GOVERNMENT OF THE DISTRICT OF COLUMBIA

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

THIRD PARTY INSPECTION PROGRAM

2009

DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

PROCEDURE MANUAL

July 1, 2009
Rev. April 2010

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DEFINITIONS

Building Code: The current *International Building Code (IBC)* as amended by the current 12A DCMR (the "Construction Code Supplement").

Certification: The approval issued by DCRA to a Third Party Inspection Agency, following submission of an application which demonstrates compliance with the criteria and requirements set forth in District of Columbia statutes and regulations. Certification is a prerequisite to conducting Third Party Inspections in the District of Columbia.

Certification of Inspection Compliance: A report submitted by the Third Party Inspection Agency to the Code Official, within five (5) working days after a final inspection (normally, this is the final Building Code inspection) to assure that all work and all related code required inspections and testing on a project is complete and approved for use.

Chief Building Official (CBO): The Chief Building Official is the individual that is hired or has been appointed to the DCHR job description of that title and has the designated authorities of the District of Columbia Code Official.

Code Official:
The Code Official is the Director of the Department (12 DCMR §103.1) or his or her designee.

Construction Codes: Collectively, the *Building Code, Residential Code, Electrical Code, Fuel Gas Code, Mechanical Code, Plumbing Code, Property Maintenance Code, Fire Safety Code, Energy Conservation Code* and *Existing Building Code*, as defined in Sections 101.2 through 101.4.8 of Title 12A of the District of Columbia Municipal Regulations (DCMR).

Department or DCRA: The District of Columbia Department of Consumer and Regulatory Affairs.

General Contractor: A person who contracts on predetermined terms to provide labor and materials and to be responsible for the performance of a construction job in accordance with established specifications or plans. Also is licensed with the Department of Consumer and Regulatory Affairs as a General Contractor (as of October 1, 2009)

Homestart Act: The Homestart Regulatory Improvement Amendment Act of 2002, codified as D.C. Official Code, 2001 Ed. §6-1405.04 (a)

ICC Certification: Voluntary certifications issued by the International Code Council (ICC), a nonprofit organization established in 1994 that is dedicated to developing a single set of comprehensive and coordinated national model construction codes. ICC Certification is based on the results of one or more examinations administered by the ICC to establish proficiency in professional categories.

Inspection:

Final Inspection: The inspection that is the last inspection that verifies and certifies that all construction work is completed and inspected and approved and the building is ready to occupy. This Final Inspection authorizes the issuance of a Certificate of Occupancy once the Zoning and all other District of Columbia Agencies have approved the use of the premises.

Approved for Use Inspection: The Approved for Use Inspection shall apply to and replace all of the following construction codes "Final Inspections" terminology:

- International Building Code (IBC) – An Approved for Use inspection shall be made after all work required by the building permit is completed and prior to occupancy.

- International Residential Code (IRC) –An Approved for Use inspection shall be made after the permitted work is complete and prior to occupancy.

- International Mechanical Code (IMC) – An Approved for Use inspection shall be made upon completion of the mechanical system.

- International Fire Code (IFC) – An Approved for Use inspection shall be made after the permitted work is complete and prior to occupancy.

- International Plumbing Code (IPC) – An Approved for Use inspection shall be made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.

- International Fuel Gas Code (IFGC) – An approved for Use inspection shall be made upon completion of the installation.

- International Energy Conservation Code (IECC) - The building shall have an Approved for Use inspection and not be occupied until approved.

- International Existing Building Code (IEBC) - The Approved for Use inspection shall be made after all work required by the building permit is completed.

Inspection Certificate Report: A report completed by the Inspection Agency and submitted to the Code Official, which certifies each completed phase and type of inspection that is part of the scope of Third Party Inspections for the Project.

Inspection Deficiency Report: A list of non-complying items prepared by the Third Party Inspection Agency following a Third Party Inspection, which is submitted to the Code Official and the Permittee on a weekly basis.

Inspection Record Placard: A card posted or otherwise made available by the Permittee to allow the Professional-in-Charge to make entries regarding Third Party Inspections of the Project until final approval is granted by the Code Official.

Manufacturers Installation Requirements: Manufacturers installation requirements or manufactures installation specifications are for the purposes of this manual synonymous. (Many manufacturers provide "specifications" that include installation requirements.)

Manufacturers Specifications: Refer to Manufacturers Installation Requirements.

Master Electrician: A person who has established qualifications for licensure to the satisfaction of the Board of Industrial Trades pursuant to DC Code §47-2853.92 (c), and holds a valid license as a Master Electrician issued by DCRA's Occupational and Professional Licensing Administration.

Master Electrician Limited (Elevator/Escalator): A person who has established qualifications for licensure to the satisfaction of the Board of Industrial Trades pursuant to DC Code §47-2853.92 (b), and holds a valid license as a Master Electrician Limited (Elevator/Escalator) issued by DCRA's Occupational and Professional Licensing Administration.

Master Plumber: A person who has established qualifications for licensure to the satisfaction of the Board of Industrial Trades pursuant to DC Code §47-2853.122 (c), and holds a valid license as a Master Plumber issued by DCRA's Occupational and Professional Licensing Administration.

Model Program: The Model Program for Special Inspection: Based on IBC Chapter 17 published by the International Code Council in 2005 in order to provide a guideline to assist building officials in the administration and enforcement of special inspection code provisions.

Owner: The owner of the property on which the construction work is being performed pursuant to a construction permit.

Permittee: The person or entity who applied for and to whom construction permit(s) for the Project are issued.

Previously Approved Inspection Agency: An Inspection Agency which was approved by DCRA to conduct Third Party Inspections prior to the effective date of the Procedure Manual, as revised. The Previously Approved Inspection Agency will have a one-year transition period, from the effective date, during which period any Professional-in-Charge or Building Official affiliated with the Inspection Agency will be required to come into compliance with the qualification standards set forth in the Procedure Manual, provided that the Inspection Agency submits a new application that otherwise complies with the qualification requirements established in this Manual.

Procedure Manual: The document setting forth policies and procedures for the Third Party Inspection Program entitled "Third Party Inspection Program-Procedure Manual", as referenced in 12A DCMR §109.4.

Professional-in-Charge: An individual who meets the professional qualifications set forth in 12A DCMR §109.4 and the Procedure Manual to oversee and supervise field inspections in specific disciplines, who is affiliated with a Third Party Inspection Agency, and whose qualifications have been reviewed by DCRA in connection with its approval of the Inspection Agency.

Project: The totality of construction activity covered by specific construction permit(s) and which requires field inspections or special inspections pursuant to the Construction Codes.

Residential Code: The "*Residential Code,*" consists of the current *International Residential Code* as amended by the current 12B DCMR (the "Residential Code Supplement").

Special Building Officials: Those entities or persons who are approved by the Code Official in accordance with Section 109.3.9 of 12A DCMR, Chapter 17 of the International Building Code and the Procedure Manual, to conduct Special Inspections.

Special Inspections: Field inspections of certain types of construction, in accordance with Sections 106.3 and 109.3.9 of 12A DCMR, and Chapter 17 of the International Building Code, requiring specialized expertise, including: reinforced concrete; reinforced masonry; reinforced gypsum; welding; precast concrete; structural steel; engineered fill.

Third Party Inspection Agency or Inspection Agency: (a) a business entity registered or qualified to do business in the District of Columbia, or (b) a sole proprietor or individual, in either case which is approved by the Code Official to perform Third Party Inspections and who meets the ongoing requirements to maintain that approval. An Inspection Agency employs or contracts with one or more qualified "Professionals-in-Charge" and "Third Party Building Officials" in each field discipline for which the Inspection Agency is approved to conduct Third Party Inspections.

Third Party Inspection Program or Program: The policies and procedures adopted by DCRA to establish: (1) the minimum criteria to become an approved Third Party Inspection Agency; (2) the minimum criteria to maintain DCRA approval as a Third Party Inspection Agency; and (3) the process for scheduling and conduction of Third Party Inspections, and the submitting of Third Party Inspection Reports.

Third Party Inspection Reports: Written reports submitted by the Third Party Inspection Agency to the Code Official, including the Inspection Punch List, the Inspection Certificate Report and the Certification of Inspection Compliance.

Third Party Inspections: Field inspections of new construction, additions, alterations and repairs in the District of Columbia, pursuant to a building permit, which are performed by non-governmental persons or entities as authorized pursuant to the Homestart Regulatory Improvement Amendment Act of 2002, codified as D.C. Official Code, 2001 Ed. §6-1405.04 (a), and Title 12A of the District of Columbia Municipal Regulations (DCMR), §109.4., in order to certify that such work complies with the District of Columbia Construction Codes.

Third Party Building Official or Building Official: An individual who meets the professional qualifications set forth in 12A DCMR §109.4 and the Procedure Manual, and who is affiliated with a Third Party Inspection Agency.

Third Party Plans Reviewer: This term shall have the meaning provided in Section 105.3.1.1 of 12A DCMR.

SECTION I
THIRD PARTY INSPECTION PROGRAM

INTRODUCTION AND OVERVIEW

The Government of the District of Columbia, through its Department of Consumer and Regulatory Affairs (hereinafter known as the "Department" or "DCRA"), is responsible for the inspection and approval of all construction projects in the District of Columbia. Pursuant to provisions of the Homestart Regulatory Improvement Amendment Act of 2002, codified as D.C. Official Code, 2001 Ed. §6-1405.04 (a), and Title 12A of the District of Columbia Municipal Regulations (DCMR), §109.4, under certain conditions, non-governmental persons or entities, are authorized to perform field inspections of work performed pursuant to a building permit and to certify that such work complies with the District of Columbia Construction Codes ("Third Party Inspections").[1]

As discussed in greater detail below, a "Third Party Inspection Agency" (also referred to as "Inspection Agency") may be a corporate entity or partnership, registered or qualified to do business in the District of Columbia, or a sole proprietor or individual who qualifies to perform Third Party Inspections by obtaining DCRA approval and meeting the ongoing requirements to maintain that approval pursuant to District of Columbia statutes and regulations, and this Third-Party Inspection Program Procedure Manual (hereafter known as the "Procedure Manual"). Among the pertinent requirements, an Inspection Agency must employ or contract with one or more qualified "Professionals-in-Charge" and "Third Party Inspectors" (also referred to as "Inspectors") in each field discipline which the Inspection Agency proposes to inspect.

DCRA's "Third Party Inspection Program," (also referred to as the "Program"), in this Procedure Manual, consists collectively of: (1) those entities or persons approved as Third Party Inspection Agencies by DCRA pursuant to the application and qualification procedures set forth in the Homestart Act, 12A DCMR and this Procedure Manual; (2) those entities or persons approved as Special Inspectors pursuant to the procedures set forth in the 2005 "Model Program for Special Inspection" published by the International Code Council, which is incorporated by this reference; and (3) the qualification requirements, and administrative guidelines and procedures established and implemented by DCRA with respect to Third Party Inspection Agencies pursuant to the Homestart Act, 12A DCMR and this Procedure Manual.

Rules establishing the minimum requirements for Third Party Inspection Agencies, Professionals-in-Charge and Third Party Inspectors are set forth in Title 12A of the District of Columbia Municipal Regulations (DCMR), §109.4. In order to clarify the requirements and procedures for DCRA's Third Party Inspection Program, and to provide DCRA with the flexibility to update these requirements as necessary, DCRA hereby adopts this Third Party Inspection Program Procedure Manual, as authorized by Section 109.4 of 12A DCMR. Pursuant to Section 109.4 Applicants seeking to qualify as a Third Party Inspection Agency and authorized Inspection Agencies must comply with the qualification requirements and procedures set forth in the most current edition of the Third Party Inspection Program-Procedure Manual. *See* 12A DCMR §109.4.2.[2]

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[1] The *District of Columbia Construction Codes* (2008), hereinafter referred to as the "*Construction Codes*," shall consist of the *Building Code, Residential Code, Electrical Code, Fuel Gas Code, Mechanical Code, Plumbing Code, Property Maintenance Code, Fire Safety Code, Energy Conservation Code* and *Existing Building Code*, as defined in Sections 101.2 through 101.4.8 of 12A DCMR.

[2] Section 109.4 of 12A, DCMR provides: **[NOTE: This includes language changes that need to be incorporated in the 2008 version of 12A DCMR.]**

This Procedure Manual (1) sets forth the minimum qualifications for Third Party Inspection Agencies ; (2) establishes an application process by which Third Party Inspection Agencies are certified; (3) sets forth the scope of Third Party Inspections and clarifies the documentation and reports that must be completed by each participant in the process, including the owner of the property subject to a building permit, the Third Party Inspection Agency, the Professional-in-Charge, the Third Party Inspector and the Department; (4) establishes a quality assurance process for verification and auditing of Third Party Inspections and related reports; and (5) communicates the process for removal or suspension of a Third Party Inspection Agency that does not comply with the Department's guidelines and procedures.

The Third Party Inspection Program is administered jointly by DCRA's Inspections and Compliance Administration (ICA) and the Occupational and Professional Licensing Administration (OPLA) under delegated authority from the Code Official. The Code Official is the Director of the Department (12 DCMR §103.1).[3] Unless otherwise directed, communications regarding the Program shall be directed to the Code Official at the following address or such other address as the Code Official may advise:

Chief Building Official
C/O Third Party Inspection Program Manager
Department of Consumer and Regulatory Affairs
1100 4th Street SW
Washington, DC 20024

This Procedure Manual revises and replaces the October 2002 edition in order to ensure improved organization and management, and better communication with respect to construction projects in the District of Columbia. The public, owners, developers, contractors and the Department benefit from an effective Third Party Inspection Program. The public benefits from a better product, and contractors, developers and owners benefit from increased flexibility in scheduling inspections.

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[3] The code official shall accept reports of approved third-party inspection agencies or approved third-party inspectors on all field inspection disciplines under the Construction Codes, provided such agencies or inspectors satisfy the qualifications and reliability requirements, set forth in this subsection, as well as Sections 1703.1.1 through 1703.1.3 of the Building Code**. When an inspection report is filed by a third party inspection agency, it shall be signed by the approved inspector or inspectors for each field inspection discipline addressed in the report and counter signed by the Professional In Charge of the project.** The code official will accept all such reports as prima facie evidence that the reports meet or exceed all of the requirements of the construction documents. The Code Official will on a periodic basis, review and verify the third party inspection reports**.**

SECTION II
THIRD PARTY INSPECTION PROGRAM

QUALIFICATIONS OF THIRD PARTY INSPECTION AGENCIES

Third Party Inspection Agencies are expected to employ or contract with Professionals-in-Charge and Third Party Inspectors who are experts in their given field(s), since Third Party Inspections cover a multitude of disciplines and often require specialized expertise. In order to ensure that Inspection Agencies are qualified to perform Third Party Inspections, they must provide the Code Official with documented evidence that they comply with the minimum qualification requirements set forth in the Construction Codes and this Procedure Manual and such evidence must be reviewed and approved by the Code Official.

The Inspection Agency shall have a Professional-in-Charge who is qualified in each discipline in which the Inspection Agency proposes to perform inspections, and shall employ a sufficient number of qualified Inspectors experienced in the inspection discipline in which he or she is conducting inspections.

Professionals-in-Charge that practice multiple scientific disciplines and are approved by the DCRA Office of Professional Licensing to practice in multiple disciplines may request an equivalency status with the Chief Building Official.

Inspectors may also request and equivalency status for certification they hold that were not granted by ICC. Some of these organizations that may be considered as equivalent are the National Certification Program for Construction Code Inspectors (NCPCCI), American Construction Inspectors Association (ACIA), National Fire Protection Association (NFPA), etc. Equivalency will be determined by the Code Official and this decision is final.

Inspectors performing duties under this procedure, whether they are employees or subcontractors of the Inspection Agency, shall perform the inspections under the direct supervision of the registered Professional-in-Charge. Although a Professional-in-Charge and Inspector may provide services for multiple projects, they must be associated with an approved Inspection Agency and be indemnified by that Inspection Agency's General Liability and Errors and Omission insurance company. In order for an individual or sole proprietor to perform Third Party Inspections, he or she must qualify as an approved Inspection Agency; this means that the individual or sole proprietor will need to meet the qualifications of a Professional-in-Charge and an Inspector. In order to obtain DCRA approval, the Inspection Agency must identify Professionals-in-Charge and Inspectors, who meet the minimum qualifications for each field discipline as set forth in the following.

A. CONSTRUCTION

1. CONSTRUCTION PROFESSIONAL-IN-CHARGE.

CONSTRUCTION PROFESSIONAL-IN-CHARGE QUALIFICATION CRITERIA	REQUIRED
Current ICC Certification as a Commercial Building Inspector Commercial Combination Building Inspector	X
Current registration in the District of Columbia as a Professional Engineer or current registration in the District of Columbia as an Architect.	X
Documented minimum experience of three (3) years in the field of building design and/or construction, civil or structural engineering or construction project design and/or construction management, in a responsible capacity.	X

2. CONSTRUCTION INSPECTOR

CONSTRUCTION INSPECTOR QUALIFICATION CRITERIA	REQUIRED
Current ICC Certification as a Commercial Building Inspector or Commercial Combination Inspector	X
Minimum of three (3) years of documented experience in code compliance building inspection in a jurisdiction using any of the national model codes.	X

B. MECHANICAL

1. MECHANICAL PROFESSIONAL-IN-CHARGE

MECHANICAL PROFESSIONAL-IN-CHARGE QUALIFICATION CRITERIA	REQUIRED
Current ICC Certification as a Mechanical Inspector	X
Current license in the District of Columbia as a Professional Mechanical Engineer	X
Documented minimum experience of three (3) years in the field of mechanical engineering or mechanical systems design and layout.	X

2. MECHANICAL INSPECTOR

MECHANICAL INSPECTOR QUALIFICATION CRITERIA	REQUIRED
Current ICC Certification as a Mechanical Inspector	X
Minimum of three (3) years of documented experience in code compliance inspection of mechanical systems in a jurisdiction using any of the national model codes.	X

C. ELECTRICAL

1. ELECTRICAL PROFESSIONAL-IN-CHARGE

ELECTRICAL PROFESSIONAL-IN-CHARGE QUALIFICATION CRITERIA	REQUIRED
Current ICC Certification as a Electrical Inspector	X
Current license in the District of Columbia as a Professional Electrical Engineer	X
Documented minimum experience of three (3) years in the field of electrical engineering or systems in a position of responsible charge.	X

2. ELECTRICAL INSPECTOR

ELECTRICAL INSPECTOR QUALIFICATION CRITERIA	REQUIRED
Current ICC Certification as a Electrical Inspector	X
Minimum of three (3) years of documented experience in code compliance inspection of electrical systems in a jurisdiction using any of the national model codes.	X

D. PLUMBING

1. PLUMBING PROFESSIONAL-IN-CHARGE

PLUMBING PROFESSIONAL-IN-CHARGE QUALIFICATION CRITERIA	REQUIRED
Current ICC Certification as a Plumbing Inspector	X
Current license in the District of Columbia as a Professional Mechanical Engineer/ASPE CIPE	X
Documented minimum experience of three (3) years in the field of plumbing engineering in a position of responsible charge.	X

2. PLUMBING INSPECTOR

PLUMBING INSPECTOR QUALIFICATION CRITERIA	REQUIRED
Current ICC Certification as a Plumbing Inspector	X
Minimum of three (3) years of documented experience in code compliance inspection of plumbing systems in a jurisdiction using any of the national model codes.	X

E. ELEVATOR AND CONVEYING SYSTEMS

1. ELEVATOR PROFESSIONAL-IN-CHARGE

PLUMBING PROFESSIONAL-IN-CHARGE QUALIFICATION CRITERIA	REQUIRED
Documented minimum supervisory experience of five (5) years in the fields of design, inspection or construction management involving the installation, maintenance, or rehabilitation of elevator and/or conveying systems.	X
Documented current certification for Supervisors with an organization accredited by American Society of Mechanical Engineers (ASME-QEI-1)	X

2. ELEVATOR INSPECTOR

ELEVATOR INSPECTOR QUALIFICATION CRITERIA	REQUIRED
Documented minimum of three (3) years experience in installation, repair or maintenance of elevator and/or conveying systems for an elevator contractor or under the direction of a nationally certified Elevator Safety Inspector.	X
~~Documented current license in the District of Columbia as a master electrician limited (elevator/escalator) or registration as an apprentice electrician.~~ *Removed by DCRA 4/2010*	X
Documented current certification with an organization accredited by the American Society of Mechanical Engineers (ASME) as a certified Elevator Safety Inspector.	X

G. FIRE PROTECTION

1. FIRE PROTECTION PROFESSIONAL-IN-CHARGE

FIRE PROTECTOIN PROFESSIONAL-IN-CHARGE QUALIFICATION CRITERIA	REQUIRED
Current license in the District of Columbia as a Fire Protection Engineer.	X
Current ICC certification as a Fire Inspector I and Fire Inspector II or equivalent determined by the Code Official.	X
Documented minimum supervisory experience of three (3) years in the fields of design, inspection or construction management involving the installation, maintenance, or rehabilitation of Fire suppression systems.	X

2. FIRE PROTECTION INSPECTOR

FIRE PROTECTOIN INSPECTOR QUALIFICATION CRITERIA	REQUIRED
Current ICC certification as a Fire Inspector I and Fire Inspector II or equivalent determined by the Code Official.	X
Minimum of three (3) years of documented experience in code compliance inspection of Fire Protection systems in jurisdiction using any of the national model codes or equivalent as determined by the Code Official.	X

H. SPECIAL INSPECTIONS

District of Columbia regulations (12A DCMR §109.3.9) authorize the Code Official to require the owner to employ special inspectors with adequate qualifications to inspect certain types of construction ("Special Inspectors"), specifically:

- Reinforced Concrete
- Reinforced Masonry
- Reinforced Gypsum
- Welding
- Precast Concrete
- Structural Steel
- Engineered Fill
- Other Construction
- Smoke Control Systems

The Code Official shall determine the qualifications of Special Inspectors, in accordance with Section 109.3.9 of 12A DCMR, and Chapter 17 of the International Building Code. The Model Program for Special Inspection (2005) published by the International Code Council[4] is herein implemented by reference for administration and implementation of all IBC - Section 1704.1 required testing and special inspections (the "Model Program"). The Model Program is adopted as a mandatory guideline, and any and all permissive words, e.g. recommended, may, could, etc., are herein changed to mandatory words, e.g. required, shall, will, etc. as necessary to implement the intention expressed herein.

The forms in Appendix A of the Model Program are herein designated as Version 1 and may be changed from time to time. In such cases, the version will be changed and all approved companies will be notified.

The Job Task Lists for Special Inspectors in Appendix B of the Model Program are required and shall be a representative part for each special inspection category.

I. OTHER QUALIFICATIONS

1. INDEPENDENCE/CONFLICTS OF INTEREST

Each Inspection Agency and Inspector must comply with the independence and conflict of interest provisions set forth in the Homestart Regulatory Improvement Amendment Act of 2002, codified as D.C. Official Code, 2001 Ed. §6-1403.01 et seq. This means that an Inspection Agency cannot perform third party plan review services and inspection services for the same Project in the District of Columbia.

In addition, the Inspection Agency and/or Inspector shall not be owned or controlled by the Owner of the Project, the General Contractor, the Subcontractors or any person or entity responsible for the construction or management of the Project, the registered design professionals of the Project or their firms, any Permit Expediter (permit runner) or any other party or entity associated with the Owner's interest in the Project.

[4] Copies available from the International Code Council, ICC publications, 4051 W. Flossmoor Rd, Country Club Hills, IL 60478-5795, Phone 1-888-ICC SAFE (442-7233).

The Inspection Agency and/or Inspector shall not have served or serve, on the same Project, as an advisor or consultant to the Owner or the design team in connection with code matters for which the Inspection Agency or Inspector is providing Third Party Inspections , while at the same time providing those consulting services. A person, or a firm with which that person is affiliated as an owner or employee, who has performed any work for a project for which the property owner or the authorized agent has elected to use Third Party Inspection Agencies and/or Inspectors, including inspectors of architectural and structural plans, mechanical plans, plumbing plans, and electrical plans, shall not be eligible to serve as a Third Party Inspector or Inspection Agency for any component on the Project.

2. QUALITY ASSURANCE PLAN

The Inspection Agency shall create and maintain a quality assurance plan, describing the method or plan that the Inspection Agency uses to the maintain quality of all inspection services. This plan shall be submitted with the Inspection Agency original application for approval and may be audited by DCRA periodically, as determined by the Code Official.

3. INSURANCE COVERAGE

The Inspection Agency shall obtain and maintain Minimum Errors and Omissions Coverage for each occurrence in the amount of $1,000,000, with the District of Columbia listed as additional insured. This requirement is not to be interpreted to mean that EO I is required for each project. Professionals-in-Charge and Inspectors who are principals of the Inspection Agency or who are employed by, or under contract with the Inspection Agency, shall be covered by the Inspection Agency's insurance. The insurance shall be cancelable only after thirty (30) days notice to the Department of Consumer and Regulatory Affairs, by certified mail with return receipt, addressed to the following address or such other address as the Code Official may advise:

Chief Building Official
C/O Third Party Inspection Program Manager
Department of Consumer and Regulatory Affairs
1100 4th Street SW
Washington, DC 20024

SECTION III
APPROVAL PROCESS FOR INSPECTION AGENCIES

1. APPLICATION PROCESS

In order to be approved to participate in the Third Party Inspection Program, each Inspection Agency must submit an application to DCRA so its qualifications can be reviewed and evaluated. The application must include the Professional-in-Charge and a list of the Inspectors affiliated with the Inspection Agency who will perform or supervise Third Party Inspections. By undertaking code compliance inspection duties, the Inspection Agency acknowledges that it is in compliance with all of conditions of the Program and attests that the personnel involved under the Program are qualified in accordance with the applicable statutes and regulations and this Manual.

The application must include the following:

- A detailed statement of the Inspection Agency's qualifications pursuant to 12A DCMR, this Procedure Manual and the Homestart Regulatory Act, including the qualifications of Professionals-in-Charge and Inspectors.

- A quality assurance plan, which includes details about the internal processes for ensuring that the Inspection Agency will perform assigned inspections, report nonconforming items to the attention of the contractor, provide timely reports for each inspection visit and submit a final signed report.

- *A notarized, sworn affidavit, signed by the Inspection Agency, attesting that the Third Party Inspection Agency, Professional(s)-in-Charge, Supervisory Inspector(s) (if different from the Professional(s)-in-Charge), and its inspectors, shall, in the course of performing duties related to the District's Third Party Inspection Program and except as related specifically to the Inspection Agency named in the application, abide by the same standards of ethical conduct as are required of District government employees—in particular that they shall abide by those standards found in 6-B D.C.M.R. §§1800.1, 1803.1-1803.3, 1805.1-1805.2, 1806, and 1808; and additionally attesting that they will remain independent of conflicts of interest in accordance with the Homestart Regulatory Improvement Act of 2002, codified as D.C. Official Code, 2001 Ed. §6-1403.01 et seq. (2006 Supp). Filing a false affidavit or failure to maintain full compliance with a filed affidavit may constitute grounds for removal from the Third Party Inspection Program as well as possibly other enforcement action(s) deemed appropriate by DCRA*
- Proof of Insurance Coverage

- Testing and Inspection Agencies accredited by the International Accreditation Service (IAS) only need to provide evidence of a current IAS accreditation.

To the extent that licensure, registration and/or certification of Professionals-in-Charge and Inspectors is required from one of the Boards administered by the Occupational and Professional Licensing Administration (OPLA) or the International Code Council, proof of this licensure, registration and/or certification will be a condition precedent to approval of an Inspection Agency.

All Inspection Agencies who received approval from DCRA prior to the date of this Manual and who are in good standing as of the date of this Manual ("Previously Approved Inspection Agency") will be required to submit a new application to DCRA that complies with the terms and conditions set forth in this Manual, 12A DCMR and the Homestart Regulatory Act, except as otherwise provided herein, and to receive approval from DCRA to participate in the Program. If a Previously Approved Inspection Agency is in compliance with all terms and conditions of this Manual, with the exception of licensure, registration or certification requirements (other than licensing requirements required by 12A DCMR §109.4.2 for a Professional-in-Charge), as documented in its applications, it will receive conditional approval (for those Professionals-in-Charge and Inspectors who were identified in the prior qualification application) subject to submission of documentation no later than one year from the date of adoption of this Manual demonstrating compliance with all licensing, registration and/or certification requirements. If such documentation is not submitted within the one-year period, the conditional approval shall be automatically suspended until such time as the Inspection Agency demonstrates compliance with the relevant qualification requirements. Notwithstanding the foregoing, any individual Inspectors who may have received approval prior to the date of this Manual and who are in good standing as of the date of this Manual, will not be permitted to certify inspections during the one-year phase-in period provided herein unless the inspections are conducted under the supervision of a Professional-in-Charge.

Applicants are required to notify DCRA if any material information in a pending application changes, or if there is any change in material information on which DCRA approval is based, such as, if Inspectors or Professionals-in-Charge are added to or removed from an Inspection Agency, so that the qualifications of these persons can be reviewed. Failure to update material information, including, but not limited to personnel changes, will be grounds for removal from the Program. Likewise, if Inspectors or Professionals-in-Charge are removed from a Third Party Inspection Agency, the Inspection Agency shall promptly notify the Director, DCRA c/o Third Party Inspection Program Manager, so that the Inspection Agency's authorization can be modified to remove the identified Inspector.

SECTION IV
DESCRIPTION OF THIRD PARTY INSPECTION SERVICES

A. INSPECTION AGENCY SCOPE OF SERVICES

The Inspection Agency shall provide the services listed in this Section IV for each assigned Project pursuant to the conditions of this Procedure Manual.

1. Review of Project. The Inspection Agency shall review the approved building permit, plans and specifications to become familiar with the Project and to identify the scope of work to be inspected.

2. Observe Assigned Work. The Inspection Agency shall inspect, for compliance with the Construction Codes, associated relevant standards, manufactures installation requirements and the structures, other construction, systems and features constructed or installed in the project and listed in "Full Scope of Inspections," as applicable for the specific project. The Inspection Agency shall complete all inspections required by applicable codes and regulations, including, but not limited to, those set forth in 12A DCMR §109.3. Inspections shall be based on all applicable codes and standards, and approved documents containing information relevant to the disciplines covered by this Procedure Manual, as assigned by the Code Official, including but not limited to the following:

- Architectural Construction Plans
- Electrical Engineering Construction Plans
- Fire Protection Engineering Construction Plans
- Mechanical Engineering Construction Plans
- Plumbing Engineering Construction Plans
- Structural Engineering Construction Plans
- Surveyor's Wall Location Survey
- Concrete, Steel Inspection Reports
- Concrete Test Reports
- Structural Shop Drawings
- Manufacturer's installation instructions

NOTE: In performing the inspection tasks, the Inspection Agency shall check the installations for compliance with the relevant applicable codes and standards and for consistency with any inspection guidelines provided by the Code Official. The Code Official may determine what documents to include in the listing for items relevant to the scope of services, other special purpose documents that may be pertinent to systems or construction that is infrequently encountered.

3. Report Non-complying Items.

The Inspection Agency shall produce a list of non-complying items (the Inspection Correction Report as set forth in D. below) for each Inspection. The Inspection Punch List will list the required corrections that are a pre-requisite to the approval of the installation. For each item designated non-

compliant, the Inspection Correction report shall cite the relevant code section(s), the nature of the deficiency and the location of the deficiency. The Inspection Agency shall forward copies of the Inspection Correction Report to the Code Official or the recipient(s) designated by the CBO, to the Owner and to the Owner's designated recipient(s) on a weekly basis. These Inspection Correction Reports shall be submitted each Monday to the following address (or such other address as the Code Official may advise): E-mail in a compressed file is preferred. The e-mail address for your company will be provided.

Chief Building Official
C/O Third Party Inspection Program Manager
Department of Consumer and Regulatory Affairs
1100 4th Street SW
Washington, DC 20024

Following issuance of an Inspection Correction Report, the Inspection Agency shall communicate with the Owner, the Owner's contractor(s) and designer(s) of record or their designated representatives, as necessary, to clarify the requested corrections to accomplish code compliance. The Inspection Correction Report contains a column titled "Correction Verified" or provides other controls that assure that identified corrections are in fact corrected prior to covering. If a modification or interpretation of the code is required to resolve a cited correction the Inspection Agency will communicate this to the Code Official, either verbally or if requested by the Code Officer in writing. If a verbal clarification occurs the Inspection Agency shall record who within DCRA provided the clarification, and the date and time on which the clarification occurred. Under no circumstances is the Inspection Agency to obtain a modification or interpretation of the District's regulations from an approved Third Party Plan Reviewer. The modification and or interpretation must always be determined by the Code Official. The Inspection Agency may consult with a Third Party Plan Reviewer, and the Code Official may utilize the opinion and other resources of the Third Party Plan Reviewer in its determination of it findings, but the final findings and decision must be obtained from the Code Official.

4. Provide Timely Inspection Reports.

The Inspection Agency shall complete an Inspection Correction Report (as set forth in D below) for every inspection that determines code compliance or other regulatory deficiencies exist. This report will can also serve as the correction compliance form.

Certificate of Inspection Compliance Report (as defined in D. below) certifies each completed phase and type of inspection that is part of the scope of inspections for the Project prior to close-in of the project. The Inspection Agency shall certify the inspected project in writing, attesting that, in the professional opinion of the Inspector and the Professional-in-Charge, the construction and installation or phase of construction have been checked for conformance with the relevant construction codes, standards and permit documents and are deemed to be if full compliance. These reports shall be provided directly to the CBO. These reports shall be organized on an approved format and submitted weekly. Examples of approved formats are included in the Appendix. These reports may be e-mail in a compressed file and is preferred. The e-mail address for your company will be provided.

Sequential tracking of all required inspections shall be by means of an Inspection Record Placard. Work requiring a permit shall not be commenced until the permit holder or an agent of the permit holder shall have posted or otherwise made available an inspection record card to allow the Professional-in-Charge or Inspectors to conveniently make the required entries thereon regarding inspection of the work. This card shall be maintained and made available by the permit holder until final approval has been granted by the Code Official. The various phases of construction shall not begin until all required preceding phases have been approved. (Example – No construction can occur until verification of approval of the wall check and the footing and foundation have been approved; or the installing of insulation shall not occur prior to verifying that the walls check, footing and foundation, plumbing, electrical and framing and roofing cover-up has been approved.)

5. Submit final report. The Inspection Agency shall submit a final report to the CBO in the form of a Certification of Inspection Compliance (as set forth in D below) when all work on the project is complete within five (5) working days after verification of all the final inspections and completion of all work. Certifications of Inspection Compliance must be received by the Code Official prior to issuance of a certificate of occupancy for the project or prior to the use of the work or system and may be e-mail in a compressed file is preferred. The e-mail address for your company will be provided.

D. THIRD PARTY COMPLIANCE FORMS

Inspection Correction Report The Inspection Correction Report shall be in the format defined by the Code Official. At a minimum, the Inspection Correction Report shall specify:

- Inspection Agency's name and address.
- Name and contact information for the Professional-in-Charge and the approved Inspectors.
- Project address.
- Permit number(s).
- Type of inspection performed.
- List of items found to need correcting.
- Result of the inspection.(Verified)

Inspection Deficiency Report An Inspection Deficiency Report shall attest that: (a) A phase of construction of the project has not passed the particular inspection performed and such inspection has failed or (b) the Owner failed to make, in a timely fashion, the necessary corrections to the phase of construction or the project and enforcement by DCRA is requested. This report is a precursor to a request for a Stop Work Order and may trigger DCRA to Stop Work on a given portion of the project. This certification shall be made in a format defined by the Code Official and shall be sealed and signed by the approved Inspector and the Professional- in-charge of the Project. At a minimum, each Inspection Certificate Report shall specify:

- Inspection Agency's name and address.
- Name and contact information for the Professional-in-Charge.
- Project address.
- Permit number(s).
- Inspection discipline being certified.
- Type of inspection being certified.

- List of items found to be non-compliant by the inspection.
- Phase of the Project if partial inspection.
- The time that was allowed for correction.

This form may be used for completion of individual phases of construction or for an entire project.

A Standardized Inspection Deficiency Report is included in Appendix A used to submit initial and final inspection findings. The Inspection Agency shall submit the Report(s) electronically within five (5) business days after the scheduled Inspection as reported to DCRA by the Owner. Additional materials, as well as reporting requirements established by the Code Official, shall be obtained and managed by the Third Party Inspection Program Office.

Certification of Total Compliance Form The Inspection Agency shall contact DCRA to verify all final inspections have been made when a phase of a project or the project is complete. The Inspection Agency shall contact DCRA to report the phase or the project completion prior to submission of the Certification of Inspection Compliance ("Certification"). The Inspection Agency must provide DCRA with notice of at least two (2) business days for scheduling of the DCRA verification**.** A Certification of Total Compliance is also required to accompany a request for a Certificate of Occupancy. The Certification is to be signed and sealed by the Principal-in-Charge of the approved Inspection Agency.

This certification is to attest that:
(a) A phase of the project or the project in complete compliance with all construction documents and Construction Codes;

.
(b) The building, structure or occupancy is compliant as to the type of construction, and occupancy classification, and;

(c) All structural, fire life safety and sanitation requirements have been met and the building or structure is ready for occupancy.

The Certification of Total Compliance form shall be completed when all work is completed and approved for use or all work is approved for use and a request for the Final Inspection prior to a C of O is being made. This Certification shall be made in a format defined by the Code Official and shall be sealed and signed by the Professional-in-Charge. At a minimum, the Certification shall specify:

- Inspection Agency's name and address
- Name and contact of the Professional-in-Charge of the Inspection Agency
- Project address.
- Permit number(s).
- That the Inspection Agency's Professional-in-Charge is issuing a Certification of Inspection Completion
- A statement testifying to the compliance of the Project with construction documents and standards and the Construction Codes.
- Project is deemed finished and complete.

E. EXCLUSIONS FROM THE PROGRAM

The following activities or parts of the Project are outside the scope of the District's Third Party Inspection Program, and the Inspection Agency shall not have authority to authorize or approve any of the following.

1. Granting of modifications or alternate methods of material and design from any provision of the D.C. Construction Codes, orally or in writing.

2. Approval of installations in vaults and other projections in public space, without written ` documentation of such approval by the Department of Transportation.

3. Site work where jurisdictional authority is outside of the scope of DCRA.

4. Work subject to inspection and approval by the Historic Preservation Division of the Office of Planning.

5. Zoning Compliance

6. Other work as determined by the Code Official.

F. DUTIES AND RESPONSIBILITIES OF THE PROJECT OWNER

1. Election by Owner

The Project Owner must elect at the outset of a Project whether Third Party Inspections will be used for the Project. If such an election is made, Third Party Inspection Agencies must be used for the entire Project and DCRA will not provide inspections for the Project. This election will be communicated to DCRA through a written notification in the form attached hereto in Appendix A-Section 1 ("Notification of Intent to Use Third Party Inspection Agency") or such other form as the Code Official may provide (the "Notification"). Based on the Notification, the Code Official will approve or disapprove the requested Third Party Inspections and the specified Inspection Agency.

Mixing of Inspection Agencies will not be allowed on any Project that is subject to the *Residential Code*, and one Inspection Agency will be required through completion of the Project.

On Projects governed by the Construction Codes, mixing of Inspection Agencies will be permitted for specific disciplines, when approved in writing by the Code Official. Submission of a Notification, signed by all parties, including the Code Official, will satisfy this approval requirement.

Where multiple Inspection Agencies are approved by the Code Official, a primary approved Inspection Agency shall be designated. This primary Inspection Agency will have total responsibility for the coordination of all Inspection Agencies designated for the Project.

2. Scheduling of Inspections and Request for Inspections

Owners are responsible for scheduling of all Third Party Inspections. Permission for each inspection by DCRA is not required. Individual request for inspections is the duty and responsibility of the Owner or the Inspection Agency.

3. Payments to Third Party Inspection Agencies and Inspectors. The Owner is responsible for funding Third Party Inspections and DCRA is not responsible for payment of the Inspection Agency. All fees and costs related to the performance of Third Party Inspections shall be borne by the Owner and paid directly by the Owner to the Inspection Agency. The Owner shall not be entitled to a refund of any portion of the permit fee paid to DCRA, where the Owner elects to use Third Party Inspections. The compensation (fees and costs) paid to the Inspection Agency for its inspection services with respect to a Project shall not be contingent upon or affected in any way by the conclusions reached by the Inspection Agency or the contents of any of the Deliverables described in this Procedure Manual.

G. DUTIES OF CODE OFFICIAL

1. Approve Third Party Inspection Agencies and Inspectors. The Code Official shall approve all Third Party Inspection Agencies. The Code Official may require a preconstruction conference to review particular Projects with all applicable members of the construction team, including all Third Party Inspection Agencies.

2. Assignment and Recall of Projects. Projects are generally assigned to the Inspection Agency at the request and at the option of the Owner. However, DCRA reserves the right, in particular cases, to require an Owner to retain an Inspection Agency, where for example a special inspection is needed. The Code Official reserves the right to recall any Project assigned to an Inspection Agency if it deems that there is lack of performance or significant material violation of the provisions of this Procedure Manual, or the Construction Codes, by the Inspection Agency.

3. Review Inspection Reports. The Code Official shall implement the necessary mechanisms to process Third Party Inspection reports expeditiously and shall make all the delegations of authority and assignment of duties as the Code Official deems necessary for the success of the Program. To assure the success of the Program, the Code Official will determine the extent of the review on a periodic basis as determined by available staff and work load. The Inspection Certification Report is prima facie evidence of the inspection and or the re-inspection, and, as such, work can proceed without approval of DCRA. In the case of the Certificate of Inspection Compliance, the Code Official must approve this Certificate prior to the issuance of a Certificate of Occupancy.

The Department shall cause the following actions to take place within the specified time frames, after receiving an inspection APPROVAL or DISAPPROVAL by the Inspection Agency:

Step #	Department's Actions	Approval	Disapproval	Timeframes
1	Administrative review of the Inspection Certification Report for completeness and accuracy.	**X**	**x**	Within five (5) business days of receipt of the **Inspection Certificate Report.**
2	Update the Department's records to reflect inspection approval.	**X**		Within six (6) business days of the Inspection Certificate Report

4. Verification of Final Inspection. DCRA will be part of the final Certification of Inspection Compliance process. Following notification by the Inspection Agency that the Project is complete, and scheduling of verification by DCRA, DCRA will verify Project completion. This verification by DCRA may occur in the office, on-site or a combination of both, at DCRA's discretion.

5. Evaluation of Third Party Inspection Agencies and Inspectors. The Code Official will monitor Third Party Inspection activities in the field and office on a periodic basis in order to evaluate performance of Third Party Inspection Agencies in order to determine whether approval should be revoked or suspended.

J. GENERAL CONDITIONS

1. Chain of Custody of Project Documents

The Inspection Agency shall agree to exercise due diligence in the safekeeping of any Project documents received from the Department and to promptly return them to the Code Official when requested to do so. The drawings, specifications, electronic files in all types of media, or other materials received by the Inspection Agency in connection with the performance of any work under the Program may be protected by copyright law and shall remain the property of the Department or other rightful owner. Copies retained by the Inspection Agency shall be utilized solely for the purpose of completing the Inspection Agency's work under the Program and not for any other purpose, in this or in any other project, and shall be returned to the Department upon completion of the Project. The Inspection Agency agrees to treat such materials as restricted information.

2. Access to the Inspection Agency

The Inspection Agency shall be accessible to the Code Official or its representative, to the Owner and/or to the Owner's representative, during normal business hours, to provide updates and clarification of the results of its inspections, for the Project assigned by the Department and accepted by the Inspection Agency. The Inspection Agency shall provide complete inspection comments to the Owner and/or to the Owner's representative, within the deadlines agreed upon for each project. Where scheduling conflicts occur, the Inspection Agency shall cooperate with the Code Official and the Owner to resolve such conflicts so as to minimize adverse consequences to the Owner.

3. Inspection Agency Conflicts of Interest

It shall be the responsibility of the registered Professional-in-Charge, for the duration of the Project, to disclose any potential conflicts of interest that may arise at any time between the Inspection Agency and the Project or parties connected to the Project.

The Inspection Agency shall not enter into the Third Party Inspection of a Project where it determines that there may be a conflict with the independence criteria specified in Section 1, I-1 for said Project. The Inspection Agency shall bring to the attention of the Code Official, for resolution, cases of doubtful interpretation. The Code Official may refer such cases to the Office of the Attorney General, or the Ethics Advisor of the Department, for advice. Disputes on matters of independence shall be resolved by the Code Official and the decision of the Code Official shall be final.

4. Due Diligence

The Inspection Agency shall exercise due diligence in the discharge of the duties assigned to the Inspection Agency by law and regulation and shall refrain from any arbitrary or capricious action that would unduly penalize or benefit the Owner whose project is under inspection. The Inspection Agency shall abide by the highest ethical standards in the discharge of duties as an Inspection Agency. The Inspection Agency acknowledges that any abuse of the authority conferred to the Inspection Agency by the Department may be punishable by law.

5. Correction of Defective Inspection Work

The performance of services required herein shall not relieve the Inspection Agency from the obligation to require the correction of any defective inspection work, whether previously or subsequently discovered, and any monetary claims that may arise from incomplete, inaccurate or defective inspection services shall be remedied by the Inspection Agency on demand and without cost to DCRA

SECTION V
THIRD PARTY INSPECTION PROGRAM
VERIFICATION/QUALITY ASSURANCE

It is the intent of these quality control methods to maintain the mission of the Department of Consumer and Regulatory Affairs to support safe, sound accessible construction practices. And to give workable guidelines to perform the necessary support to perform Third Party Inspection services.

In order to ensure that inspections are being performed as required and in a satisfactory manner, it is necessary for the agency to perform audits and to review the reports that are submitted. Each Inspection Agency and its personnel who are Professionals-in-Charge and Inspectors are subject to performance evaluation of services provided at or away from a project site. Evaluation of an approved Inspection Agency and its personnel will be performed at random, both in the field and office by DCRA staff on a routine or periodic basis or as designated by the Code Official. The Code Official may periodically conduct detailed unannounced audits of documents submitted by an Inspection Agency and shall also maintain a tracking system to monitor the submissions of reports and other deliverables required by the Program.

DCRA will verify final inspections through the process described in Section IV.G above.

SECTION VI
THIRD PARTY INSPECTION PROGRAM
REMOVAL FROM PROGRAM

If the Code Official determines that an Inspection Agency has failed to perform its assigned duties through a failure to be present to perform necessary inspections, failure to provide acceptable periodic reports, is engaged in a conflict of interest ,fails to conform to the requirements of the technical guidelines, or otherwise fails to meet requirements of the *Construction Codes*, this Procedure Manual, or the Homestart Regulatory Improvement Amendment Act, the Code Official is authorized to remove the Inspection Agency from the Third Party Inspection Program..

The decisions of the Code Official in the implementation and administration of the Program will be final.

APPENDIX A—MINIMUM SCOPE OF INSPECTIONS

MINIMUM SCOPE OF CONSTRUCTION INSPECTION

To the extent that the items that follow are part of the scope of construction, as depicted or specified on the permit application documents, at least the following features and provisions shall be subject to inspection performed by the third-party agent or agency.

Site inspection

- Approved plans on site
- Necessary permit(s)
- Sidewalk protection
- Construction site fencing

Footing inspection

- Approved plans and permit on site
- Dry and solid soil forming trench
- Bulkhead(s) installed per construction standards
- Width and depth of footing trench
- Placement of grade pegs
- Steel reinforcement bars, when required

Location of exterior walls

- Wall survey performed by Surveyor recognized by the DC Surveyor's Office

Structural concrete inspection

- Cable drawings (for post-tension structural slabs and beams)
- Form and reinforcing steel, in place and secure
- Shoring
- Forms and steel placement
- Concrete placement
- Performance standard
- Concrete report
- Certification
- Stress report (post tension concrete)
- Support removal
- Joints (in slabs and/or walls)
- Perimeter insulation (slabs)
- Waterproofing
- Grade beams
- Bracing
- Backfilling

Non-structural concrete inspection

- Completion of form(s)
- Placement of reinforcing mesh
- Protection
- Joints (in slabs and/or walls)

Pre-cast concrete inspection

- Approved plans on site
- Letter of certification
- Concrete reports (floor systems poured on site)
- Connection

Masonry inspection

- Column schedule
- Bonding
- Openings and penetrations (walls)
- Lintels (walls)
- Bearing
- Shoring and forms (reinforced masonry)
- Steel placement (reinforced masonry)
- Bearing
- Anchorage
- Weep holes (walls)
- Parging (walls)
- Steel placement (reinforced masonry)
- Backfilling (walls)
- Drainage system installation (walls)

Wood construction inspection

- Approved plans and permit(s) on site
- Material
- Cutting and notching
- Fastening

Structural steel inspection

- Reports submitted to BID by
- DC licensed Structural Engineer
- Materials
- Connections
- Bearing plates
- Columns
- Joists
- Girders and beams
- Decking
- Steel placement
- Torque and tightening methods
- Fire proofing

Framing inspection

- Approved plan(s) on site
- Materials
- Bridging
- Headers
- Beams
- Columns
- Sub-flooring
- Floor joists
- Clearances
- Firestopping
- Ductwork
- Sleepers
- Spans

Frame walls

- Materials
- Studding
- Bearing wall framing
- Bracing
- Headers and lintels
- Firestopping
- Fasteners and connections
- Clearances
- Openings
- Pipes and ducts

Roof

- Truss
- Assembly
- Ceiling joists

Frame

- Slope
- Materials
- Bracing
- Ceiling joists
- Span

Roof covering inspection

- Flashing
- Drip line
- Covering

Deck

- Approved plans on site
- Material

- Footings
- Railing
- Steps

Insulation inspection
- Materials
- Insulation

Fireplace inspection
- Prefabricated
- Approved plans on site
- UL/FM label
- Firestopping
- Chimney clearance

Construction on site
- Approved plans on site
- Footing
- Fire box
- Damper
- Flue liner
- Chimney clearance
- Hearth

Retaining wall inspection
- Approved plans on site
- Materials
- Location
- Footing
- Weep holes
- Backfill
- Guard rails
- Bearing

Final building inspection
- Approved plans on site
- Approvals of prior required inspections
- Completion of work
- Removal of temporary structures
- Fire protection system

MINIMUM SCOPE OF MECHANICAL INSPECTIONS

To the extent that the items that follow are part of the scope of construction, as depicted or specified on the permit application documents, at least the following features and provisions shall be the subject to inspection performed by the third-party agent or agency.

Protection of structural members and penetrations

- Layout of forced air system ductwork
- Protection of duct penetrations of fire resistance rated walls and floors
- Protection of penetrations of fire resistance rated walls and floors by gas piping systems.

Location of equipment

- Ensure compliance with approved plans and manufacturer's installation instructions
- Hazardous/prohibited locations
- Fuel burning equipment location in garages
- Protection from physical damage (minimum height a.f.f.)
- Access for maintenance

Piping

- Ensure compliance with approved plans and approved materials
- Piping materials
- Piping support and bracing
- Spacing

Ventilation

- Ensure compliance with approved plans and equipment specifications
- Mechanical ventilation air supply rates
- Mechanical ventilation outdoor air rates provided
- Equipment vs approved schedules
- Public garage ventilation provisions
- Ventilation of special spaces
- Equipment rooms
- Elevator machine rooms
- Elevator hoistways
- Installation of duct smoke detectors in mechanical systems

Exhaust Systems

- Ensure compliance with approved plans and manufacturer's installation instructions
- Layout of commercial kitchen grease exhaust duct systems
- Hood type and size
- Duct size
- Duct suppression system
- Cleanout location and spacing
- Make-up air provisions
- Schedules of commercial kitchen exhaust fans
- Layout of hazardous exhaust systems
- Duct materials

- Suppression systems
- Layout of smoke management systems

Duct Systems
- Design, layout and riser diagrams of forced air system ductwork
- System control
- Fire dampers and smoke dampers

Combustion Air Provisions
- Rating of fuel burning appliances
- Inside air/ Outdoor air provisions
- Combustion air ducts and/or vent sizes
- Outdoor air intake pr33visions
- Direct-vented appliance requirements
- Listed fireplaces and inserts

Chimneys and Vents
- Type of vented appliances
- Type of chimney
- Adequate for the type of vented appliance
- Breaching
- Multi-story venting of fuel burning appliances
- Clearances to combustibles
- Clearance reduction features
- Chimney termination point
- Clearances to roof and structures
- Clearances to vents and intakes

Boilers, Water Heaters, and Pressure Vessels
- Rating of boilers and HWH
- Means of egress from boiler rooms
- Separation of boiler rooms
- Fire rating of walls and floor assemblies
- Separation from storage
- Fire suppression provisions

Refrigeration Systems
- Types of refrigerants
- Ventilation of Machinery Rooms
- Monitoring devices
- Ventilation provisions
- Construction of machinery rooms
- Fire rating of walls and floor assemblies
- Exit discharge

Fuel Gas Systems
- Layout of appliances and risers of gas distribution piping systems and fuel burning equipment

MINIMUM SCOPE OF ELECTRICAL INSPECTIONS

To the extent that the items that follow are part of the scope of construction, as depicted or specified on the permit application documents, at least the following features and provisions shall be the subject to inspection performed by the third-party agent or agency.

General
- Use Group of building
- Building permit and approved plans on site
- Electrical permit on site

General Lighting and Power Requirements
- General lighting outlets and fixtures
- Means of Egress lighting
- General utility outlets
- GFCI type outlets
- Special equipment outlets
- Fire alarm devices Sprinkler supervisory and alarm devices

Location of Electrical Equipment
- Service Entrance
- Meter Location
- Dedicated Main Electrical Switch Gear/ Switch Board Room
- Location of electrical closets and load centers
- Protection from physical damage
- Accessibility of equipment
- Working clearances around equipment
- Guardrail protection around rooftop equipment

Equipment in Parking Garage
- 18-inch curb at the room entrance
- Protection from physical damage

Wiring Method
- Conduit Material
- Conduit bodies and fittings
- Conduit support and spacing
- Duct Banks, Wire Troughs and Cable Trays
- Pull Boxes and Junction Boxes
- Utility Boxes and Connectors

Ventilation of Electrical Equipment
- Switch Gear and Transformer Rooms
- Data Processing Power Equipment Room
- Battery Charger Room

Methods of Grounding

- Short-Circuit Protection
- Grounding and Bonding of Switchboards, Panel Boards
- Motor Control Centers
- Motors, Generators and Transformers

Equipment Schedules

- Check equipment against approved schedules
- Switch boards
- Panel boards
- Motor Control Centers
- Transformers
- Motors
- Generators
- Other HVAC equipment

Electrical Power Riser and Single Line Diagram

- Power Distribution System

Fire and Life Safety Systems Wiring

- Automatic detectors and other Fire Alarm devices
- Means of Egress Lighting
- Exit Signage power
- Cabling for Computers, Security, Telecom, CCTV, MATV, PA and Intercom systems
- HVAC, Plumbing and Elevator loads

Wiring Methods in Special Use and Occupancy

- Hazardous locations
- Hospitals and other health care facilities
- Equipment in gas meter rooms
- Cold storage and Refrigerator rooms
- Disconnecting means for oil burning equipment
- Disconnecting means for elevator equipment
- Mechanical exhaust systems in kitchen, lavatories, bath and toilet room

MINIMUM SCOPE OF PLUMBING INSPECTIONS

Inspections shall always verify substantial consistency between the installations and the approved plans. To the extent that the items that follow are part of the scope of construction, as depicted or specified on the approved permit application documents, at least the following features and provisions shall be the subject to inspection performed by the third-party agent or agency.

General

- Use Group of building
- Building permit and approved plans on site
- Plumbing installation permit on site
- Water and sewer public space excavation permits on site
- Verify master plumber's license and bonding status

Domestic Water System

- Layout of water piping
- Check piping materials
- Check pipe sizes
- Check piping location
- Check insulation or heat tracing for piping in unheated spaces
- Check protection of water distribution piping against puncturing
- Pressure test
- Protection of potable water supply
- Check air gaps and air breaks
- Check backflow protection of hose bibs
- Check installation of reduced pressure backflow preventers
- Test reduced pressure backflow preventers
- Verify each building has separate service
- Check domestic water service line size

Fire Water System

- Layout of fire service piping
- Check piping materials
- Check pipe sizes
- Check piping location
- Check insulation or heat tracing for piping in unheated spaces
- Check protection of sprinkler distribution piping against puncturing
- Pressure test
- Protection of potable water supply
- Check fire service check valve installation and location
- Verify each building has separate fire service
- Check fire service line size
- Provide AWWA certified cross-connection testing for all required devices.

Sanitary Sewer System

- Layout of sanitary drainage piping
- Check piping materials
- Check pipe sizes

- Check pitch of horizontal branches based on DFU load
- Check piping location
- Check insulation or heat tracing for piping in unheated spaces
- Pressure test
- Verify each building has separate sewer service
- Check building drain line size
- Check sanitary sewer line size
- Check sanitary sewer clean out locations

Sanitary Vent System
- Check type of venting of individual fixtures and fixture groups
- Verify each trap is properly vented
- Check venting through roof of building drain
- Check vent stacks and stack vents

Storm Water Sewer System
- Layout of storm water drainage piping
- Check piping materials
- Check building drain and lateral sizes
- Check pitch of horizontal branches based on cumulative drainage area served
- Check leaders and downspout sizes
- Check piping location
- Check insulation or heat tracing for piping in unheated spaces
- Check roof drain overflow provisions
- Pressure test interior leaders
- Verify each building has separate storm sewer service

Fuel Burning Systems
- Check working pressure of gas system (low pressure, 2-psi)
- Layout of water piping
- Check piping / tubing materials
- Check pipe / tubing sizes
- Check protection of gas piping against puncturing
- Check layout of risers and branches of gas distribution piping system, based on pressure of the system
- Pressure test piping system
- Location of appliances and risers of gas distribution piping systems and other fuel burning equipment.

Site Utilities
- Verify depth of installation of underground water service line(s) (domestic and fire)
- Verify depth of installation of underground sewer(s) (sanitary and storm)
- Check connection and size of fire water service
- Check connection and size of fire water service
- Check location and type of yard fire hydrants
- Check water meter location
- Check connection and size of building sanitary sewer to public sewer system
- Check clean out or manhole at connection to public sewer system

- Check connection and size(s) of building storm drain(s) or sewer(s) to approved point of disposal
- Check clean out provisions or manhole at connection to approved point of disposal
- Check connection and size of gas service line
- Check shut off valve location on gas service line

Plumbing Fixtures
- Check mounting clearances to walls
- Check mounting clearances between fixtures
- Check floor clearances in front of fixtures
- Check size, location and venting of fixture traps
- Check size of waste and vent lines for each fixture
- Check size of cold and hot water lines and shut off valves for each fixture
- Verify installation, trap, venting and size of interceptors and floor drains
- Verify trap priming system for infrequently used fixtures

Accessibility to Persons with Disabilities
- Check plumbing facilities are on an accessible route, to the extent shown on the approved plans
- Check sufficient , accessible fixtures are provided, to the extent shown on the approved plans
- Check increased floor clearances in front and around accessible fixtures, to the extent shown on the approved plans
- Check encroachment between required floor clearances and other fixtures
- Check mounting heights of restroom and bathroom grab bars, controls and accessories

Restaurants and Other Assembly and Food Service Establishments
- Check fixtures with indirect discharge
- Check air gaps and air breaks
- Check grease interceptor provisions, size, installation accessibility for maintenance and venting
- Verify ceiling protection of food preparation areas from overhead piping

Swimming Pools
- Check pool water discharge connection
- Check pool distance from property lines
- Check air gap at water supply spout
- Check re-circulating water systems
- Check Drain cover protection against entrapment.
- Check for potential cross connection to potable water systems

Sump Pumps/Sewage Ejectors
- Check installation of ejector(s) and pump(s)
- Verify pump capacity and head
- Verify redundancy of sanitary system ejectors
- Check installation of discharge line(s) and location of gate and check valves for each discharge line
- Check discharge lines piping materials and supports
- Verify sanitary sump pit has independent vent through roof

Piping (General)
- Verify compliance with approved plans and approved materials

- Piping materials
- Check markings of piping systems
- Piping support and bracing
- Check spacing of supports

Protection of Structural Members and Penetrations

- Protection of penetrations of fire resistance rated walls and floors by plumbing and gas piping systems.

Location of Gas Appliances

- Verify compliance with approved plans and manufacturer's installation instructions
- Hazardous/prohibited locations
- Fuel burning equipment location in garages
- Protection from physical damage (minimum height a.f.f.)
- Access for maintenance

Combustion Air Provisions

- Check rating of fuel burning appliances
- Inside air/ Outdoor air provisions
- Check combustion air ducts and/or vent sizes
- Check outdoor air intake provisions
- Check direct-vented appliance requirements
- Check venting provisions of listed fireplaces and inserts

Chimneys and Vents

- Check type of vented appliances
- Type of chimney
- Verify adequacy for the type of vented appliance(s)
- Check breaching design and sizes
- Check multi-story venting of fuel burning appliances
- Check chimney termination point
- Clearances to roof and structures
- Clearances to vents and intakes

MINIMUM SCOPE OF ELEVATOR INSPECTIONS
New Construction, Modernization, Routine and Periodic Inspections and Tests

Acceptance inspections shall always verify consistency between the approved plans, approved permits and the installation. Inspections, either by the authorized Third Party Inspection Agent or Agency, or by DCRA, shall be performed based on the most recent editions of the following codes and standards, taking into account any subsequent amendments.

Title 12 District of Columbia Municipal Regulations, Construction Codes (January 2004, as subsequently amended)
International Building Code and all referenced standards (2006)
International Property Maintenance Code and all referenced standards (2006)
International Existing Building Code and all referenced standards (2006)
ASME/ANSI: QEI - 2004
ASME/ANSI: A17.1 Elevator and Escalator Safety Code 2004, as amended by 2007 Revision
ASME/ANSI: A17.2 Inspection Guide of Elevator Escalator and Moving Walks 2004
ASME/ANSI: A17.3 Existing Elevator and Escalator 2002 as amended by 2005 Revision
ASME/ANSI: - A18.1 Platform Lifts - 2003
ASME/ANSI: - A90.1 Belt Manlifts, 1992 as amended by 1997 Revision
ASME/ANSI: - B20.1 Conveyors and Related Equipment - 2000
ASME/ANSI: - International Fire Code - 2003
ASME/ANSI: - International Plumbing - 2006
Electrical: NFPA 70-96, National Electrical Code, NEC–2005, as amended by 12G DCMR (January 2004, as subsequently amended).
Accessibility: ANSI A117.1 - 2003

Inspectors shall use checklists as provided by each of the above-referenced codes and standards as applicable.

MINIMUMSCOPE OF FIRE PROTECTION INSPECTIONS

Installation of fire protection systems, equipment and devices

Underground fire service main and appurtenances
- Testing of fire service water supply

Automatic sprinkler systems at "close-in":
- Automatic sprinkler system supply piping and valves.
- Standpipes and floor control assemblies.

Fire alarm device installation at "close-in":
- Location of fire alarm system devices mounting backboxes/bases.
- Sprinkler system valve and water flow supervisory devices.
- Standpipe valves and floor control assemblies supervisory devices.
- Location of fire alarm system control and annunciation panels
- Location of central control room.

Automatic sprinkler systems at "final acceptance":

- Location of sprinklers.
- Continuity of sprinkler system piping.
- Fire pump operation and supervision.

Fire alarm device installation at "final acceptance":

- Fire alarm device operation.
- Fire alarm annunciation.

Installation of fire resistance rated opening protective devices or assemblies

- Fire dampers and smoke dampers
- Fire rated doors and shutters

Fire resistive construction and/or fireproofing

- Sprayed-on fireproofing
- Integrity of rated masonry construction
- Fire walls and fire separation walls
- Fire resistance rated protection of Structural Steel

Means of egress

- Means of egress layout and protection
- Exit signs and stairway markings
- Means of egress door hardware
- Location of exit lights and emergency lighting.

Installation of other life safety related items.

- Installation of duct smoke detectors in mechanical systems
- Installation of Electrical systems, equipment and fixtures
- Protection of pipe and duct penetrations of fire resistance rated walls and floors
- Protection of penetrations of fire resistance rated walls and floors by plumbing and gas piping systems**.**

Layout and installation of gas distribution piping systems and fuel burning equipment.

Commercial kitchen automatic suppression systems.

Location of manual fire extinguishing equipment.

Functional tests of life safety related equipment, devices and systems.

- Operation of exit signs and emergency lighting with normal and emergency power.
- Operation of emergency generator and transfer switch.
- Activation and operation of smoke management systems.
- Operational testing of motorized dampers
- Operational testing of exhaust fans in Smoke Management systems
- Operational testing of other mechanical equipment part of the Smoke
- Management systems

Final acceptance tests of life safety related equipment, devices and systems.

- Acceptance testing of fire pumps

- Acceptance testing of emergency power systems
- Acceptance testing of Fire Alarm systems
- Acceptance testing of Smoke Management systems
- Acceptance testing of elevator recall and operation in fireman's service, phases 1 and 2.

APPENDIX A – SECTION 1

Examples of Third party Inspection Forms

Notification of Intent to Use Third Party Inspection Agency

- Application for Qualification of Third Party Inspection Agency

(THESE FORMS MAY BE PHOTOCOPIED)

NOTIFICATION OF INTENT TO USE
THIRD PARTY INSPECTION AGENCY

The purpose of this Notification is to advise the District of Columbia Department of Consumer and Regulatory Affairs (DCRA) of the Permittee's intention to utilize third party inspection services in connection with the following construction project.

Permittee Name: _____
Project Address: _____ Permit No.: _____

The following Third Party Inspection Agency or Agencies will be used for the Project.

Name of Third Party Inspection Agency: _____

DCRA Certification No.: _____

Name of Third Party Inspection Agency: _____

DCRA Certification No.: _____

The names of the Professionals-in-Charge and Inspectors, along with the field discipline(s) to be inspected by each, are as follows.

Field Discipline	Third Party Inspection Agency	Professional-in-Charge	Inspector

By signing below, the Permittee, Contractor and Third Party Inspection Agency acknowledge that they have reviewed and are familiar with the provisions of the Homestart Regulatory Improvement Amendment Act of 2002, codified as D.C. Official Code, 2001 Ed. §6-1405.04 (a), 12A DCMR §109.4 and the Third Party Inspection Program-Procedure Manual, and agree to comply with the third party inspection procedures, responsibilities and requirements set forth therein.

ACKNOWLEDGMENTS

I have read and agree to comply with the terms and conditions of this agreement.

Permittee:

_____By: _____Date:_____

_____By:_____Date:_____

Contractor:

_____By:_____Date:_____

Third P Inspection Agency:

_____By:_____Date:_____

ACCEPTED FOR DCRA

By: _____ Date: _____

APPENDIX A – SECTION 2

Examples of Third Party Inspection Forms

- Third Party Inspection Daily Report Form
- Third Party Inspection Weekly Report Form
- Third Party Inspection Discrepancy Notice
- Third Party Inspection Final Report Form

(THESE FORMS MAY BE PHOTOCOPIED)

THIRD PARTY INSPECTION DAILY REPORT

District of Columbia_____Permit No.:_____Date:_____

Project Name/Address: _____

Inspection Type(s)/Coverage: _____

_____

□ Continuous □ Periodic; frequency: _____

Inspections made, including locations: _____
_____
_____
_____
_____
_____

Item requiring 1) Correction, 2) Correction of previously listed items and 3) Previously listed uncorrected items;
_____
_____
_____
_____

Changes to approved plans authorized by registered design professional in responsible change: ____
_____
_____
_____
_____

Comments: _____
_____
_____
_____
_____

To the best of my knowledge, work inspected was in accordance with the building department approved plans, specifications and applicable workmanship provisions of the Construction Codes except as noted above.

Signed: _____ Inspection Agency: _____
Print full name: _____ ID Number: _____

THIRD PARTY
INSPECTION CERTIFICATE REPORT

District of Columbia _____Permit No.: _____ Date: _____
Project Name/Address: _____
Inspection Type(s) Coverage:_____
_____
_____
□ Continuous □ Periodic; frequency: _____

Total inspection time each day:

Date

Hours

Inspector

Inspections made, including locations: _____
_____
_____
_____
_____
_____
Test performed: _____
_____
_____
_____
Items requiring 1) Correction, 2) Correction of preciously listed items, and 3) Previously listed uncorrected items: _____
_____
_____
_____
Comments: _____
_____
_____
_____
All work inspected was in accordance with the building department approved plans, specifications and applicable workmanship provisions of the District of Columbia Construction Codes except as noted above.

Signed: _____ Inspection Agency: _____
Print full name: _____ ID Number: _____

cc: DCRA/Third Party Inspection Program
Engineer/Architect

DCRA
DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

Department of Consumer and Regulatory Affairs
Inspections and Compliance Administration
1900 Massachusetts Ave, SE; Washington, DC 20019

Inspection Report

Property Address & Unit Number	
Customer	
Site Representative	
Inspector name	
Date	
CAP id # / Permit #	
Inspection Type: (Check below or list) →	

☐ Building	☐ Int. Demo	☐ Part. Demo	☐ Raze	☐ Sign	☐ Projection	☐ Pub. Space
☐ Specialty	☐ Misc.	☐ Suppl.	☐ Elec.	☐ Mech.	☐ Plumb.	☐ Gas
☐ Illegal Const.	☐ Const Compl.	☐ Fire	☐ Zoning	☐ Prop Maint.	☐ _____	☐ _____

Item #	Description

PAGE # _____ OF _____

THIRD PARTY
CERTIFICATE OF INSPECTION COMPLIANCE

District of Columbia_____Permit No.:_____Date:_____
Attention: _____
Project Name/Address: _____
_____
, Third party inspection has been provided for the following items:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Based upon inspections performed and our (my) substantiating reports, it is or (my) professional judgment that, to the best of our (my) knowledge, the inspected work was performed in accordance with the approved plans, specifications and applicable workmanship provisions of *the Construction Codes*.

Signed: _____ Inspection Agency: _____
Print full name: _____ ID Number: _____

Signed: _____ Professional-in-Charge: _____
Print full name: _____

Signed: _____ Inspector: _____
Print full name: _____

cc: DCRA/Third Party Inspection Program
Engineer/Architect

APPENDIX B

Job Task Lists for Special Inspectors

- Reinforced Concrete
- Prestressed Concrete
- Structural Masonry
- Structural Steel and Bolting
- Structural Steel and Welding
- Spray-applied Fireproofing

JOB TASK LISTS FOR SPECIAL INSPECTIONS

These task lists are representative of the tasks tested in the ICC certification exams and is found in the "Exam Information Bulletin" found at
http://www.iccsafe.org/certification/pdf/NationalCertificate CandidateBulletin.pdf

The Code Official may desire to review these tasks in reviewing the proposed special inspection activities for a particular project and evaluating the qualifications of special inspectors

A. Reinforced Concrete

1. General Requirements

Review approved plans and specifications for third party inspection requirements. Comply with third party inspection requirements of the enforcing jurisdiction. Notify the contractor of deviations from approved plans and specifications. If the deviations are uncorrected, notify the registered design professional in responsible charge and the Code Official. Submit progress reports to the registered design professional in responsible charge and the Code Official, describing tests that were performed and compliance of work. Submit final summary report stating whether work requiring third party inspection was in conformance with the approved plans and applicable provisions of the building code.

2. Concrete Quality

Verify that individual batch tickets indicate delivery of the approved mix as specified. Verify time limits of mixing total water added, and proper consistency and w3orabilityfor placement. Determine the required type, quantity and frequency of tests to be performed on fresh and hardened concrete. Observe sampl8ing of concrete, field testing of fresh concrete and making of test specimens. Provide or arrange for proper specimen identification, site storage and protection, and transportation to the testing laboratory. Provide or arrange for communication of field-testing results to the registered design professional in responsible charge and to the Code Official.

3. Reinforcement

Verify that reinforcing steels are of the type, grade and size specified and are in conformance with acceptable quality standards Ensure that reinforcing steel is free of oil, dirt and rust and that the steel is properly coated and/or sheathed as specified. Verify that reinforcing steels are located within acceptable tolerances and are adequately supported and secured to prevent displacement during concrete placement. Verify that minimum concrete cover is provided. Verify that placement of reinforcing steel (or ducts) complies with required spacing, profile and quantity requirements, as indicated by both the approved plans and installation drawings. Verify that hooks, bends, ties stirrups and supplemental reinforcement are fabricated and placed as specified. Verify that required lap lengths, stagger and offsets are provided. Verify proper installation of approved mechanical connections per that manufacturer's instructions and/or evaluation reports. Insure that all welds of reinforcing steel and other weldments are as specified and have been inspected and approved by an approved welding inspector.

4. Formwork, Joints and Embeds

Verify that formwork will provide concrete elements of the specified size and shape. Verify that the location and preparation of construction joints are in accordance with the approved plans, specifications and building code re1quirements. Verify that the type, quantity, size, spacing and location of embedded items are as specified.

5. Concrete Placement, Protection and Curing

Verify acceptable condition of the place of deposit before the concrete is placed. Verify that methods of conveying and depositing concrete avoid contamination and segregation of the mix. Verify that concrete is being properly consolidated during placement. Verify that concrete is protected from temperature extremes and determine that proper curing is initiated

B. **Prestressed Concrete** (All items listed above under Reinforced Concrete are considered prerequisite to the knowledge for third party inspection of prestressed concrete).

1. General Requirements

Comply with third party inspection requirements of the enforcing jurisdiction. Review approved plans and specifications for project details that pertain to third party inspection requirements. Notify the contractor of deviations from approved plans and specifications. If the deviations are uncorrected, notify the registered design professional in responsible charge and the Code Official. Submit progress reports to the registered design professional in responsible charge and the Code Official describing tests that were performed and compliance of work. Submit final summary report stating whether work requiring third party inspection was in conformance with the approved construction documents and applicable provisions of the building code.

2. Concrete Quality

Verify that individual batch tickets indicate delivery of the approved mix as specified. Verify time limits of mixing, total water added, and proper consistency and workability for placement t. Determine the required type, quantity and frequency of tests to be performed on fresh and hardened concrete. Observe sampling of concrete, field testing of fresh concrete and making of test specimens. Prove or arrange for proper specimen identification, site storage and protection, and transportation to the testing laboratory. Provide or arrange for communication of field testing results to the registered design professional in responsible charge and to the Code Official.

3. Reinforcement

Verify that reinforcing steel and tendons are of the type, grade and size specified and are in conformance with acceptable quality standards. Verify tat the reinforcing steel and tendon system are fabricated conformance with acceptable quality standards. Verify that the conditions of tendons at the time of concrete placement are free of oil, dirt and excessive rust, and are properly coated and/or sheathed as specified. Verify that reinforcing steel and tendons (or ducts) comply with

spacing, profile and quantity requirements, as indicated by the installation drawings and approved plans. Verify that hooks, bends, ties, stirrups and supplemental reinforcement are fabricated and placed and specified. Verify that required lap lengths, stagger and offsets are provided. Verify proper installation of approved mechanical connections per the manufacturer's instructions and/or evaluation reports. Verify that welds have been inspected and approved as specified. Verify that prestressed rock and soil anchors are fabricated and installed as specified.

4. Prestressing and Grouting

Verify that the required concrete strength has been attained prior to transferring prestressing forces. Verify prope4r equipment calibration. Verify that proper stressing (or tensioning) sequences are used, proper jacking forces are applied, and acceptable elongations are attained and recorded. Verify that tendons and anchorages are properly sealed or otherwise protected as specified. Verify that ducts including inlets and outlets are of the required size, are mortar-tight and are located correctly. Verify that properly grout materials, strength and grouting pressures are used as specified.

5. Formwork, Joints and Embedments

Verify that formwork will provide concrete elements of the specified size and shape. Verify that the location and preparation of construction joints are in accordance with the approved plans, specifications and applicable odes and standards. Verify that the type, quantity, size, spacing, condition and location of embedded items are as specified.

6. Concrete Placement, Protection and Curing

Verify acceptable condition of the place of deposit before the concrete is placed. Verify that methods of conveying and depositing concrete avoid contamination, segregation of the mix, and displacement of reinforcement, embedments and forms. Verify that concrete is being properly consolidated during placement. Verify that concrete is protected from ambient temperature extremes during placement and curing. Verify that concrete is being cured as specified by approved plans, specification and applicable codes.

C. Structural Masonry

1. General Requirements

Review approved plans, specifications and submittals for third party inspection requirements. Comply with third party inspection requirements of the enforcing jurisdiction in accordance with the applicable code approved plans and specifications. Notify the contractor of deviations from approved plans and specifications. If the deviations are uncorre3cted, notify the registered design professional in responsible charge and the Code Official of deviation. Submit progress reports to the registered design professional in responsible charge and the Code Official, describing tests that were performed and compliance of work. Submit final summary report stating whether work requiring third party inspection was in conformance with the approved plans and applicable provisions of the building code.

2. Materials

Verify that brick, block, cement, lime, aggregates, reinforcement, connectors, water, admixtures and other materials are the type specified and approved. Verify that materials are properly stored. Verify that grout is batched in accordance with approved mix. Determine the required material strengths, type and frequency of tests to be performed. Observe sampling, field testing and fabrication of test specimens. Verify that masonry strength meet approved specification. Verify proper sample identification, site storage, protection and transportation to the testing laboratory.

3. Masonry Placement

Verify that the condition of substrate is acce4ptable for placement, that mortar is properly placed and that the masonry units are placed in accordance with the approved plans. Verify that the type quantity, size, spacing and location of embedded items are as specified. Verify that the location and preparation of movement joints are in accordance with the approved plans, specifications and building code requirements. Verify that the masonry is protected from temperature extremes and adverse weather conditions.

4. Reinforcement and Connector Placement

Verify that the reinforcing steel and connectors comply with required size, spacing, profile, condition and quantity requirements, as indicated by both the approved plans and installation drawings. Verify that reinforcing steel and connectors are placed in the proper location within acceptable tolerances. Verify minimum coverage and clearance to masonry surfaces. Verify that hooks, bends, ties, stirrups and supplemental reinforcement are fabricated and placed as specified. Verify that required lap lengths, stager and offsets are provided. Verify installation of approved mechanical connections per manufacturer's instructions and/or evaluation reports.

5. Grout Placement

Verify that grout spaces are free of obstructions and that cleanouts are provided as required. Verify that methods of conveying and placing grout avoid contamination and segregation and comply with time limits and grout lift requirements. Verify that grout is being properly consolidated and reconsolidated during placement.

D. Structural Steel and Bolting

1. General Requirements

Review approved plans and specifications for third party inspection requirements. Comply with third party inspection requirements of the enforcing jurisdiction. Notify the contractor of deviations from approved plans and specifications. If the deviations are uncorrected, notify the registered design professional in responsible charge and the Code Official of deviations. Submit progress reports to the registered design professional in responsible charge and the Code Official, describing tests that were performed and compliance of work. Submit final summary report stating whether

work requiring third party inspection was in conformance with the approved plans and applicable provisions of the building code.

2. Material Sampling, Testing and Verification

Verify that the steel shapes and bolts are of the type size, grade and condition specified on the approved plans and specifications. Verify the required type, quantity, location and frequency of tests to be performed, and witness preparation of properly identified test materials samples on all materials. Provide or arrange for documentation and transportation of samples to the laboratory. Verify that required testing is performed on materials as required by applicable standards and specifications.

3. High-Strength Boling

Verify correct type, size and location of bolts and bolt hole, nuts and washers for type of connection specified on approved plans and specifications. Verify protected storage of bolts, nuts and washers as required by applicable standards and specifications. Verify that faying surfaces at connections utilizing high-strength bolts are in compliance with applicable standards. Observed or conduct bolt tension verification testes on required high-strength bolt assemblies. Identify and verify joint type and installation of bolt assemblies per approved pans and specifications. Verify use of the approved method and sequence of bolt tightening.

4. Steel Framing Observation

Verify that structural steel frame orientation details and frame member sizes are in accordance with approved plans and specifications. Verify that column base plates are the designed configuration, have correct size whole and proper clearance for grouting. Verify grout placement and sampling. Verify that base plates are securely seated and fastened in accordance with applicable plans and specifications.

E. Structural Welding

1. General Requirements

Review approved plans and specifications for third party inspection requirements. Comply with spe4cial inspection requirements of the enforcing jurisdiction. Notify the contractor of deviations from approved plans and specifications. If the deviations are uncorrected, notify the registered design professional in responsible charge and the Code Official. Submit progress reports to the registered design professional in responsible charge and the Code Official, describing tests that were performed and compliance of work. Submit final summary report starting whether work requiring third party inspection was in conformance with the approved plans and applicable provisions of the building code.

2. Material Sampling, Testing and Verification

Verify that the steel shapes, base metals, filler metals and gases are of the type, size, grade and condition specified on the approved plans, specifications and Welding Procedures Specifications. Verify the required type, quantity, location and frequency of testes to be performed, and witness preparation of properly identified test material samples on all materials. Provide or arrange for documentation and transportation of samples to the laboratory. Verify that required destructive testing is performed on materials as required by applicable standards and specifications. Verify that required nondestructive examinations are performed as required by applicable standards and specifications.

3. Structural, Reinforcing and Sheet Steel Welding

Verify that the welding equipment and process has the capability to produce the specified welds. Insure that welding equipment is calibrated and appropriate for use with the welding process. Verify and/or witness qualification of welders, welding operators and trackers for conformance with AWS standards and specifications. Verify that welders are qualified to perform the specified work. Verify that the proposed welding procedure for structural steel, reinforcing steel and sheet metal is a standard pre-qualified procedure, or has been properly qualified and approved. Verify that welding processes, sequences and procedures are followed n accordance with approved Welding Procedures Specifications. Review approved plans and specifications for weld types and locations. Verify that filler materials are stored and handled in accordance with manufacturer and project specifications. Verify that base metal to be welded is properly prepared and oriented. Verify that weldments have proper joints geometry and have backing and start/runoff tabs where required. Inspect to insure that weld and structural steel repairs are performed in accordance with approved procedures. Verify that fabricated elements are within permissible tolerances. Verify that welds have the specified length and effective throat. Verify that the weld profile meets applicable shape, size and quality requirements.

F. Spray-applied Fireproofing

1. General Requirements

Review approved plan and specifications for third party inspection requirements. Comply with third party inspection requirements of the enforcing jurisdiction. Notify the contractor of deviations from approved plans and specifications. If the deviations are uncorrected, notify the registered design professional in responsible charge and the Code Official. Submit progress reports to the registered design professional in responsible charge and the Code Official, describing tests that were performed and compliance of work. Submit final summary report stating whether work requiring third party inspection was I conformance with the approved plans and applicable provisions of the building code.

2. Materials, Preparations, Application and Testing

Verify that the proposed materials are of the type specified, are properly stored and have been approved by the registered design Professional-in-Charge and the Code Official. Verify that the

substrate has been properly prepared and is free of oil, dirt, scale, loose paint or primer and other materials that may prevent adequate adhesion. Identify the members to be fireproofed and the minimum required coverage and thickness. Verify the condition of the finished application. Determine the required type and frequency of tests to be performed. Observe the sampling, field testing and fabrication of test specimens. Verification that materials are of type specified, properly stored and approved; verification that the substrate has been properly prepared and free of conditions which may present adhesion; identification of members to be fireproofed, the minimum required coverage and thickness of the fireproofing and the condition of the finished application; and determination of the required tests and observation of sampling, field testing and fabrication of test specimens.

APPENDIX C

Examples of Special Inspector Qualification Standards

The minimum qualifications listed below are from the IAS Document AC291 – Accreditation Criteria for IBC® Special Inspection Agencies and are given as examples of qualifications. Ultimately, the `Code Official has the responsibility for approval of special inspectors and special inspection agencies.

Experience

1. In order for experience to count toward qualifications, it must be based on verifiable work directly related to the category or type of inspection involved.
2. An engineering degree (BS) plus appropriate in-house training may be substituted for not more that one year or experience. An engineering technology degree (AA) plus appropriate in house training may be substituted for not more than six months of experience. (Degree experience may not be substituted for more that half of the experience requirements in any category.)
3. Three to Five or more year's experience as a qualified special inspector in one or more categories of work may fulfill up to half of the experience requirements in any category, at the discretion of the (agency's) responsible professional engineer.

Certification

Certification, when specified, is intended to mean successful completion of an ICC examination appropriate to the category of work involved.

Special Inspector in Training

1. The intent of this provision is to provide practical opportunities for an inspector to gain the needed experience to qualify as a special inspector.
2. An inspector who does not meet the qualifications for third party inspector may be allowed to perform "special inspection" at the discretion of the agency's responsible professional engineer and with approval of the Code Official, provided one or more of the following conditions are met:
    (a) Individual is working under direct and continuous supervision of a special inspector fully qualified for the type of work involved.
    (b) Individual is working under indirect or periodic supervision of a special inspector, and the scope of work is minor and/or routine and within the capabilities of the individual.
    (c) Individual is specifically approved by the Code Official.

Minimum Qualifications for Special Inspectors

CONCRETE CONSTRUCTION (PRESTRESSED AND REINFORCED)

1. PRESTRESSED

Current certification in ICC prestressed concrete inspection.

2. REINFORCED

2.1 Current certification in Reinforced Concrete Special Inspection by ICC (see note below)

2.2 P.E. and a minimum one year of direct experience in reinforce concrete construction. Permittee must be qualified under Section 6.2 within 12 months of accreditation.

2.3 Bachelor's degree in Civil or Structural Engineering from an accredited institution and minimum two years of experience. Applicant must be a qualified under Section 6.2within 12 months of accreditation.

2.4 ACI Concrete Construction Inspector and a minimum one year of experience.

NOTE: Passing the ICC exam on reinforced concrete special inspection or having the reinforced concrete associate certification will not be considered without meeting the education/work experience requirements by ACI and ICC.

3. NONDESTRUCTIVE TESTING (NDT)

3.1 Current American Society for Nondestructive Testing (ASNT) Level II as determined by Level III Examiner and a minimum one year of direct testing experience.

3.2 Personnel qualified in accordance with nationally-recognized NDT personnel qualifications practice or standard, such as ANSI/ASNT-CP-189 or SNT-TC-1A.

4. PIER AND PILE FOUNDATIONS

4.1 Current ICC certification in Reinforced Concrete Special Inspections

4.2 P.E. and a minimum one year of experience.

4.3 NICET III or IV (geotechnical/construction or construction material testing/soils) and a minimum five years of experience3.

4.4 NICET CT Certified Engineering Technologist and a minimum five years of experience.

5. POSTINSTALLED STRUCTURAL ANCHORS IN CONCERTE

5.1 Current ICC certification as a Residential or Commercial Building Inspector as applicable, and a minimum two years of experience in the activity being inspected.

5.2 P.E. and a minimum one year of experience in the activity being inspected.

5.3 Bachelor's degree in Civil or Structural Engineering from an accredited institution and a minim two years of experience in the activity being inspected**.**

6. SOILS

6.1 NICET II, III, IV or CT (geotechnical/construction or construction material testing/soils) and a minimum two years of experience.

6.2 Technician with a minimum three years of documented experience directly related to soils testing and inspection under a licensed P.E.

6.3 Bachelors degree in Civil or Structural Engineering/Geologist from an accredited institution and a minimum two years of experience.

6.4 P.E. in geotechnical engineering or equivalent P.E.

7. SPRAYED FIRE-RESISTANT MATERIALS

7.1 Current ICC certification as a Spray-applied Fireproofing Special Inspector

7.2 P.E. and a minimum one year of experience in fireproofing applications.

7.3 Bachelor's degree in Civil or Structural Engineering from an accredited institution and a minimum two years of experience in fireproofing applications.

8. STEEL (BOLTING AND WELDING)

BOLTING

8.1 Current ICC certification in structural steel and bolting and a minimum one year of experience.

WELDING

8.2 Current ICC certification in structural steel and welding and a minimum one year of experience.

8.3 Current ICC certification in structural steel and welding and a minimum one year of experience.

9. STRUCTURAL MASONRY CONSTRUCTION

9.1 Current ICC certification in masonry and a minimum one year of experience.

9.2 P.E. and a minimum one year of relevant experience.

9.3 Bachelor's degree in Civil or Structural Engineering from an accredited institution and a minimum two years of experience.

10. STRUCTURAL WOOD CONSTRUCTION

Current ICC Certification as a commercial or residential building inspector, as applicable, and one of the following:

10.1 A minimum two years of direct experience in engineered wood products, or

10.2 A minimum five years of direct experience as a journeyman carpenter.

11. SPECIAL CASES

11.1 Current ICC certification as a Special Inspector and a minimum two years of experience in the activity being inspected.

11.2 P.E. and a minimum one year of experience in the activity being inspected.

Exception: Individuals, who have proven expertise in a specialty field, either through education or field experiences of not less than five years, may be considered as meeting criteria to conduct one or more classes of specialty inspections.

11.3 Bachelor's degree in Civil or Structural Engineering from an accredited institution and a minimum two years of experience in the activity being inspected.

Reference Abbreviations and Recognized Certifying Agencies

1.	**AA**	**Associate of Arts**
2.	**ACI**	**American Concrete Institute**
3.	**ACIA**	**American Construction Inspectors Association**
4.	**ASTM**	**American Society for Testing and Materials**
5.	**ASNT**	**American Society for Nondestructive Testing**
6.	**AWS/ACWI**	**American Welding Society/Associate Certified Welding Inspector**
7.	**AWS/CWI**	**American Welding Society/Certified Welding Inspector**
8.	**BS**	**Bachelor of Science**
9.	**IBC**	**International Building Code**
10.	**NICET**	**National Institute for Certification of Engineering Technologists**
11.	**NRCA**	**National Roofing Contractors Service**
12.	**IAS**	**International Accreditation Service**
13.	**PDS**	**Professional Development Services (Division of ICC)**