



SPECIAL INSPECTION PROCEDURES (SI-1)

Special inspections shall be provided during construction on the types of work listed under Section 1704 of the 2009 International Building Code.

1. The Engineer or Architect of Record shall identify the need for special inspection services and specify types of special inspection required in the construction documents and fill out and sign the form SI-2, Special Inspection Requirements, when required. All special inspections shall be in conformance with Chapter 17. The structural engineer of record shall specify on the project plans and specifications the scope of work where special inspections shall be performed in accordance with Chapter 17.
2. The owner or owner's representative--NOT THE CONTRACTOR-- is responsible for obtaining and funding special inspection services by contract with an agency included on the current International Accreditation Services list.
3. The owner or owner's representative and/or the permit applicant, shall, prior to permit issuance, submit to the Department of Building and Safety the following items:
 - Special Inspection Requirement, SI-2, filled out and signed by the engineer of record. The Structural Plans Examiner will fill out the SI scope of work form, SI-6.
 - City of Las Vegas Special Inspection Agreement SI-3 completed and signed by the Owner, the Agency and the General Contractor or their authorized representatives.
4. **Some items noted in the project's scope of work, SI-6, are to be inspected by City of Vegas inspectors. Call 229-6914 to schedule these inspections. An inspection hold will be in place until these inspections are scheduled. Special inspection fees apply. (\$125 per hour, with 2 hour minimum charge)**
5. **General Requirements:**
 - Unless otherwise approved by the Building Official, only the companies that are accredited by the International Accreditation Service (IAS) may be used.
 - All non-complying items that are not resolved in a timely manner shall be reported immediately to the City of Las Vegas Area Inspection Supervisors, namely: Tom Gage (303-2290), Tom Gugino (303-2294) and Jesse Schell (303-2292).
 - Final report shall be reviewed, stamped and signed by the principal of the agency who is a registered professional civil or structural engineer in the State of Nevada. The reports are to be submitted to the area inspection supervisors at 333 N. Rancho Dr., Las Vegas, NV 89106. Review fee is \$150 per hour.
 - The certificate of occupancy or certificate of completion will not be issued until this final report is approved.
 - Material testing and non-destructive / destructive testing shall be by an approved testing agency.
6. **Use of Sub-consultants:**
 - Only the companies that are on the City of Las Vegas approved list may be used. No individual sub consultant is allowed. Sub-consultants are also required to be accredited by the IAS.
 - Prime agency shall perform over 50% of the work on a project where a sub-consultant is to be used.
 - Prime agency may use only one sub consultant per project.
 - The prime agency and the sub consultant will sign the City of Las Vegas form SI-3 (Special Inspection Agreement) and will define the scope of work of each agency.
 - The prime agency will accept full responsibility for the work, actions and performance of the sub consultant on the project.
7. **Change of Special Inspection Agency During Construction**
 - Fill out and sign the City of Las Vegas form, SI-4 and submit to Permit Technician with the new special inspection agreement, SI-3, as a revision to the original permit.