

# **INSTRUCTIONS TO SPECIAL INSPECTORS**

## **VILLAGE OF ELMSFORD – BUILDING DEPARTMENT**

To Special Inspection Agencies or Inspectors for projects requiring special inspection and/or testing per Chapter 17 of the Building Code of New York State.

**BEFORE A PERMIT CAN BE ISSUED:**

**APPROVAL OF SPECIAL INSPECTORS:** Each special inspector shall be approved by the building department prior to performing any duties. Each special inspector shall submit his/her qualifications to the building department. Special inspectors shall display approved identification, as stipulated by the Building Department, when performing the function of a Special Inspector. Special inspection and testing shall meet the minimum requirements of BCNYS chapter 17.

The following conditions are also applicable:

**A. Duties and Responsibilities of the Special Inspector**

1. Observe Work
2. The special inspector shall observe the work for conformance with the building department accepted (stamped) design drawings and specifications and applicable workmanship provisions. Architect/engineer-reviewed shop drawings and/or placing drawings may be used only as an aid to inspection.
3. Report Nonconforming Items  
The special inspector shall bring nonconforming 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 immediately notify the building department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.
4. Furnish Daily Reports  
On request, each special inspector shall complete and sign both the special inspection record and the daily report form for each day's inspections to remain at the jobsite with the contractor for review by the building department's inspector.
5. Furnish Monthly Reports  
The special inspector of inspection agency shall furnish Monthly reports of tests and inspections directly to the building department; project engineer or architect, and others as designated. These reports must include the following:
  - a. Description of daily inspections and tests made with applicable locations;
  - b. Listing of all nonconforming items;
  - c. Report on how nonconforming items were resolved or unresolved as applicable; and
  - d. Itemized changes authorized by the architect, engineer and building department if not included in nonconformance items.
6. Furnish Final Report  
The special inspector or inspection agency shall submit a final signed report to the building department stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions. Items not 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.

## B. Contractor Responsibilities

### 1. Notify the Special Inspector

The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule and as noted on the building department approved plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

### 2. Provide Access to Approved Plans

The contractor is responsible for providing the special inspector access to approved plans at the jobsite.

### 3. Retain Special Inspection Records

The contractor is also responsible for retaining at the jobsite all special inspection records submitted by the special inspector, and providing these records for review by the building department's inspector upon request.

## C. Building Department

### 1. Approve Special Inspection

The building department shall approve all special inspectors and special inspection requirements.

### 2. Monitor Special Inspection

Work requiring special inspection and the performance of special inspectors shall be monitored by the building department's inspector. His/her approval must be obtained prior to placement or concrete or other similar activities in addition to that of the special inspector.

The inspection and tests, as indicated on the Statement of Special Inspections, will be required as detailed in applicable project plans, specifications and the Code. These inspections are in addition to inspections performed by the Village of Elmsford Building Department.

Individuals performing these duties must be qualified, and approved by the Building Department prior to performing inspections.

Special Inspection Reports shall be submitted to the Building Inspection Department, engineer or architect of record and other designated individuals. Reporting methods shall be as described in plans, specifications, and the Code. A final inspection report will be required prior to occupancy of the building.

The following form shall be used to list all of the inspectors cross-referenced to the Special Inspection Statement. Each agency may use a separate form.

**LIST OF INSPECTORS**

**Project Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Inspector's Name	Agency #	Special Inspector for: Building Systems/Item Numbers/Names

Use additional copies of this form as necessary.  
Submit with copies of Certifications for all Inspectors listed above.