



**CITY OF CHASKA  
BUILDING INSPECTION DEPARTMENT  
SPECIAL INSPECTIONS AND TESTING**

PROJECT NAME: \_\_\_\_\_ Building Permit No.: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

I.B.C. Section 1704 requires that, in addition to the inspections required by Minnesota State Building Code Section 1300, the owner, engineer or architect of record acting as the owner's agent, shall employ one or more special inspectors who shall provide inspections during construction of certain types of work.

BEFORE A PERMIT CAN BE ISSUED, THE ENGINEER OR ARCHITECT OF RECORD SHALL COMPLETE THE SPECIAL INSPECTION AND TESTING SCHEDULE.

**DEFINITIONS:**

*Special Inspection:* Work requiring observation and judgment

*Testing:* Work analyzing materials in accordance with approved standards

**REQUIREMENTS:**

Special Inspections and Testing shall meet the minimum requirements of the State Building Code and the approved plans and specifications.

**RESPONSIBILITIES:**

**A. Special Inspector**

1. Observe the work assigned for conformance with the Building Department approved plans, specifications and applicable workmanship provisions of the I.B.C.
2. Submit inspection reports to the Building Official, the structural engineer of record and other designated persons in accordance with the Special Inspection Schedule.
3. Bring nonconforming items to the immediate attention of the contractor for correction, then, if uncorrected, to the engineer of record and to the Building Official.
4. Submit a final signed report stating whether the work requiring special inspection was, to the best of his/her knowledge, in conformance with the approved plans, specifications and the applicable workmanship provisions of the Code.

**B. Test Agent**

1. Test the work assigned for conformance with the Building Department approved plans and specifications.
2. Submit reports of the test results to the Building Official, the structural engineer of record and other designated persons in accordance with the Testing Schedule.

3. Bring nonconforming items to the immediate attention of the contractor for correction, then, if uncorrected, to the engineer of record and to the Building Official.
4. Submit a final signed report stating whether the work requiring testing was, to the best of his/her knowledge, in conformance with the approved plans and specifications.

#### **C. Contractor**

1. Post or make available the Special Inspection and Testing Schedule within its office at the job site. Also, provide adequate notification to those parties designated on the schedule so they may properly prepare for and schedule their work.
2. Provide the Special Inspector and Testing Agent access to the approved plans and specifications at the job site.
3. Retain at the job site all reports submitted by the Special Inspector and Testing Agent for review by the Building Department's inspector upon request.
4. Correct in a timely manner deficiencies identified in observation and testing reports.
5. Provide the Special Inspector and Testing Agent safe access to the work requiring observation or testing.

#### **D. Fabricator**

Submit a Certificate of Compliance to the Building Official and to the structural engineer of record that the work was performed in accordance with the approved plans and specifications.

#### **E. Building Department**

1. Approve all special inspectors. The Special Inspector shall be a qualified person who shall demonstrate his/her competence to the satisfaction of the Building Official, for inspection of the particular type of construction or operation requiring special inspection. The names of all prospective special inspectors and the work they intend to observe must be identified in the Special Inspection and Testing Schedule.
2. Approve all testing agents who perform work required by the State Building Code.
3. Approve the completed Special Inspection and Testing Schedule.
4. Monitor work requiring special inspection and testing including the reporting of the special inspector and testing agent.
5. Review reports and recommendations submitted by the special inspector and testing agent.
6. Review the "final signed report" submitted by the special inspector(s) and testing agent(s) as well as the "Certificate of Compliance" submitted by the fabricator(s). These documents must be accepted and approved by the Building Department prior to issuance of a Certificate of Occupancy.

## SPECIAL INSPECTION AND TESTING SCHEDULE

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

### REQUIRED SPECIAL INSPECTIONS:

Description of Work	Special Inspection		Testing		Frequency Insp./Test	Frequency Report
	Yes	No	Yes	No		
1. Concrete						
2. Bolts installed in concrete						
3. Ductile moment-resisting concrete frame						
4. Reinforcing steel and prestressing steel						
5. Welding						
6. High-strength bolting						
7. Structural Masonry						
8. Reinforced gypsum concrete						
9. Insulating concrete fill						
10. Spray applied fireproofing						
11. Piling, drilled piers and caissons						
12. Shotcrete						
13. Special grading, excavation and filling						
14. Smoke Control						
15. Special Cases						
16. Soils Testing						

## SPECIAL INSPECTION AND TESTING SCHEDULE

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

**APPROVED FABRICATORS:**

Description of work done on premises of fabricator	Frequency	Fabricator
1.		Company: _____ Name: _____ (individual responsible for signing Certificate of Compliance) Address: _____ _____ Phone: (____) _____ Registration #: _____
Description of work done on premises of fabricator	Frequency	Fabricator
2.		Company: _____ Name: _____ (individual responsible for signing Certificate of Compliance) Address: _____ _____ Phone: (____) _____ Registration #: _____
Description of work done on premises of fabricator	Frequency	Fabricator
3.		Company: _____ Name: _____ (individual responsible for signing Certificate of Compliance) Address: _____ _____ Phone: (____) _____ Registration #: _____

## SPECIAL INSPECTION AND TESTING SCHEDULE

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

### SPECIAL INSPECTORS:

#### 1. CONCRETE

Company: \_\_\_\_\_

Name: \_\_\_\_\_  
(individual responsible for signing reports)

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Registration Number: \_\_\_\_\_

#### 2. BOLTS INSTALLED IN CONCRETE

Company: \_\_\_\_\_

Name: \_\_\_\_\_  
(individual responsible for signing reports)

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Registration Number: \_\_\_\_\_

#### 3. DUCTILE MOMENT-RESISTING CONCRETE FRAME

Company: \_\_\_\_\_

Name: \_\_\_\_\_  
(individual responsible for signing reports)

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Registration Number: \_\_\_\_\_

#### 4. REINFORCING STEEL AND PRESTRESSING STEEL

Company: \_\_\_\_\_

Name: \_\_\_\_\_  
(individual responsible for signing reports)

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Registration Number: \_\_\_\_\_

#### 5. WELDING

Company: \_\_\_\_\_

Name: \_\_\_\_\_  
(individual responsible for signing reports)

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Registration Number: \_\_\_\_\_

6. HIGH-STRENGTH BOLTING

Company: \_\_\_\_\_  
Name: \_\_\_\_\_  
(individual responsible for signing reports)  
Address: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Registration Number: \_\_\_\_\_

7. STRUCTURAL MASONRY

Company: \_\_\_\_\_  
Name: \_\_\_\_\_  
(individual responsible for signing reports)  
Address: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Registration Number: \_\_\_\_\_

8. REINFORCED GYPSUM CONCRETE

Company: \_\_\_\_\_  
Name: \_\_\_\_\_  
(individual responsible for signing reports)  
Address: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Registration Number: \_\_\_\_\_

9. INSULATING CONCRETE FILL

Company: \_\_\_\_\_  
Name: \_\_\_\_\_  
(individual responsible for signing reports)  
Address: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Registration Number: \_\_\_\_\_

10. SPRAY APPLIED FIREPROOFING

Company: \_\_\_\_\_  
Name: \_\_\_\_\_  
(individual responsible for signing reports)  
Address: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Registration Number: \_\_\_\_\_

11. PILING, DRILLED AND CAISSONS

Company: \_\_\_\_\_  
Name: \_\_\_\_\_  
(individual responsible for signing reports)  
Address: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Registration Number: \_\_\_\_\_

12. SHOTCRETE

Company: \_\_\_\_\_

Name: \_\_\_\_\_  
(individual responsible for signing reports)

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Registration Number: \_\_\_\_\_

13. SPECIAL GRADING, EXCAVATION AND FILLING

Company: \_\_\_\_\_

Name: \_\_\_\_\_  
(individual responsible for signing reports)

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Registration Number: \_\_\_\_\_

14. SMOKE CONTROL

Company: \_\_\_\_\_

Name: \_\_\_\_\_  
(individual responsible for signing reports)

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Registration Number: \_\_\_\_\_

15. SPECIAL CASES

Company: \_\_\_\_\_

Name: \_\_\_\_\_  
(individual responsible for signing reports)

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Registration Number: \_\_\_\_\_

16. SOILS TESTING

Company: \_\_\_\_\_

Name: \_\_\_\_\_  
(individual responsible for signing reports)

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Registration Number: \_\_\_\_\_

## SPECIAL INSPECTION AND TESTING SCHEDULE

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

OWNER / CONTRACTOR / ARCHITECT / ENGINEER OF RECORD:

OWNER:

Firm: \_\_\_\_\_

Name: \_\_\_\_\_  
(individual responsible for project)

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Title: \_\_\_\_\_

CONTRACTOR:

Firm: \_\_\_\_\_

Name: \_\_\_\_\_  
(individual responsible for project)

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Title: \_\_\_\_\_

ARCHITECT:

Firm: \_\_\_\_\_

Name: \_\_\_\_\_  
(individual responsible for project)

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Title: \_\_\_\_\_

ENGINEER:

Firm: \_\_\_\_\_

Name: \_\_\_\_\_  
(individual responsible for project)

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Title: \_\_\_\_\_

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APPROVED: City of Chaska Building Inspections Department

1. Building Inspections: \_\_\_\_\_ Date: \_\_\_\_\_

2. Plan Review: \_\_\_\_\_ Date: \_\_\_\_\_