



# Buncombe County Government

PERMITS & INSPECTIONS  
 30 Valley Street  
 Asheville, NC 28801

## SCHEDULE OF SPECIAL INSPECTIONS

PERMIT #: (OFFICE USE)	OWNER:
DESIGN PROFESSIONAL:	DESIGN PROFESSIONAL EMAIL:

### **Instructions for completing the Schedule of Special Inspections Form**

1. Indicate the Inspection Type required for this project per NCBC 1704 and 1705
2. Indicate whether Continuous (C) or Periodic (P) or both
3. Ensure the scope meets NCBC 1704 and 1705 as well as other standards for each inspection type.

**This form must be included as part of the plan submittal for this project**

### **1705.1.1 SPECIAL CASE EXAMPLES**

Check if required	Inspection Task	C	P
	Construction materials and systems that are alternatives to materials and systems prescribed by this code.		
	Unusual design applications of materials described in this code.		
	Materials and systems required to be installed in accordance with additional manufacturer's instructions that prescribe requirements not contained in this code or standards referenced by this code		

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**1705.1.2 SPECIFIC ELEMENTS ALWAYS REQUIRING SPECIAL INSPECTIONS.**

Special inspections in accordance with Sections 1704 and 1705 are required for the following elements only, regardless of the building or structure that they are in.

<b>Check if required</b>	<b>Inspection Task</b>	<b>C</b>	<b>P</b>
	Piles, Piers and special foundations in accordance with Sections 1705.7, 1705.8, 1705.9, 1810.3.5.2.4 and 1810.3.5.2.5		
	Sprayed fire-resistant materials in accordance with 1705.14		
	Mastic and intumescent fire-resistant coatings in accordance with Section 1705.15		
	Smoke control and smoke exhaust systems in accordance with Section 1705.18		
	Retaining walls and retaining systems exceeding 5 feet of unbalanced fill height in accordance with Section 1807.2 & (SOILS PER 1705.6)		

**1705.1.3 STRUCTURES REQUIRING SPECIAL INSPECTIONS.** Special inspections in accordance with Section 1704 and 1705 are required for the building, building components or other structures according to the following.

1. Buildings or other structures listed in Table 1604.5 in Risk Category II if;
  - 1.1 Building exceeds 45 feet or three stories; or
  - 1.2 The building is an underground building in accordance with Section 405.1
2. Buildings or other structures listed in Table 1604.5 in Risk Category III or IV

**OTHER CONSTRUCTION MAY REQUIRE SPECIAL INSPECTIONS INDICATE BELOW IF YOUR PROJECT REQUIRES ANY OF THE FOLLOWING SPECIAL INSPECTIONS. IF YES TO ANY ITEM, INDICATE WHICH SECTION(S) APPLY.**

TYPE OF CONSTRUCTION	Y	N	IF YES, PROVIDE STANDARD AND SECTION
STEEL CONSTRUCTION PER SECTION 1705.2 NCBC			
CONCRETE CONSTRUCTION PER SECTION 1705.3 & CHP 19			
MASONRY PER SECTION 1705.4			
WOOD PER SECTION 1705.5			
SOILS PER SECTION 1705.6			
DRIVEN DEEP FOUNDATIONS PER SECTION 1705.7			
CAST-IN-PLACE FOUNDATIONS PER SECTION 1705.8			
HELICAL PILES PER SECTION 1705.9			
FABRICATED ITEMS PER SECTION 1705.10 & 1704.2.5			
WIND RESISTANCE PER SECTION 1705.11, 1705.11—1705.11.3 & 1609.3.1			
SEISMIC RESISTANCE PER SECTION 1705.12			
TESTING FOR SEISMIC RESISTANCE PER SECTION 1705.13			
SPRAYED FIRE-RESISTANT MATERIAL PER SECTION 1705.14			
MASTIC AND INTUMESCENT FIRE-RESISTANT COATING PER SECTION 1705.15			
EXTERIOR INSULATION & FINISH SYSTEM (EIFS) PER SECTION 1705.16			
FIRE RESISTANT PENETRATIONS & JOINTS PER SECTION 1705.17			
SMOKE CONTROL PER SECTION 1705.18			

**BEFORE A PERMIT CAN BE ISSUED;** The Owner, or the engineer or architect of record acting as the owner's agent, shall complete this agreement and the structural test and inspections schedule including the required acknowledgements. A pre-construction conference with the parties involved may be required to review the special inspections requirements and procedure.

**APPROVAL OF SPECIAL INSPECTOR:** EACH APPROVED AGENCY SHALL BE HIRED BY THE OWNER AND APPROVED BY the Permits & Inspections department prior to performing inspections.

**DUTIES OF THE SPECIAL INSPECTOR:**

The special inspector shall observe the work for conformance with the building department approved (stamped) design drawings and specifications. Architect/Engineer-reviewed shop drawings may be used as an aid to inspections only.

The special inspector shall bring non-conforming items to the immediate attention of the contractor and note all such items in the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall notify the Permits & Inspections Department by telephone, email or in person, notify the engineer or architect, and post a discrepancy notice.

The special inspector of the inspection agency shall furnish weekly reports of the tests and inspections directly to the Permits & Inspections Department, project engineer/architect and others designated. These reports must include: Description of daily inspections and test made with applicable locations, List of all non-conforming items, Report on how non-conforming items were resolved or un-resolved and Itemized changes by the engineer/architect if not included in the non-conforming items.

The special inspector or inspection agency shall submit a final signed report to the Permits & Inspections Department stating that all items requiring special inspections/testing were fulfilled and reported and, to the best of their knowledge, in conformance with the approved design drawings, specifications and approved change orders. Items non in conformance, unresolved items or any discrepancies in inspection coverage (i.e. missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

The Permits & Inspections Department may issue a Certificate of Compliance after all special inspection reports and the final report have been submitted and accepted.

**ACKNOWLEDGMENTS**

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

Owner: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Special Inspector or  
Inspection Agency: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Project Engineer/  
Architect: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

**ACCEPTED FOR THE PERMITS & INSPECTIONS DEPARTMENT:**

By: \_\_\_\_\_ Date: \_\_\_\_\_