



## **BUILDING DIVISION COMMERCIAL SPECIAL INSPECTION AND STRUCTURAL OBSERVATION PROGRAM ADMINISTRATIVE GUIDELINES**

### **Construction Utilizing this Program**

This program is designed to administer the special inspections and structural observations for all new commercial, industrial, and multi-family construction including additions and alterations designed following the 2019 Oregon Structural Specialty Code (OSSC), based upon the 2018 International Building Code (IBC). Special inspections are based upon the materials used for construction and as outlined in OSSC Section 1705. Structural observations are in accordance with OSSC Section 1704.6.

### **Types of Work Exempt from Special Inspections and Tests**

Per OSSC Section 1704, the following is exempt from special inspections and tests:

- Work that is exempt from obtaining a permit as listed in OSSC Section 105.2.
- Construction of a minor nature or as warranted by conditions in the jurisdiction as approved by the building official.
- Group U occupancies that are accessory to a residential occupancy including, but not limited to, those listed in Section 312.1.
- Portions of structures designed and constructed in accordance with the cold-formed steel light-frame construction provisions of Section 2211.1.2 or the conventional light-frame construction provisions of Section 2308.

### **Requirements for Communicating the Project's Special Inspections**

As a condition for permit issuance, a statement of special inspections and structural observations in accordance with OSSC Sections 1704.3 and 1704.6 shall be prepared by the registered design professional in responsible charge or a qualified person approved by the building official. The project's special inspections shall be for work that falls within the categories specifically identified in OSSC Section 1705, and the structural observations shall be as indicated within OSSC Section 1704.6.

In accordance with OSSC 1704.3, the statement of special inspections shall identify the following:

- The materials, systems, components and work required to have special inspections or tests by the building official or by the registered design professional responsible for each portion of the work.
- The type and extent of each special inspection.
- The type and extent of each test.
- Additional requirements for special inspections or tests for seismic or wind resistance as specified in Sections 1705.11, 1705.12 and 1705.13.
- For each type of special inspection, identification as to whether it will be continuous special inspection, periodic special inspection or performed in accordance with the notation used in the referenced standard where the inspections are defined.

This program statement is required to be provided within the construction documents, and it is preferred that the statement be within the construction drawings for clear communication to the field. Please note the special inspection and structural observation program will be reviewed and administered from the statement provided; therefore, it is advantageous to the project for the statement to be complete and thorough as possible.

### **Submission of a Special Inspection and Structural Observation Agreement**

For a building permit to be issued, the owner or the owner's authorized agent shall complete and sign the *Building Division Commercial Special Inspection Agreement* acknowledging understanding and intent to comply with the requirements of the Special Inspection and Structural Observation Program as presented in the program statement prepared by the designer in responsible charge and per OSSC Chapter 17.

A project-specific agreement will be prepared for your use by your plans examiner during the plans review process. Blank copies of the form are available at: <https://www.tuolatin.gov/Commercial-Special-Inspection-Agreement-Form>.

### **Final Inspection Reports**

The final inspection and structural observation reports shall be submitted to the Building Division a **minimum of two days prior to requesting a final inspection** for the project. The final inspection will not be granted until the final reports have been deemed acceptable by the Building Division.

### **Approved Special Inspection Agencies**

A special inspection agency may be chosen from any of the approved inspector lists accepted by the Building Division. The Building Division recognizes the agency lists published by OBOA and the Washington Association of Building Officials (WABO).

If the agency you desire to employ is not included within the approved lists, a written request shall be submitted to the Building Division for review and approval by the Building Official. Include with this request qualifications and validations demonstrating the agency's or individual's competence to perform inspections for the types of construction in question.

Special inspectors shall comply with the specific duties and responsibilities presented in the *OBOA Special Inspection Program Document* at: <https://www.oregonbuildingofficials.com/assets/SIP-NEW-2017/SIP%20-%20Program%20Document%20-%20FINAL.pdf>. The special inspector shall observe and document the work for conformance with the Building Division's approved plans and specifications. In accordance with OSSC Section 1704.2.4, the special inspector shall file reports, test results, noncompliance lists, and final inspection reports.

For questions concerning the duties and responsibilities of the special inspector or the inspector certification programs, please see the OBOA website at: <https://www.oregonbuildingofficials.com/special-inspection-program-sip->