The Qualifications of the Special Inspector and Testing Laboratories are subject to the Approval of the Building Official.

\*\* Inspection of quality control procedures required only if fabricator is not regularly inspected by an Approved independent inspection agency. [See Section 5](#).

\*\*\*For construction projects in seismic regions, the Schedule of Special Inspections shall be expanded to include Architectural, Mechanical, and Electric components, as well as Storage Racks and Isolation Systems. Items in VCC Section 1705.12

## FINAL REPORT OF SPECIAL INSPECTIONS

PROJECT

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PERMIT APPLICANT

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PRIMARY RDP OF RECORD

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STRUCTURAL ENGINEER OF RECORD

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To the best of my information, knowledge, and belief, the Special Inspections required for this project, and itemized in the Statement of Special Inspections submitted for permit, have been completed. Attached to this final report are the Certificates of Compliance for shop fabricated load bearing members and assemblies. (Include this statement only if applicable).

Interim reports submitted prior to this final report, and numbered \_\_\_\_\_ to \_\_\_\_\_, form a basis for, and are to be considered an integral part of this final report.

Respectfully submitted,

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Signature

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Date

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Type or Print Name **(Agent 1)**

Seal of SI

Upon completion of all Special Inspections and testing, the SI shall submit a Final Report of Special Inspections to Building Official for review and approval. The Building Official review and approval is required prior to final building inspection approval or issuance of a Certificate of Occupancy.

**Hampton Roads Regional Special Inspection Guidelines and Procedures**

**A/E SEAL ON DRAWINGS**

The following chart is for quick reference to determine whether § 54.1 - 402 of the Code of Virginia requires construction documents submitted to the local building department are to be prepared by an architect or engineer (A/E).

**CHART A - GENERAL DESIGN**

Construction documents for buildings or structures require A/E design as indicated below. Electrical installations and plumbing and mechanical systems are addressed separately in Charts B and C.

GROUP CLASSIFICATION	DESCRIPTION	FLOOR AREA IN SQUARE FEET		HEIGHT		
		Total net not exceeding 5,000	Total net exceeding 5,000, but not exceeding 15,000	Total net exceeding 15,000	Not exceeding three stories	Exceeding three stories
A	ASSEMBLY (all except churches)	YES	YES	YES	YES	YES
A-3	CHURCHES ONLY	Not if occupant load of 100 or less	YES	YES	Not if occupant load of 100 or less	YES
B	BUSINESS	-	YES	YES	-	YES
E	EDUCATIONAL	YES	YES	YES	YES	YES
F	FACTORY AND INDUSTRIAL	-	-	YES	-	YES
H	HIGH HAZARD	YES	YES	YES	YES	YES
I	INSTITUTIONAL	YES	YES	YES	YES	YES
M	MERCANTILE	-	YES	YES	-	YES
R-1	HOTELS, MOTELS, ETC.	YES	YES	YES	YES	YES
R-2, R-3, R-4, AND R-5	RESIDENTIAL HOUSING, ETC.	-	-	-	-	YES
S	STORAGE	-	-	YES	-	YES
U	UTILITY & MISCELLANEOUS	SEE NOTE 6				

Notes:

1. In accordance with § 54.1-410(A) of the Code of Virginia, officials of local building departments may require A/E design even if not required by state law.
2. Exempt construction documents must bear the name and address of the author and his or her occupation.
3. In accordance with § 54.1-402(B)(1) of the Code of Virginia, construction documents for any unique design of structural elements for floors, walls, roofs or foundations are required to have A/E design.
4. In accordance with § 54.1-402(A)(9) of the Code of Virginia, building or structures which are not otherwise exempted but which are of standard design are not required to have A/E design, provided they bear the certificate of a professional engineer or architect registered or licensed in another state, and provided that the design is adapted for the specific location and for conformity with local codes, ordinances, and regulations, and is so certified by a professional engineer or architect licensed in Virginia.
5. In accordance with § 54.1-402(A)(5) of the Code of Virginia, additions, remodeling or interior design without a change in occupancy or occupancy load and without modification to the structural system or a change in access or exit patterns or increase in fire hazard are not required to have A/E design.
6. Group U includes agricultural (farm) buildings and structures which are exempt from the Uniform Statewide Building Code (USBC). In addition, Group U retaining walls with less than three feet of unbalanced fill and fences do not require permits under the USBC. Other Group U structures such as bridges, towers, private garages, tanks, etc., may require A/E design at the discretion of the local building official.