

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 | COMPLETED |
| <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            | COMPLETED |
| <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,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
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.**

## 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 addresses 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:**

- 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.
- Exempt construction documents must bear the name and address of the author and his or her occupation.
- 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.
- 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.
- 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.
- 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.