

HUMBOLDT COUNTY BUILDING DEPARTMENT SPECIAL INSPECTOR PROGRAM

Each company or individual requesting to be designated as a special inspector for specific projects will be required to submit the following:

1. Project Owner & Special Inspection Agreement
2. Provide a description of the special inspector's knowledge of the adopted code requirements; ie: certification, years of experience, education, training (provided documentation of certification, etc.).

General Requirements

Each special inspector shall be approved by the Building Official prior to performing any special inspector duties at any project.

This office may require special installations such complicated structural features to be inspected by a Nevada registered professional engineer with the appropriate licensed discipline.

If the Building Official determines that an approved special inspector is negligent in the performance of his assigned duties through a failure to be present to perform necessary inspections, failure to provide acceptable reports, or is engaged in a conflict of interest, or fails to conform to the requirements of the drawing and technical guidelines then the inspector shall be subject to removal by the Building Official.

The special inspector will be subject to periodic on site reviews by the Building Official. These may be random and unannounced.

Special inspectors may not be in the employ of the contractor, subcontractor or material supplier performing the work. In the case of an owner/contractor the special inspector shall be employed as specified by the Building Official.

The special inspector shall be responsible to immediately notify the Humboldt County Building Department of any structural failure or problem encountered on any inspection. If there is an immediate danger, which will lead to loss of property, injury or loss of life and the special inspector requires after hour notification of the emergency condition the inspector may call sheriff's dispatch at 623-6429.

Construction activity may be stopped by Humboldt County if recurring nonconforming inspections or defects of material or workmanship occurs on the project. Construction shall not resume until approved by the Building Official.

The special inspector will be required to resubmit qualification data for each project or if certifications have expired. The special inspector shall make arrangements to submit any updates or changes, which occur in their qualification data.

Equipment used by the inspector or testing personnel must to current industry standards

Duties of Special Inspector

The special inspector shall observe the work for conformance with the Humboldt County approved plans, plan review and revisions and supporting documentation. Other construction documents shall not be used as an aid to inspection.

The special inspection agency or special inspector shall bring nonconforming items to the immediate attention of the general contractor and not all such items in the daily report. If any item is not resolved in three (3) working days or is about to be incorporated in the work the special inspector shall immediately notify the Building Department by telephone, fax, or in person. The special inspector shall also notify the engineer or architect and post a noncompliance report in the project file. One copy shall be hand delivered to the contractor.

The special inspector is responsible to immediately notify the Humboldt County Building Department of any structural failure, collapse or condition that in the opinion of the special inspector may lead to structural failure.

The special inspector shall complete and sign a daily inspection report for any time spent on the project site. All supporting documentation shall also be signed by the special inspector. All inspection reports, testing results, and all project documents reviewed by the special inspector shall be placed in the project file and remain at the project for observation by the Humboldt County inspector until all special inspector activity for the project is completed to the satisfaction for the Building Official. Reports shall be written to the satisfaction of the Building Official.

All visual inspections shall be continuous unless approval is obtained from the Building Official for periodic special inspections.

Special Inspection Requirements, Exception and Responsibilities

Special inspections are determined by the design of the structure and the construction scheduling. All special inspections or required testing costs shall be the responsibility of the owner. Building permit fees and any other fees paid to the Building Department do not cover any special inspection or testing agency cost incurred by the owner or contractor. Types of work requiring special inspection and testing services shall be determined by the Building Official.

Owners and special inspectors are required to sign an agreement with the Building Official to provide special inspections for projects. Permits will not be issued until agreements for special inspection have been signed by the owner or their authorized agent and the special inspector.

The owner of the project requiring special inspection is required to obtain the services of an approved special inspection service or testing agency. The special inspection service or testing agency shall be designated by the owner as agent for the owner.

Testing or special inspection shall be performed by the person doing the work to an approved quality assurance manual and/or plan and to the adopted county codes.

It shall be the contractor or person doing the work responsibility and duty to notify the special inspector or testing agency that such work is ready for inspection. The Building Official requires every request for special inspection or testing to be filed at least one working day before such special inspection or testing is desired. Such requests may be in writing or by phone.

It shall be the duty of the person requesting any special inspector or testing to provide access to and means for safe and proper inspection of such work. Inspections may be denied if safe access is not provided at the job site.

The Building Official may arrange a conference with the project contractor, the design team, the special inspector, owner, and testing agency prior to any work commencing. The intent of such a conference is to identify and clarify all building department requirements for the project. The outlines for submitting all required reports shall be clarified prior to any work commencing on the project. The Building Official may perform annual evaluations of the work performance of the special inspector. The special inspection shall comply with the most current International Building Code requirements as adopted by Humboldt County.

Reports

Report forms shall include the following as a minimum guideline:

1. Project name, project address, permit number, date, report number, and inspector's name.
2. Allow as much line space as possible for comments.
3. Type of inspection
4. Drawing/plan number, page, and detail number
5. Contractor performing the work
6. Results of inspection (approval) or (disapproval)
7. Use the same report forms throughout project unless otherwise approved by the Building Official.
8. All spin-off documentation, such as resolution of non-conforming items or work, revised plans, testing, and/or inspection results shall be referenced in reports to ensure traceability back to the original report.
9. A final report shall be submitted to the Building Official stating whether all work inspected by the special inspector was found to be in compliance with approved plans, specifications, and all Humboldt County codes. Final reports shall not be submitted until all non-compliance items have been cleared or identified as being unresolved and accepted by the Building Official. All applicable documentation, testing, revised plans, engineer's reports, etc. shall be submitted along with final report. Final reports shall be signed by the company owner, or individual performing the inspections.

SPECIAL INSPECTION AGENCY, OWNER, AND SPECIAL INSPECTOR AGREEMENT

OWNER/COMPANY:

CONTRACTOR:

SPECIAL INSPECTOR COMPANY

SPECIAL INSPECTOR'S NAME:

PROJECT ADDRESS:

PROJECT:

SCOPE OF WORK (INSPECTIONS PERFORMED):

This is to acknowledge that I have read and agree to the requirements and terms of the Humboldt County Special Inspector Program and any special terms the Building Official may require.

Owner/Company Name
Print Name, Address & Telephone Number

Special Inspector Agency/Special Inspector
Print Name, Address & Telephone Number

Signature & Date

Signature & Date

Building Official Approval

Building Official

Date

*Attach Applicable Certifications