



SI-5 Special Inspection Technical Reporting Guidelines

FINAL REPORT REQUIREMENTS

Revised date: July 2011

1.0 PURPOSE:

The purpose of this Technical Guideline is to give direction regarding reporting requirements during the performance of special inspection activities. Final Report is required under section 1704.1.2 of the 2009 International Building Code.

2.0 SCOPE

A prime Agency, a subcontracted agency, a special inspector, and registered design professional shall submit specific reports and other documents to the Building Official as outlined in this guideline. These reports and other documents are required at specific stages during the construction of projects that require Special Inspection. The intent of these reports and other documents is to provide the results of observations, tests, and other information that verify work requiring special inspection was inspected and found to be in compliance with the approved construction documents, International Building Code, SNA-IBC and referenced Codes.

3.0 ABBREVIATIONS & ACRONYMS:

CLV-BD City of Las Vegas – Building Department
IAS - International Accreditation Service Inc.
IBC - International Building Code
ICC - International Code Council
NDT - Non-destructive Testing
SIA - Special Inspection Agency
SI - Special Inspection
SNA-IBC - Southern Nevada Amendments to the International Building Code
TG - Technical Guideline
TRG - Technical Reporting Guideline.

4.0 REFERENCES:

IBC 2009 International Building Code.
SNA-IBC 2009 Southern Nevada Amendments to the 2009 IBC.
SI-5 Reporting Guideline (Daily)

5.0 DEFINITIONS:

For the purpose of this technical guideline certain terms, phrases, words and their derivatives shall be construed as specified in this section the IBC, SNA-IBC and the Referenced Codes.

Area Acceptance Report: A report to the Building Official which states that all the required activities for special inspection item(s) such as concrete, steel, masonry, etc. are complete and acceptable for a portion of the permitted work.

Certificate of Compliance: A certificate stating that materials and products meet specified standards or that work was done in compliance with approved construction documents.

Compliance: Conformity in fulfilling official requirements.

Construction Documents: Plans, specifications, supporting calculations and Other data prepare to describe the design, materials, physical characteristics, location, orientation, and scope of a proposed project necessary to obtain a permit.

Daily Report: A report that shall include all inspections, observations, testing activity, non-compliances, area acceptance reports, etc. that took place that day.

Final Report: A formatted final inspection report with a separate section for each category of inspections performed.

Non-Compliance Report: A report to the Building Official and to the Contractor that an item was found that is not conforming to the approved construction documents.

Special Inspection Agency: An agency accredited by the International Accreditation Service (IAS) and approved by the Building Official to conduct special inspections and / or testing as required by the City of Las Vegas.

Record of Correction: A report used to clear non-compliance/non-compliant work.

Registered Design Professional: An individual who is registered or licensed to practice their respective design profession as defined by the statutory requirement of the professional registration laws of the state or jurisdiction in which the project is to be constructed.

Technical Reporting Guideline: A guideline that provides inspection and testing responsibilities and daily reporting requirements.

6.0 RESPONSIBILITIES:

6.1 Prime Agency

6.1.1 It is the responsibility of the Prime Agency to submit a final signed report stating that all work requiring special inspection was

inspected, reported and found to be in compliance with the approved construction documents, IBC, and the City of Las Vegas Building Department. The Final Report shall certify that all inspection and testing requirements were completed as required or exceptions taken and documented as being acceptable to the City of Las Vegas Building Department.

6.1.2 The agency shall also respond when deficiencies are noted by a CLV-BD representative.

6.1.3 The agency shall use CLV-BD forms/templates when applicable.

6.2 Subcontracted Agency

6.2.1 It is the responsibility of the Subcontracted Agency to submit a copy of all inspections performed to the Prime Agency.

6.2.2 The agency shall also respond when deficiencies are noted by a CLV-BD representative.

7.0 PROCEDURE: Special Inspection Final Reports shall be submitted to CLV-BD, 333 N. Rancho Dr., Las Vegas, Nevada, 89106.

Fabricators of Clark County NV (Verification of fabricators certificate must be done prior to starting any applicable steel work.) These reports must be contained in subsection S6 or in the applicable sections under high strength bolting, welding, or light-gage steel.

COMPANY LETTERHEAD
ADDRESS, TELEPHONE & FAX #

TEMPLATE SI-5-A – FINAL REPORT COVER LETTER

Date:

Final Report

Project Name:

Project Address:

Permit / Application No.:

SPECIAL INSPECTION NAME performed and completed the special inspection services and testing for the **PROJECT NAME** project and all work requiring special inspection was inspected, reported and found to be in compliance with the approved construction documents, the IBC and CLV requirements. **SPECIAL INSPECTION AGENCY NAME** performed required special inspection for Items _____
SUBCONTRACTED AGENCY performed required special inspection for Items _____

All inspections performed by **SUBCONTRACTED AGENCY** were reviewed and accepted by **SPECIAL INSPECTON NAME**.

Any items not in conformance, unresolved items or any discrepancies in inspection coverage shall be specifically itemized in this report.

Attached for your review are the daily inspection reports, testing results, and other applicable reports.

All required inspections and tests were fulfilled and reported to the best of my knowledge and are in conformance with the approved design drawings, specifications, approved change orders/revisions and the applicable workmanship provisions of the IBC.

I certify that I have reviewed this Final Report and found it to be accurate, true and complete to the best of my knowledge.

REGISTERED DESIGN PROFESSIONAL
SEAL HERE

Name and Date