

Hampton Roads Regional Special Inspection Guidelines and Procedures

Appendix A

HAMPTON ROADS AREA STATEMENT OF SPECIAL INSPECTIONS

PROJECT

PERMIT APPLICANT

PRIMARY RDP OF RECORD

STRUCTURAL ENGINEER OF RECORD

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

Permit Applicant (If not Owner):

Signature / date: _____

Printed Name: _____

Owner's Authorization (If other than Applicant):

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: _____

SCHEDULE OF SI PREPARED BY:

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: _____

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SCHEDULE OF SPECIAL INSPECTIONS

MATERIAL/ACTIVITY	TYPE OF INSPECTION	APPLICABLE TO THIS PROJECT			
		Y/C/P/N	EXTENT/REFERENCE	AGENT	COMPLETED
GENERAL					
Pre-construction conference	Meeting with parties listed in Section 6 of HRRSIGP to discuss Special Inspection procedures		Scheduled by SI with the Contractor prior to commencement of work		
EARTHWORK					
Site preparation (building)	Field testing and inspection		Field Review; IBC 1704.7		
Fill material (building)	Review submittals, field testing and inspection		Laboratory Testing; Field Review; IBC 1704.7		
Fill compaction (building)	In-place density tests		Laboratory Testing; Field Review; IBC 1704.7		
Foundation sub-grade	Field inspection of foundation subgrade prior to placement of concrete		Field Review; IBC 1704.7		
PILE/DRILLED PIER FOUNDATIONS					
Materials	Review product, sizes, and lengths		IBC 1704.8/Table 1704.8		
Test piles	Monitor driving of test piles		IBC 1704.8/Table 1704.8		
Pile/drilled pier installation	Monitor drilling, placement, driving of piles, including cut off and tip elevation		IBC 1704.8/Table 1704.8, Table 1704.9		
Pile load test	Monitor pile load test		IBC 1704.8/Table 1704.8		
CONCRETE					
Materials	Review product supplied versus certificates of compliance and mix design		Submittal & Field Review; IBC 1704.4.1; ACI 318: Ch. 4 and 5; IBC 1904.2.2, 1913.2, 1913.3		
Installation of reinforcing steel, including prestress tendons and anchor bolts as well as welding	Field inspection of placement		Field Review; ACI 318:3.5, 3.5.2 & Ch. 7; AWS D1.4; IBC 1704.4, 1911.5, 1913.4		
Formwork installation	Field inspection		Field Review; ACI 318: 6.1.1; IBC 1704.4		
Concreting operations and placement	Field inspection of placement/sampling		Field Review; ACI 318: 5.6, 5.8, 5.9-10; ASTM C 172, C 31; IBC 1704.4, 1913.6, 1913.7, 1913.8, 1913.10		
Concrete curing	Field inspection of curing process		Field Review; ACI 318: 5.11-13; IBC 1704.4, 1913.9		
Concrete strength	Evaluation of concrete strength		Laboratory Testing; ACI 318: 6.2; IBC 1704.4		
Application of forces for prestressed concrete	Field inspection		Field Review; ACI 318: 18.20		
Grouting of prestress tendons	Field inspection		Field Review; ACI 318: 18.18.4		
PRECAST CONCRETE					
Verify fabrication/quality control procedures	In-plant inspection of fabrication/quality control procedures**		IBC 1704.2		

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MATERIAL/ACTIVITY	TYPE OF INSPECTION	APPLICABLE TO THIS PROJECT			
		Y/C/P/N	EXTENT/REFERENCE	AGENT	COMPLETED
Erection and installation	Review submittals and as-built assemblies; Field inspection of in-place precast		ACI 318: Ch. 16		
MASONRY (Level ____; Based on Occupancy Category __)					
Materials	Review of products supplied versus certificate of compliance and material submitted		Submittal & Field Review; ACI 530.1; ASCE 6; TMS 602; IBC 1704.5, 1708		
Strength	Testing/review of strength		Laboratory Testing; Submittal & Field Review; ACI 530.1; ASCE 6; TMS 602; IBC 1704.5, 2105.2.2, 2105.3		
Mortar and Grout	Inspection of proportioning, mixing, and placement		Field Review; IBC 1704.5, ACI 530.1; ASCE 6; TMS 602		
Reinforcement, prestress, tendons, and connections	Inspect condition, size, location, and spacing		Field Review; IBC 1704.5; ACI 530.1; ASCE 5; ASCE 6; TMS 402, 602		
Protection	Inspect procedures for protection during cold and hot weather		Field Review; IBC 1704.5, 2104.3, 2104.4; ACI 530.1; ASCE 6; TMS 602		
Anchorage	Inspection of anchorages		Field Review; ACI 530.1; ASCE 5, ASCE 6; TMS 402; TMS 602; IBC 1704.5		
Masonry installation	Inspection of placement of masonry and joints		Field Review; ACI 530.1; ASCE 6; TMS 602; IBC 1704.5		
STRUCTURAL STEEL					
Verify fabrication/quality control procedures	In-plant inspection of fabrication/quality control procedures**		IBC 1704.2		
Bolts, nuts, and washers – materials	Material identification markings Review of certificate of compliance		Submittal & Field Review; IBC 1704.3; ASTM; AISC 360, Section A3.3		
Bolts, nuts, washers – installation	Inspection of in-place high-strength bolts, bearing type, and slip critical connections		Submittal & Field Review; IBC 1704.3.3, AISC 360 Section M2.5		
Structural steel – materials	Material identification markings and review of Certificate of Compliance		Submittal & Field Review; IBC 1704.3, 1708.4, ASTM A6, A568		
Structural steel details – installation	Inspection of member locations, structural details for bracing, connections, stiffening		Submittal & Field Review; IBC 1704.3.2		
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; IBC 1704.3.1; AWS D1.1, D1.3		
WOOD					
Verify fabrication/quality control procedures	In-plant inspection of fabrication/quality control procedures**		IBC 1704.2, 1704.6		

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MATERIAL/ACTIVITY	TYPE OF INSPECTION	APPLICABLE TO THIS PROJECT			
		Y/C/P/N	EXTENT/REFERENCE	AGENT	COMPLETED
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.		IBC 1704.1, 1704.6.1		
SPRAYED CEMENTITIOUS AND MINERAL FIBER FIRE RESISTIVE MATERIAL					
Structural member surface conditions	Field Review of surface conditions prior to application		AWCI 12-B; IBC 1704.10		
Application/thickness	Field review of application operations and thickness		AWCI 12-B; IBC 1704.10		
Mastic & Intumescent Fire Resistant Coating	Field review of application operations and thickness		Laboratory Testing; AWCI 12-B; IBC 1704.11		
EXTERIOR INSULATION AND FINISH SYSTEMS					
Application	Field Review of application/installation		IBC 1704.12		
SPECIAL CASES					
Alternative Materials and Systems	As requested by Building Official, review system and installation		IBC 1704.13		
MAIN WIND FORCE RESISTING SYSTEM					
Wind requirements	Review of the system components and installation		IBC 1609.1.2, 1705.4, 1705.4.1, 1705.4.2, 1709		
SEISMIC FORCE RESISTING SYSTEMS (Based on Seismic Design Category __)					
Seismic requirements	Review of the designated seismic systems and seismic force resistance systems		IBC 1613, 1705.3, 1705.3.1, 1707, 1708, 1709; ASCE 7		
SMOKE CONTROL					
Special Inspection of smoke control systems	Leakage testing and recording of device location, pressure difference testing, flow measurement and detection, and control verification		IBC 1704.14, 1704.14.1, 1704.14.2		
INSPECTION AGENTS	FIRM	ADDRESS		TELEPHONE	
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 (ASTM E329).

** Inspection of quality control procedures required only if fabricator is not regularly inspected by an independent inspection agency.

FINAL REPORT OF SPECIAL INSPECTIONS

PROJECT

PERMIT APPLICANT

PRIMARY RDP OF RECORD

STRUCTURAL ENGINEER OF RECORD

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.

The following discrepancies that were outstanding since the last interim report dated _____, have been corrected:

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 (**Special Inspector 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.

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Appendix B

A/E SEAL ON DRAWINGS

The purpose of these charts and notes is for quick reference to determine in accordance with § 54.1 - 402 of the Code of Virginia if an architect's or engineer's (A/E) seal is required on documents for proposed construction.

CHART A - GENERAL DESIGN

A proposed structure which is classified within any of the categories marked "Yes" requires an A/E seal on the documents. Separate requirements apply as to when the electrical, plumbing or mechanical systems in such structures require an A/E seal (see Charts B and C).

GROUP	BRIEF DESCRIPTION	AREA (SQ. FT.)			HEIGHT (STORIES)	
		5,000 OR LESS	5,001 TO 15,000	OVER 15,000	3 OR LESS	OVER 3
A ¹	ASSEMBLY	YES	YES	YES	YES	YES
B	BUSINESS	-	YES	YES	-	YES
E	SCHOOLS & DAY CARE CENTERS	YES	YES	YES	YES	YES
F	FACTORY & 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	HOTEL, MOTEL & DORMITORY	YES	YES	YES	YES	YES
R-2 ⁷	MULTI-FAMILY RESIDENTIAL	-	-	YES	-	YES
R-3	2 FAMILY ATTACHED	-	-	YES	-	YES
R-4	RESIDENTIAL ASSISTED LIVING	-	-	YES	-	YES
R-5	1 AND 2 FAMILY DWELLINGS	-	-	YES	-	YES
S	STORAGE (NON_FARM)	-	-	YES	-	YES
U	UTILITY & MISCELLANEOUS	-	-	YES	-	YES
ALL	INTERIOR DESIGN	SEE NOTE #4				

Notes: (Apply the following notes to all categories as applicable.)

- Churches are exempt if building does not exceed 5,000 square feet or three stories, and the occupant load does not exceed 100.
- A local building code official may require an A/E seal even if not required to do so by this chart.
- The law requires that, where an A/E seal is not present, the plans must be signed by the individual (not company) responsible for the design, including the individual's occupation and address.
- Additions, remodeling or interior design defined under § 54.1-400 of the Code of Virginia might not require an A/E seal. For construction, additions or remodeling resulting in a change in occupancy, occupancy load, modification to the structural system, change in access or egress or an increase in the fire hazard an A/E seal is required in accordance with § 54.1-400, although notes 1 and 2 still apply.
- Any unique design of structural elements for floors, walls, roofs or foundations requires an A/E seal, regardless of whether or not the remainder of the plans require such certification.
- Buildings, structures, or electrical and mechanical installations which are not otherwise exempted but which are of standard design, provided they bear the certification of a professional engineer or architect registered or licensed in another state, and provided that the design is adapted for the specific location and conformity with local codes, ordinances and regulations, and is so certified by a professional engineer or architect licensed in Virginia may not require an A/E seal.
- One exit and three stories or less Group R-2 buildings would normally be exempted from an A/E seal except where required by Note 2. Most all other three stories or less Group R-2 multi-family buildings are required by the building officials to have A/E seals for the construction documents.