



## Special Inspections Duties and Responsibilities Agreement

Project Address \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**BEFORE A PERMIT CAN BE ISSUED**, a copy of this Agreement, including the [Statement of Special Inspections](#) with the required acknowledgements, shall be completed and submitted along with the application by the owner, or registered design professional in responsible charge of special inspections, acting as the owner's agent.

### OWNER RESPONSIBILITIES

The project owner is responsible for funding the Special Inspections Program and contracting with a design professional registered with the Commonwealth of Pennsylvania to administer the Special Inspections Program.

### DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE OF SPECIAL INSPECTIONS (DPRC-SI) RESPONSIBILITIES

The DPRC-SI shall be a Pennsylvania registered architect or licensed engineer with knowledge of all aspects of project design.

The DPRC-SI has many duties and responsibilities related to special inspections, including but not limited to the following:

1. After consulting with the appropriate design professionals, identifies construction activities that require special inspections in accordance with Chapter 17 of the Philadelphia Building Code.
2. Completes the Statement of Special Inspections for submittal with the Building Permit application and other related construction documents.
3. Along with the owner, evaluates and selects the individual special inspection agencies and/or inspectors in accordance with Chapter 17 of the Philadelphia Building Code. A list of applicable agencies and/or inspectors is required to be submitted for approval to the plans examiner prior to the start of the specific special inspection construction activity.
4. Receive and review special inspection reports.
5. Notifies the Department inspector after a deficiency report from the special inspector has not been corrected in a timely manner.
6. Ensures that an amended permit application for corrective action has been submitted through the appropriate design professional when required by the Department inspector.
7. Coordinates and communicates the corrective measures (deficiencies/design revisions) when required, of the applicable professional designers, the contractor, special inspection, and Department.
8. Completes the [Special Inspections Final Compliance Form](#) and submit to the Department inspector as described herein.



**Special Inspections Duties and Responsibilities Agreement**

Project Address: \_\_\_\_\_

**SPECIAL INSPECTORS AND/OR SPECIAL INSPECTION AGENCIES RESPONSIBILITIES**

1. Special inspectors shall review the approved plans and specifications for special inspection requirements. Special inspectors shall also review the approved [Statement of Special Inspections](#) form submitted by the DPRC-SI for the required inspection type and whether periodic or continuous. The special inspector/agency representative shall meet with the Department's building inspector prior to construction to discuss the required special inspections for the project.
  2. Special inspectors shall coordinate their inspection scheduling with the contractor and/or the DPRC-SI. The special inspector shall sign in at the project each day on an appropriate form provided by the contractor.
  3. Special inspectors shall inspect the work according to the Statement of Special Inspections for which they are responsible. Inspections shall determine if the work observed/tested is in conformance with the approved plans, specifications, code section, and the applicable sections of Chapter 17 of the Philadelphia Building Code.
  4. Special inspectors shall immediately report on any deficiency [non-conforming items] to the contractor and DPRC-SI. The special inspector shall include in the formal deficiency report:
    - Description and proper location of the work.
    - Reference to the applicable detail, specification, code section, or standard.
    - Name of each individual and company notified of the deficiency; date and time of day when notification was made.
    - Corrective action taken, if any.
    - Provides the Department inspector an opportunity to witness corrective action
  5. Special inspectors shall provide completed reports\* in a timely manner as determined by the building inspector and/or DPRC-SI. All inspection and testing reports are to be presented to the contractor and DPRC-SI. A copy of the reports shall be maintained at the project location for review by the Department inspector. The reports are to be organized in a daily format and at a minimum, should include:
    - Description of inspection and tests made with the proper location.
    - Deficiency reports which include detailed descriptions and notification.
    - Follow-up reports indicating details regarding the resolution of a deficiency report.
    - Indicate when an inspection is made as a result of a change/revision by the architect or engineer of record and is not a deficiency [nonconforming] item.
- \*Reports may be submitted in a pdf format
6. Special inspectors shall provide a final signed report to the DPRC-SI. The report shall indicate that all items requiring special inspections and testing identified in the Statement of Special Inspections were accomplished and reported and, to the best of their knowledge, conform to the approved plans and specifications. In addition, any unresolved items or any discrepancies in inspection coverage [missed inspections, etc.] are to be specifically itemized in the report.



### Special Inspections Duties and Responsibilities Agreement

Project Address: \_\_\_\_\_

#### CONTRACTOR RESPONSIBILITIES

The 'contractor' referred to in this document and any related procedure refers to the Primary/General Contractor and/or the Primary Construction/Project Manager. There are numerous responsibilities for the contractor in coordinating a special inspections program, including but not limited to, the following:

1. Acknowledge receipt and understanding of the Statement of Special Inspections form submitted by the DPRC-SI and approved by the Department.
2. Provide the approved plans and specifications on the job site before the start of work for the special inspector and building inspector.
3. Provide access to the special inspection reports [kept on file at the job site] for the building inspectors review when requested.
4. Conduct a meeting with the DPRC-SI, special inspector, applicable sub-contractors, and building inspector at the beginning of the job in order to coordinate anticipated inspection schedules, notification of inspections required by the special inspections program and those required by the building inspector, job access, location access, report filing/storage/delivery, response to deficiency reports, and special inspection final reporting.
5. Coordinate all construction and management efforts in response to correcting items described within deficiency and/or discrepancy reports.
6. Providing the building inspector and special inspector an opportunity to witness the approved repairs identified in reports.
7. Provide 48 hours advance notice to the special inspector prior to the need for field inspections and seven (7) days advance notice prior to the need for off-site shop or plant inspections when applicable.
8. Provide a daily sign-in sheet at the jobsite for the special inspector. Sign-in sheet shall include space for the date, name of the inspector, inspection company/agency, inspection item, time in, and time out. Provide copies of the sign-in sheet to the special inspector and maintain copies at the jobsite for the building inspector.
9. Provide safe access for the special inspector and the building inspector to inspect and test the work.
10. Coordinate with the DPRC-SI and special inspector the production of a final report for submission to the building inspector and owner. The minimum contents of the report shall include:
  - All deficiency reports and deficiency report corrections.
  - All design revisions which impacted special inspections reviewed and approved by the DPRC-SI, which did not require a permit.
  - A statement by the special inspector that all items requiring special inspections and testing identified in the Statement of Special Inspections were accomplished and reported and, to the best of their knowledge, conform to the approved plans and specifications.
  - Any unresolved items or any discrepancies in inspection coverage [missed inspections, etc.] are to be specifically itemized in the report.



---

**Special Inspections Duties and Responsibilities Agreement**

Project Address: \_\_\_\_\_

---

**BUILDING DEPARTMENT RESPONSIBILITIES**

The Building Department responsibilities are described within the Special Inspections Program Procedure and Section A-402 of the Philadelphia Building Construction and Occupancy Code.

---

**ACKNOWLEDGEMENTS**

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

Owner Signature: \_\_\_\_\_

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

DPRC-SI Signature: \_\_\_\_\_

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

Contractor Signature: \_\_\_\_\_

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