

POLICIES & PROCEDURES



**City of Wilsonville
Building Division**
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| SPECIAL INSPECTION PROGRAM | Adopted: October, 2018 |
| Number: BPP 108 | Last Reviewed: N/A |

Summary

Adopts guidelines and recommendations contained in the Oregon Building Official's Association Special Inspection Program (OBOA SIP) as standards for the administration of the City of Wilsonville Special Inspection Program. Outlines specific procedures for Wilsonville related to the administration of the OBOA SIP.

Background

The Building Division administers inspection services for projects as required by the Oregon Structural Specialty Code (OSSC) Chapter 17. In addition to the inspections required under this chapter, the owner is required to employ a special inspector as per the OSSC for work which is typically specialized and/or continuous in nature that is critical to the integrity of the building structure. This policy will serve to specify the requirements of the City's special inspection program and to outline specific procedures for administration of the program.

Discussion

The OSSC Chapter 17 indicates those types of construction activities which require special inspections. Additionally the OSSC specifies the duties and responsibilities of the special inspector and the responsibility of the Building Official to approve the special inspector. There are several areas, however, which are left vague in the code. For example, the required qualifications of the special inspector are not specified. Additionally, the criteria for approval of a testing lab are not specified. The OBOA Special Inspection Program (SIP) was developed to assist local jurisdictions in the implementation of a special inspection program. The SIP publication and appendices outlines the responsibilities of various parties involved in special inspections, discusses recommended procedures for special inspectors, discusses what items must be inspected, and recommends acceptable special inspector qualifications. The procedures outlined below are intended to supplement, but not conflict with, the above referenced code and OBOA SIP program.

Policy

The City of Wilsonville will administer a special inspection program as referenced in Chapter 17 of the OSSC and will utilize the guidelines and standards set forth in the OBOA SIP.

The Building Official has the authority to revoke a special inspector's approval in any category utilized in the City of Wilsonville if the special inspector is not performing to the standards set by OBOA or the City.

All approved special inspection agencies, testing labs, and approved fabricators shall be capable of transmitting the required reports in a timely manner and in electronic PDF format via e-mail. See procedure below for additional details on reporting and project management.

* Special disciplines not identified within the scope of the OBOA SIP will be reviewed for approval by the Building Official (or Building Inspector/Plans Examiner Lead Worker (BIPE-L)).

Procedure

The following procedures will be utilized to administer the City of Wilsonville Special Inspection Program:

1. During the plan review process the Plans Examiner will verify that the design professional has identified the work which will require special inspection as per the OSSC, and the construction documents.
2. If special inspections will be required, the Plans Examiner will provide the applicant with a Special Inspection and Testing Agreement Form. The applicant will choose a special inspection agency and, if applicable, an approved testing lab, specify the agency and lab on the form, and, in conjunction with the architect or engineer of record assigned to the project, designate those categories of special inspections that will be required. If periodic inspection is anticipated to be performed in lieu of continuous inspection, the architect or engineer of record shall submit an inspection program defining the duties of the special inspector as required in the OSSC. The applicant shall designate and identify the owner, general contractor, special inspection agency representative, and engineer or architect of record and submit the completed agreement/inspection program for review and approval by the Plans Examiner.
3. The Plans Examiner will verify that the form is appropriately completed and signed, that the work requiring special inspection is accurately identified, and that the proposed special inspection agency employs personnel who have been approved by the Building Official to provide special inspection services in the areas designated on the form and, if appropriate, is or has access to an approved testing lab. There may be special inspection agreements with more than one agency for a project. If so, a separate form shall be completed identifying the scope of inspection by each agency.

Personnel who are listed as special inspectors through the OBOA SIP are eligible to conduct special inspection in the City of Wilsonville. A current roster of approved special inspectors is maintained and located online at www.OregonBuildingOfficials.com on the OBOA Special Inspection Page.

When the Plans Examiner has completed verification of the agreement as outlined above, he/she will sign the form acknowledging the approval of this request.

4. The assigned Building Inspector will be responsible for monitoring the work of the special inspection agency and for receiving the required reports from the agency. The Building Inspector will ensure that special inspectors are present as required for continuous/periodic work and that the special inspectors are appropriately approved for all work which they are inspecting. Additionally, the Building Inspector shall assure that the appropriate jobsite log is established by the special inspection agency.
5. The following reports are required to be submitted to the City:

- a. Inspection Reports - An electronic inspection report in PDF format is required to be submitted via e-mail to both the Building Inspector assigned to the project, and the City's online mailbox which is ePermits@ci.wilsonville.or.us. These reports are required to be submitted on a regular basis as determined by the Building Inspector assigned to the job. The reports must be submitted in a timely manner (within 10 working days). These reports will specify, at a minimum, the following:
 - i. Inspections conducted and tests made with applicable locations;
 - ii. Any nonconforming items;
 - iii. Explanation of how nonconforming items were resolved;
 - iv. Changes authorized by the architect/engineer of record and approved by the Building Official if not included in nonconforming items.

- b. Discrepancy Reports - An electronic discrepancy report in PDF format is required to be submitted via e-mail to the Building Inspector assigned to the project, and the City's online mailbox which is ePermits@ci.wilsonville.or.us. These reports will indicate unresolved items, the parties notified, and the time and method of notification. These written reports must be presented to the Building Inspector as soon as completed. These reports shall also be posted on the jobsite. The special inspector is responsible for assuring that any discrepancies are resolved; however, the Building Inspector should verify that resolution of discrepancies is achieved in a timely manner.

- c. Final Report - Special Inspectors or inspection agencies must submit a final signed report to the Building Inspector assigned to the project, and to the Design Professional of Responsible Charge, and to the City's online mailbox which is ePermits@ci.wilsonville.or.us. The final report must state that all items requiring special inspection and testing were fulfilled and reported and, to the best of their knowledge, in conformance with the approved design drawings, specifications, approved change orders, and the applicable provisions of the Building Code. The report will also indicate how any outstanding discrepancies previously reported through discrepancy reports were resolved.

The Building Inspector is responsible for ensuring that the inspection reports are received in a timely manner. Any concerns of the Building Inspector related to the procedures, practices, or reports of the special inspection agency or of the use of approved personnel shall be immediately brought to the attention of the special inspection agency and the Building Official.

The Building Inspector shall keep an electronic special inspection file copy in a project folder in their Outlook mailbox until the project has final approval. The Building Inspector shall review each report, determine if it should be accepted and follow-up on any issues. The Building Inspector shall also review the Final Report and, when he/she determines it to be acceptable, stamp the report "approved" and sign the report. The Final Report approval shall be scanned to the appropriate case.

The Permit Technician team will be responsible for monitoring the ePermits Outlook mailbox. SIP reports that are received will be periodically moved to the "S" shared drive - S:\Building\UPLOAD. Once the file is moved it will be renamed to include the project address. Periodically a script will move these reports to the corresponding archival folder in the "S" drive - S:\Building\PLANS BY ADDRESS.

6. Prior to issuance of a Certificate of Occupancy, the final special inspection report must be reviewed and approved by the Building Inspector. This report will be archived and retained in the project file.
7. If “Structural Observation” was required for the project by the OSSC, structural engineer, or other design professional, a final structural observation report must be reviewed and approved by the Building Inspector prior to issuance of a Certificate of Occupancy. This report will be archived and retained in the project file.

Related Adopted Program References:

- OBOA Special Inspection Program:
<https://www.oregonbuildingofficials.com/special-inspection-program-sip->
- OBOA Program Document (2018 Implementation):
<https://www.oregonbuildingofficials.com/assets/SIP-NEW-2017/SIP%20-%20Program%20Document%20-%20FINAL.pdf>
- OBOA Program Appendices A-D (2018 Implementation):
<https://www.oregonbuildingofficials.com/assets/SIP-NEW-2017/OBOA%20SIP%20Appendices%20-%20FINAL.pdf>
- City of Wilsonville SIP Agreement Form:
https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/building/page/6301/y_special_inspection_agreement_201702141250358529.pdf