



Town of Poughkeepsie

BUILDING DEPARTMENT

1 OVEROCKER ROAD
POUGHKEEPSIE, NY 12603
(845) 485-3655

Special Inspection and Testing Guidelines

The special inspection requirements of the Building Code of New York State are detailed and can be a challenge to work with. The Town of Poughkeepsie has developed this Guide to help all parties involved understand the requirements and provide an efficient process that will allow Building Code requirements to be satisfied without causing delays in the construction process.

The Special Inspection Program is a partnership between all the parties involved in the construction process. This Guide outlines each party's responsibilities in the process and encourages communication and cooperation to ensure that construction is completed in a safe and timely manner.

The Program is based on a model Special Inspections Program developed by the International Code Council (ICC). It has been prepared to help project Owners, Architects, Engineers, Special Inspection Agencies, Special Inspectors, and the Town of Poughkeepsie Building Department in the effective processing and completion of Special Inspections required by Section 1704 of the Building Code of New York State.

This Guide provides important information that will help you understand and comply with the Building Code of New York State and Town of Poughkeepsie Special Inspection Program requirements. It contains details of the Special Inspection requirements and other information that can save you valuable time in obtaining your Building Permit and constructing your building. Submitting all the necessary forms, information and documents required in the Special Inspection Program Guide will expedite the plan review process and help in completing your project on schedule. We urge you to use it as a resource throughout the building design and construction process.

Before a Permit can be issued:

1. The Owner, the Registered Design Professional in responsible charge, the Contractor, and Special Inspector shall complete their respective form and submit them to the Town of Poughkeepsie Building Department with the building permit application.
2. A Statement of Special Inspections shall be submitted by the Registered Design Professional in responsible charge to identify what Special Inspections are required for a project. It also contains details of the required qualifications for Special Inspectors. Special inspection and testing shall meet the minimum requirements of the Building Code of New York State Section 1704.
3. All special inspectors shall be approved by the Town of Poughkeepsie Building Department prior to performing any duties. Special inspectors may have no financial interest in projects for which they provide special inspection. Special inspectors shall submit their qualifications and are subject to personal interviews for prequalification. Special inspectors shall display approved identification as stipulated by the building official, when performing the function of special inspector.
4. A preconstruction meeting with the parties involved may be required to review the special inspection requirements and procedures.

Responsibilities of the Special Inspector

The Special Inspector shall:

1. Notify the contractor of their presence and responsibilities at the job site.
2. Observe assigned work. The Special inspector shall inspect all work for which they are responsible for conformance with the plans and specifications approved by the Building Department. Perform special inspections in a timely manner to avoid delay of work.
3. Report nonconforming items. The special inspector shall bring all nonconforming items to the immediate attention of the contractor for correction. If any such item is not resolved in a timely manner or is about to be incorporated into the work, the building official and the registered design professional shall be notified immediately and the item noted in the special inspector's written report. The special inspector shall write a separate report to be posted at the job site regarding noted discrepancies that should contain, as a minimum, the following information about each nonconforming item:
 - a. Description and exact location
 - b. Reference to applicable plan sheets, details and specifications
 - c. Resolution or corrective action taken and the date.
4. Provide timely reports. The special inspector shall complete written special inspection reports for each visit to the site. The special inspector shall furnish these reports directly to the building department, the registered design professional, and others as designated. These reports shall be organized on a daily format and will be submitted to the building department at the approved times or frequency. In the reports the special inspector should:
 - a. Describe special inspection and tests made, with applicable locations.
 - b. Indicate how nonconforming items were resolved.
 - c. List unresolved items, parties notified, time and method of notification.
 - d. Itemize changes authorized by the registered design professional and approved by the building department.
5. *Submit final report.* The special inspector shall submit a final, signed report to the building department stating that all items requiring special inspections and testing were fulfilled and reported and, to the best of their knowledge, in conformance with the approved plans and specifications. Items not in conformance, unresolved items, or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspection when continuous inspection was required, etc.) should be specifically itemized in this report.

Responsibilities of the Owner

The project owner or the registered design professional acting as the owner's agent is responsible for employing the special inspector. The owner or the registered design professional acting as the owner's agent must also maintain the *Statement of Special Inspections* and obtain the approval of the Building department if any changes are necessary to be made.

Responsibilities of the Registered Design Professional

The registered design professional has many duties and responsibilities related to special inspections, including the following:

1. *Prepare special inspection program.* The registered design professional shall list the items for which special inspection is required. The registered design professional should coordinate with the owner in the selection of who will serve as special inspector. The registered design professional is required to list all special inspectors and their duties within the special inspection program.

The standard of the industry for employing a qualified testing and inspection agency is its compliance with the requirements of ASTM E-329. Additionally, when employing a special inspector, the following factors should be considered:

 - a. Experience with projects of similar complexity.
 - b. Sufficient staffing of qualified special inspectors.
 - c. Proximity of inspection and testing facilities.
 - d. The capabilities for inspection at remote locations.
2. *Respond to field discrepancies.* If contracted to do so, the registered design professional shall respond to the special inspection reports of uncorrected, non complying items and shall approve remedial measures.

The building department must approve any remedial measures or changes to the approved construction documents.

3. *Review shop drawings and submit revisions to approved plans.* The registered design professional shall review and approve shop drawings and submit to the building department any deviations from the approved plans for approval and incorporation into the building construction project.

4. Review all reports. The registered design professional shall review all special inspection reports and special inspection final report. Prior to the issuance of a Certificate of Occupancy, the registered design professional shall submit a letter to the building department confirming that the reports were reviewed and there are no uncorrected or non complying items.

Responsibilities of the Contractor/Construction Manager

1. *Notify the special inspector.* The holder of the building permit or their duly authorized agent is responsible for notifying the special inspector regarding individual inspections required by the approved plans and specifications. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

2. *Provide access to the approved construction documents.* The contractor/construction manager is responsible for providing the special inspector with direct access to the plans and specifications approved by the building department

3. *Provide safe access to the work to be inspected.*

Responsibilities of the Building Department

Of all of the parties involved in the building construction process, the building department is the only one with the legal authority to enforce the special inspection provisions of the Building Code of New York State. The employment of a Special Inspection Agency does not relieve the building department from any of the inspection requirements of Building Code of New York State Section 104.

The Building Department shall:

1. *Review submitted documents for compliance with SI requirements.* The building department is charged with the legal authority to review the plans, specifications, special inspection program, and other documents for compliance with the Building Code of New York State and other applicable New York State Codes.

2. *Approve the special inspection program.* Prior to the issuance of a building permit, the building department is responsible for approving the special inspection program prepared by the registered design professional. The building department may request a preconstruction meeting to review the project with all the members of the construction team.

3. *Approve the special inspector.* The building department is responsible for determining the competence of the special inspectors for the types of work they will be inspecting.

4. *Monitor special inspection activities.* The building department will monitor the special inspection activities to assure that the approved special inspectors are performing their duties when work requiring special inspection is in progress.

5. *Review special inspection reports.* The building department receives and reviews special inspection reports.

6. *Perform final inspection.* The building department shall not perform the final inspection or issue a certificate of occupancy until the final special inspection report has been reviewed and approved.



Town of Poughkeepsie

BUILDING DEPARTMENT

1 OVEROCKER ROAD
POUGHKEEPSIE, NY 12603

IDENTIFICATION OF THE DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE

Project: _____

Application/Building Permit No. _____

Project location: _____

Project Owner: _____

Address: _____

Registered Design

Professional in Responsible Charge: _____

Firm (optional): _____

License Number: _____ Phone: _____ Fax: _____

Address: _____

Architect: _____

Firm (optional): _____

License Number: _____ Phone: _____ Fax: _____

Structural Engineer: _____

Firm (optional): _____

License Number: _____ Phone: _____ Fax: _____

This *Identification of the Design Professional in Responsible Charge* is submitted as a condition for permit issuance in accordance with the Special Inspection requirements of the Building Code of New York State. It includes a Schedule of Special Inspection Services applicable to this project as well as the name of the Special Inspector(s) and the identity of other approved agencies that are to be retained for conducting these inspections.

The Special Inspector shall keep records of all inspections and shall furnish inspection reports to the Design Professional in Responsible Charge and the Building Official. Discovered discrepancies shall be brought to the immediate attention of the Contractor for correction. If such discrepancies are not corrected, the discrepancies shall be brought to the attention of the Design Professional in Responsible Charge and the Building Official. The Special Inspection program does not relieve the Contractor of his or her responsibilities.

A *Final Report of Special Inspections* documenting completion of all required Special Inspections and correction of any discrepancies noted in the inspections shall be submitted prior to issuance of a Certificate of Occupancy.

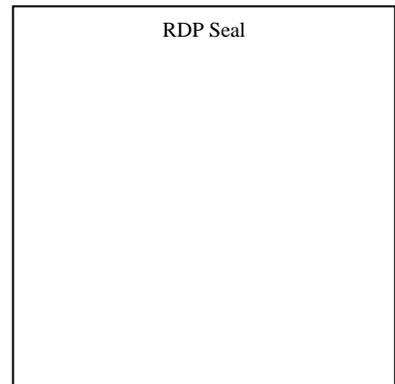
Type or print name

Signature Date

Accepted by: (Code Official)

Type or print name

Signature Date





Town of Poughkeepsie

BUILDING DEPARTMENT

1 OVEROCKER ROAD
POUGHKEEPSIE, NY 12603

IDENTIFICATION OF THE SPECIAL INSPECTION AGENCY

Project: _____

Application/Building Permit No. _____

Project location: _____

Project Owner: _____

Address: _____

Inspection Agency: _____

Person responsible for reviewing
inspections and submitting final report: _____

Address: _____

Phone: _____ Fax: _____

This *Identification of the Special Inspection Agency* is submitted as a condition for permit issuance in accordance with the Special Inspection requirements of the Building Code of New York State. It includes the name of the Special Inspector(s) and a copy of their qualifications to perform the specific inspections they have been assigned. The identity of other agencies that are to be retained for conducting these inspections shall also be included if applicable.

The Special Inspector shall keep records of all inspections and shall furnish inspection reports to the Design Professional in Responsible Charge and the Building Official. Discovered discrepancies shall be brought to the immediate attention of the Contractor for correction. If such discrepancies are not corrected, the discrepancies shall be brought to the attention of the Design Professional in Responsible Charge and the Building Official. The Special Inspection program does not relieve the Contractor of his or her responsibilities.

The special inspector shall write a separate report for each inspection at the job site and leave a copy with the contractor. This report shall note whether work complies or does not comply with Building Department approved documents. Any noted discrepancies should contain, as a minimum, the following information about each nonconforming item:

- a. Description and exact location
- b. Reference to Building Department approved plan sheets, details and specifications
- c. Resolution or corrective action taken and the date.

A *Final Report of Special Inspections* documenting completion of all required Special Inspections and correction of any discrepancies noted in the inspections shall be submitted prior to issuance of a Certificate of Occupancy.

Special Inspector

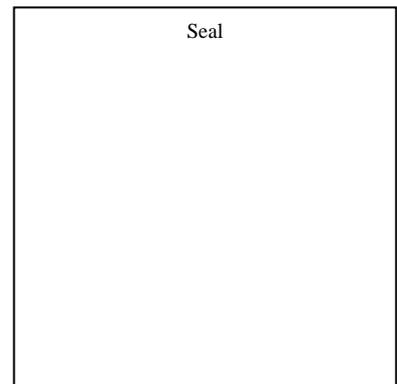
Type or print name

Signature Date

Accepted by: (Code Official)

Type or print name

Signature Date





Town of Poughkeepsie

BUILDING DEPARTMENT

1 OVEROCKER ROAD
POUGHKEEPSIE, NY 12603

OWNERS ACKNOWLEDGEMENT OF SPECIAL INSPECTIONS

I hereby acknowledge that I am the owner of the project referenced below and I have contracted with the design professional listed below to act as my agent in contracting and coordinating the required special inspections for the project.

Application/Permit Number: _____

Project Name: _____

Project Address: _____

Owner's Name: _____

Owner's Address: _____

Owner's Phone Number: _____

NY Registered Design

Professional in Responsible Charge: _____

Firm (optional): _____

Phone: _____ Fax _____

Address: _____

Signature

Date

Print Name



Town of Poughkeepsie

BUILDING DEPARTMENT

1 OVEROCKER ROAD

POUGHKEEPSIE, NY 12603

Contractor Statement of Responsibility

Application/Permit Number: _____

Project name: _____

Project Address: _____

Contractor's Name: _____

Contractors Address: _____

Contractors Phone Number: _____

1. I hereby acknowledge that I have read and am aware of the special requirements contained in the Statement of Special Inspections.

2. I hereby acknowledge that control will be exercised to obtain conformance with the construction documents approved by the Town of Poughkeepsie Building Department

3.) The procedures for exercising control within the contractor's organization are as follows:

The reports will be put in the jobsite 3 ring binder in reverse chronological order. Additional copies of the reports will be distributed by: _____ to the following individuals or firms:

Submitted on a _____ basis.

4. Control of this process will be exercised by:

Name: _____ Qualification: _____

Position in the Organization: _____

Signature Date

Print Name