

**CITY & COUNTY OF DENVER  
COMMUNITY PLANNING & DEVELOPMENT  
BUILDING PERMIT POLICY**

**Subject: Special Inspector Qualification**

**Approved: Michael Roach, P.E., Building Official**

**Number: IBC 1704**

**Effective Date: October 17, 2011**

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**Reference:** IBC Chapter 17, Section 1704

**General:** Special inspections required by IBC Chapter 17 shall be conducted by qualified persons working for an *approved agency*. The Building Official shall maintain a list of *approved agencies*.

**Scope:** This policy outlines the qualification requirements for agencies and special inspectors *approved* to conduct special inspections.

**Qualifications of an *approved* Special Inspection Agency (SIA):**

**Special inspections manager:** The SIA shall employ at all times a special inspections manager to supervise the special inspection operations of the agency. The special inspections manager shall possess appropriate education, certifications, and experience. The SIA is responsible to notify the Building Official within fourteen days of any changes in the designated special inspections manager. Failure to do so shall result in the immediate forfeiture of the agency's approval.

The SIA, through its special inspections manager, is responsible to the Building Official for:

- (1) Hiring and training of qualified inspectors
- (2) Supervision of inspectors
- (3) The filing of accurate and complete reports based upon actual inspection and testing results
- (4) In-house distribution and application of technical guidelines;
- (5) Supervising and documenting the internal audit and in-house training programs.
- (6) Issuance of a quality assurance manual

**Engineering inspections manager:** The approved SIA shall employ a Colorado *registered design professional* as an engineering inspections manager, who shall be in responsible charge and accountable to the Building Official for technical processes used to verify compliance with approved construction documents, the Denver Building Code and the applicable materials standards referenced in the Denver Building Code. Failure to do so shall result in the immediate forfeiture of agency's approval.

The SIA, through its engineering inspections manager, is responsible to the Building Official for:

- (1) Directing the operations of testing and inspections
- (2) Certifying the inspection and testing process for all projects which require inspections and testing are compliant with this policy
- (3) Supervision and review of projects to verify that inspections are performed pursuant to the approved construction documents, the Denver Building Code, and the applicable referenced materials standards in the Denver Building Code within the scope of the permit
- (4) Directing and reviewing the annual internal audit of SIA qualifications and in-house training programs for special inspectors.

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**Alternative Qualifications:** An agency, with current accreditation, by the International Accreditation Service (IAS) as a SIA for the type of construction or operation requiring special inspection shall qualify as an *approved agency*.

**Qualifications of an *approved* Special Inspector:**

A qualified individual must demonstrate competence as an inspector to the satisfaction of the Building Official, as defined in the table below.

<b>Qualification Table</b>	
<b>Particular Construction or Operation</b>	<b>Qualification Requirement For person acting as special inspector for the Particular Construction or Operation</b>
Exterior Insulation and Finish Systems (EIFS)	Certified by the EIFS manufacturer
Driven deep foundations, Cast-in-place deep foundations, Helical pile foundations, Vertical masonry foundation elements, and Soils	<p>Minimum Education: Graduation from High School or a High School Equivalency Certificate</p> <p>Experience: (5 points accumulative minimum required)</p> <p>1. is a <i>registered design professional</i> (5 points); or</p> <p>2. has been employed as an on-site supervisor of construction work in the category for which certification is requested within the last ten years. - (1.5) Points/Year; or</p> <p>3. has been employed as an apprentice and/or journeyman doing the category of work for which certification is requested within the last ten years. - (1.25) Points/Year, (.75) Points/Year for apprenticeship; or</p> <p>5. has been employed as a Laboratory Engineering /Field Technician by a recognized materials testing laboratory with a major portion of his/her work related to the category of work for which certification is requested within the last 10 years. - (1.25) Points/Year</p> <p>6. has been a Building Inspector with a recognized enforcing agency with a substantial portion of his/her inspection work performed in the category of work for which certification is requested within the last 10 years. - (1.25) Points/Year</p>

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<b>Qualification Table</b>	
<b>Particular Construction or Operation</b>	<b>Qualification Requirement For person acting as special inspector for the Particular Construction or Operation</b>
Inspection of reinforcing steel and post-tensioning steel placement, formwork inspection	ICC - Reinforced Concrete Special Inspector; or ACI Concrete Construction Special Inspector
Concrete placement, curing techniques and supervision of testing	ACI - Field Grade I; or ACI – Strength Testing; or ACI Lab I and II
Masonry construction techniques, grouting, reinforcing placement, supervision of specimen preparation	ICC - Masonry Special Inspector; or NCMA - Lab Tech
Post-tensioning force application and grouting	ICC – Prestressed Concrete Special Inspector; or PTI - Post-Tensioning Inspector I and II
Sprayed-on fireproofing	ICC - Spray-Applied Fireproofing Special Inspector
Wood construction	ICC – Commercial or Residential Building Inspector and two years of direct experience in engineered wood products or A minimum of five years of direct experience as a journeyman carpenter
Welding of structural steel or concrete/masonry reinforcing steel	AWS - Certified Weld Inspector; or ICC - Structural Welding Special Inspector
High-strength bolts	ICC - Structural Steel & Bolt Special Inspector

**Alternative Qualifications for Special Inspectors:** Special inspectors employed by an *approved agency* with current accreditation by the International Accreditation Service (IAS) as a SIA for the type of construction or operation requiring special inspection shall qualify as an *approved* Special Inspector.

**Duties and responsibilities of a Special Inspector and Special Inspection Agency:**

**General:** *Approved* special inspectors and *approved agencies* shall perform all duties imposed by IBC Chapter 17.

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The special inspector shall inspect the types of work identified in the statement of special inspections for conformance with the approved construction documents, the Denver Building Code and the applicable referenced materials standards in the Denver Building Code. The special inspector shall be familiar with the approved construction documents.

The special inspector shall write a non-compliance report when approved construction documents are not available for the special inspector's use at the time of the inspection. The special inspector shall immediately notify the contractor, the *registered design professional in responsible charge*, and shall immediately submit a copy of the non-compliance report directly to the Building Official.

Provide reports in accordance with the requirements of IBC 1704.1.2.

All reports produced by an IAS accredited agency must bear the IAS accreditation number.

Only *approved* special inspectors may perform special inspections.

An *approved* special inspector shall be employed by an approved SIA or a Colorado registered Architect or Engineer.

**Reports by Special Inspector:** The special inspector shall write report(s) and provide, as directed by the Building Official such other information as may be required within the scope of the special inspector's duties. The special inspector shall furnish inspection reports as required by the Denver Building Code and the applicable referenced materials standards in the Denver Building Code. The special inspector shall immediately notify the contractor in writing of non-conformance to the approved construction documents, the Denver Building Code or other violations of the applicable referenced materials standards in the Denver Building Code within the scope of their special inspection activities. Notification shall be within twenty-four hours.

All reports prepared by a special inspector shall be made available to the Building Official upon request.

**Final Report by Agency:** The special inspection agency shall submit a final report to the Building Official and the *registered design professional in responsible charge* stating whether all work requiring special inspection was inspected, reported, and found to be in compliance with the approved construction documents, the Denver Building Code and the applicable referenced materials standards in the Denver Building Code. Final reports shall not be submitted to the Building Official until all non-compliance circumstances have been cleared or exceptions taken have been documented as being acceptable to the *registered design professional in responsible charge*. Final reports shall catalog all inspection, testing, and related engineer-signed reports.

Final reports must be reviewed by and have an original signature and be stamped with the seal of a Colorado *registered design professional*. The stamp and original signature shall be on a cover letter that certifies the required special inspections were completed, or exceptions taken have been documented as being acceptable to the *registered design professional in responsible charge*.

**Conflict of Interest:** The *approved agency* and its inspection staff shall not be part of or have a financial or other interest in the construction, manufacture, representation, supply, installation or maintenance of the structures or components (including any fixtures or appliances) which they inspect, or in entities that supply similar competitive items or

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services. The *approved agency* and its staff shall not engage in any activities that may conflict with their independence of judgment and integrity. The *approved agency* must operate in a nondiscriminatory, transparent manner to allow full access to its services by interested parties.

<b>Legend</b>	<b>Organization</b>
ICC	International Code Council
ACI	American Concrete Institute
NCMA	National Concrete Masonry Association
AWS	American Welding Society
PTI	Post Tension Institute

**END OF DOCUMENT**