

2017

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Buildings

## Chapter 17: Special Inspections

Course Number SW0717

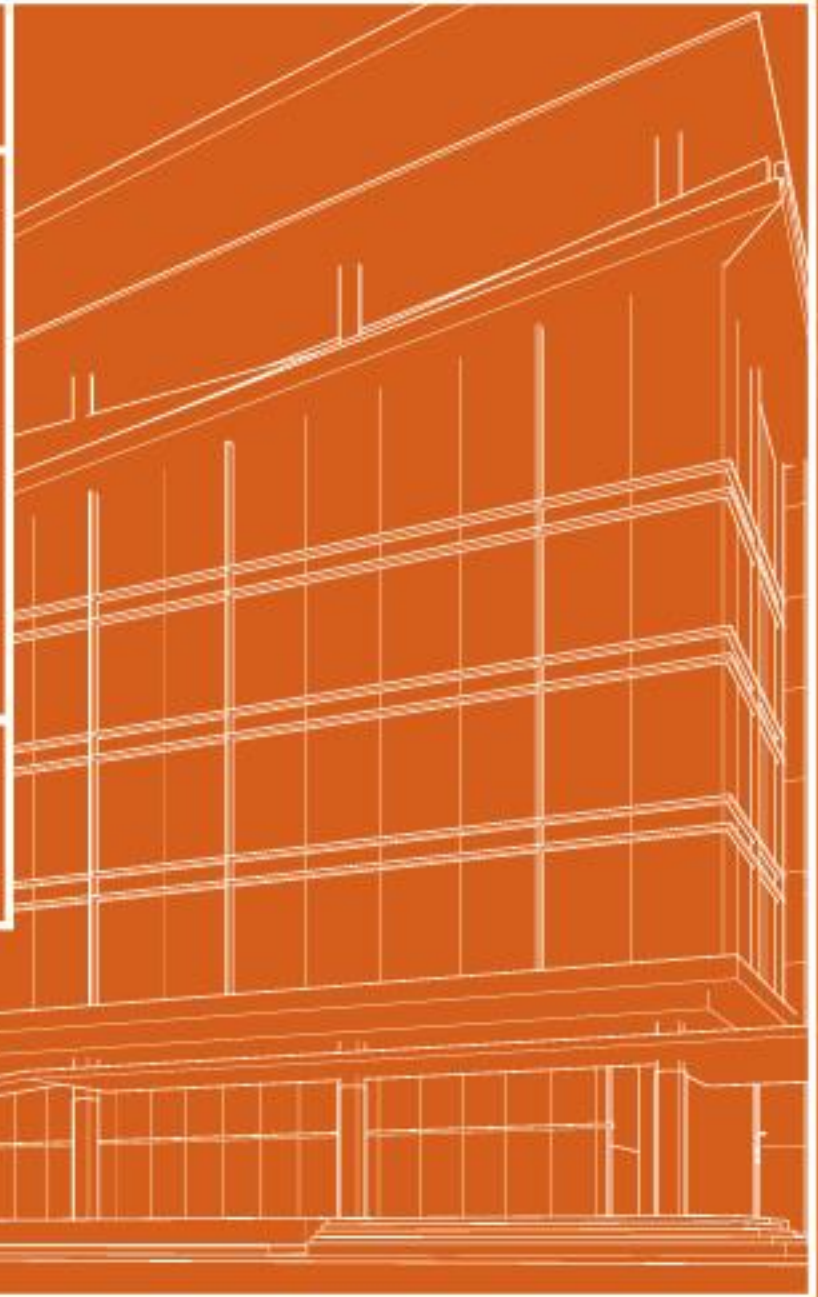
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May 3, 2017

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Questions related to specific materials, methods, and services will be addressed at the conclusion of this presentation.



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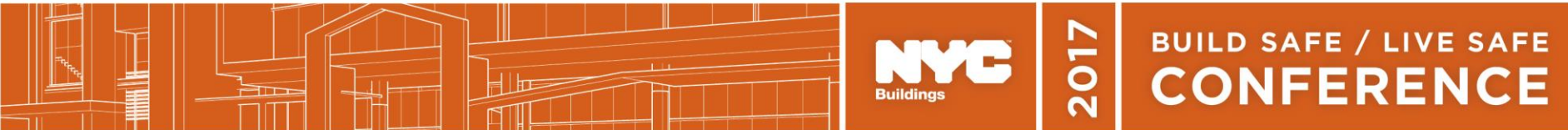
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# COURSE DESCRIPTION

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- Special inspection is a crucial component for safe and code-compliant construction. This course will review the special inspection requirements in accordance with Chapter 17 of 2014 NYC Building Code, Article §28-115 of 2014 NYC Administrative Code, RCNY §101-06, RCNY §101-07, RCNY §104-24, RCNY §16-01, and RCNY §17-01. This course will cover required items as well as the governing code provisions for building owners, filing representatives, job applicants, design professionals, engineers, special inspectors, special inspection agencies, permit holders, and other obligated parties. Documentation and qualification requirements for special inspections and enforcement provisions will also be addressed in the course.



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# LEARNING OBJECTIVES

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At the end of the this course, participants will be able to:

1. Discuss and be able to explain special inspection requirements in accordance with NYC Building Codes and rules.
2. Review the roles and responsibilities of building owners, filing representatives, job applicants, design professionals, special inspectors, special inspection agencies, permit holders and other obligated parties; to be better able to manage their projects and perform their duties in accordance with NYC Administrative Codes, NYC Building Codes and regulations.
3. Discuss and be able to explain the process of enforcement actions.
4. Review and be able to identify documentation requirements for special inspections.



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# JOB COMPONENTS AND PERMITS

- Pre-Permit (**Development**)
  - Job filing types (NB, Alt1, Alt2, etc.)
  - Qualification (RA, PE, SI, CSM, SSM, etc.)
  - Plans (Architectural, Structural, etc.)
  - TR Forms (TR1, -2, -3, -4, -5, -5H, etc.)
- Post-Permit (**Enforcement**) Ch. 17
  - Compliance inspections*
    - In construction and “as-built” compliance
    - TR Forms (TR1, -2, -5, -5H, etc.) defaults
    - **Special Inspections (Ch.17, RCNY 101-06)**
    - **Special Inspection Documentation/Reports**



# JOB AUDITS

## Numerous Sources Pre-permit and Post-permit

- Pre-permit: AC §28-104.7.1: Construction documents shall be complete and of sufficient clarity...
  - *compliance inspections (**straight forward**)*
- Post-permit: TR1 - **58** critical fire and life safety items (more complex – lots of moving parts)
  - *C of O dependent on this*
- If Code Compliant Job : only documentation per Code  
Design **OK**, Construction **OK**:  
Documentation: qualifications, Special Inspection reports, site inspections, logs, lab reports, ...



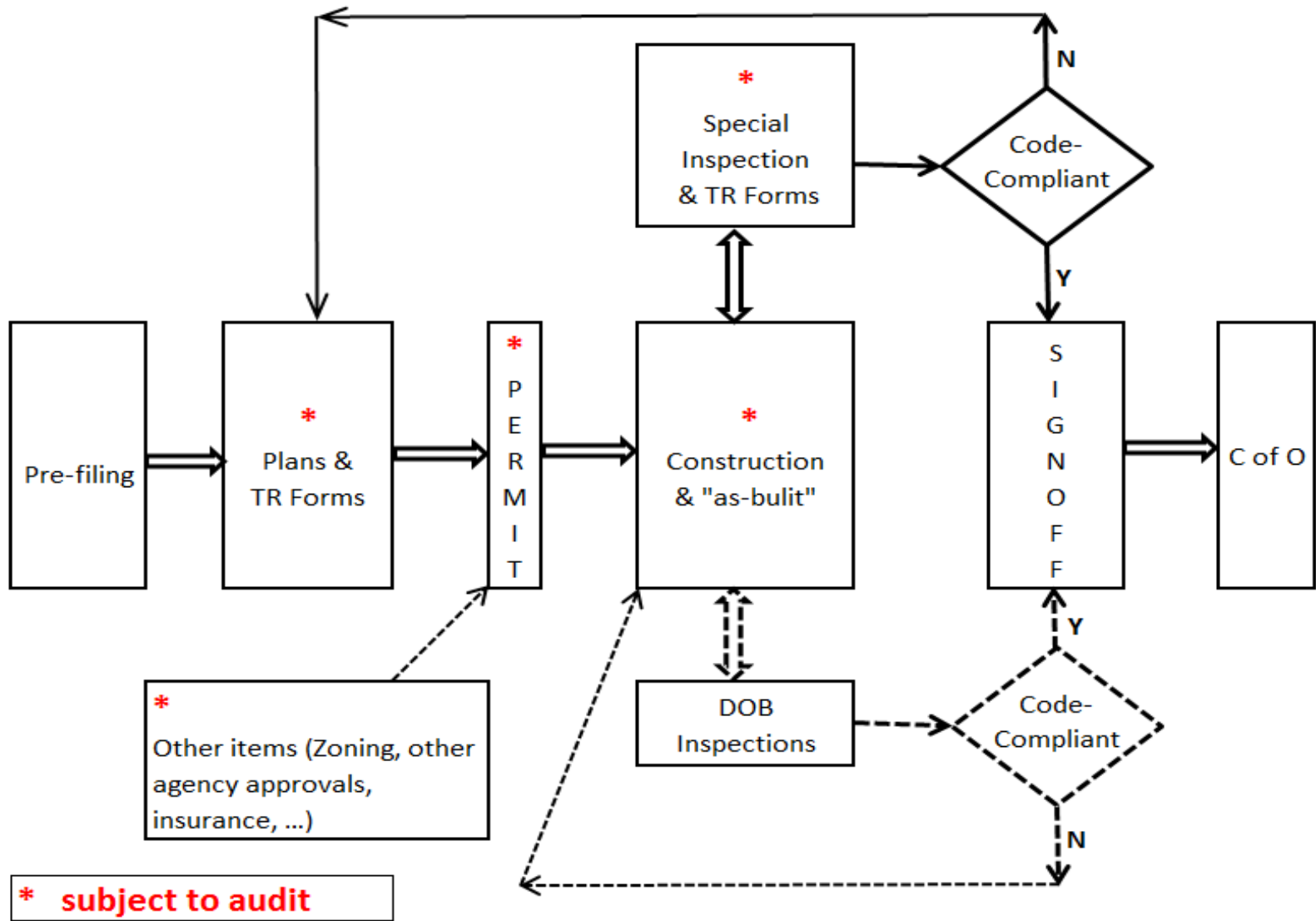
# POST-PERMIT JOB AUDITS

Non Code-compliant - *EVERY PARTY HAS OWNERSHIP*

- Non Code-compliant Jobs: three (3) common themes
  1. Design **OK**, Construction **NG**  
*Responsible: Owner, CM, PE, RA, Super, SI, CSM, etc.*
  2. Design **NG**, Construction **SEEMS OK but No Special inspections**  
*Responsible: Owner, CM, PE, RA, Super, SI, CSM, etc.*
  3. Design **NG**, Construction **NG**  
*Responsible: Owner, CM, PE, RA, Super, SI, CSM, etc.*

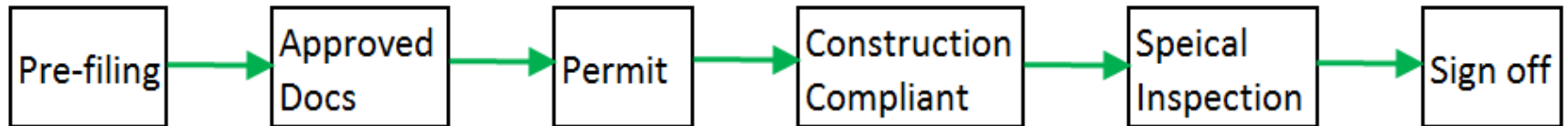






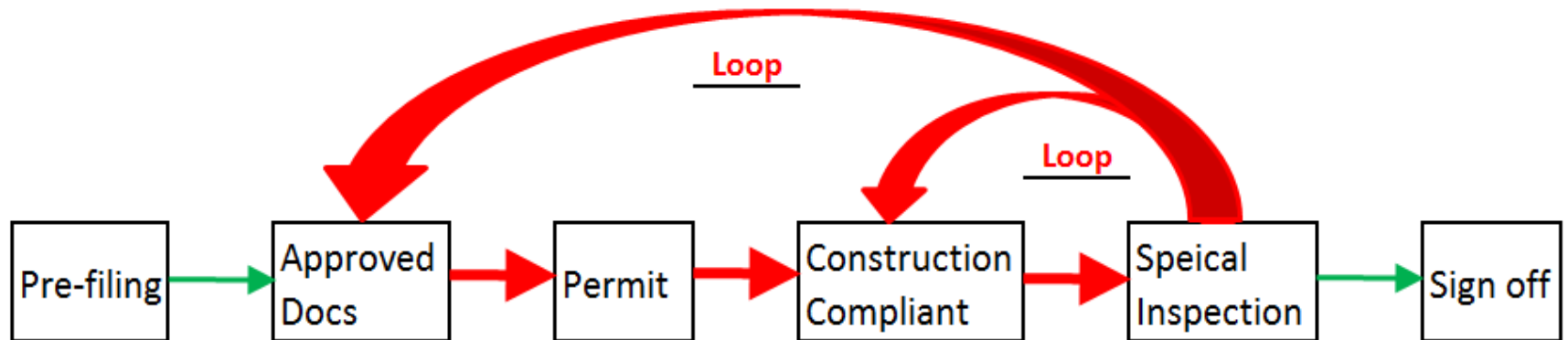
# CODE-COMPLIANT JOBS

*(LINEAR & STRAIGHT FORWARD)*



# NON CODE-COMPLIANT JOBS: 3 COMMON THEMES

*(LOOPS & COMPLICATED)*



# POST-PERMIT: THREE TYPES OF DEFICIENCIES

## *All Parties are Obligated*

- 1 RCNY §101-06: Special Inspectors and Special Inspection Agency

Section (e) Obligations of others: Nothing in this rule is intended to alter or diminish any obligation otherwise imposed by law, including but not limited to the obligation of an owner, construction manager, general contractor, contractor, materialman, architect, engineer, site safety manager, land surveyor, superintendent of construction or other party involved in a construction project to engage in sound engineering, design, and construction practices, and to act in a reasonable and responsible manner to maintain a safe construction site.

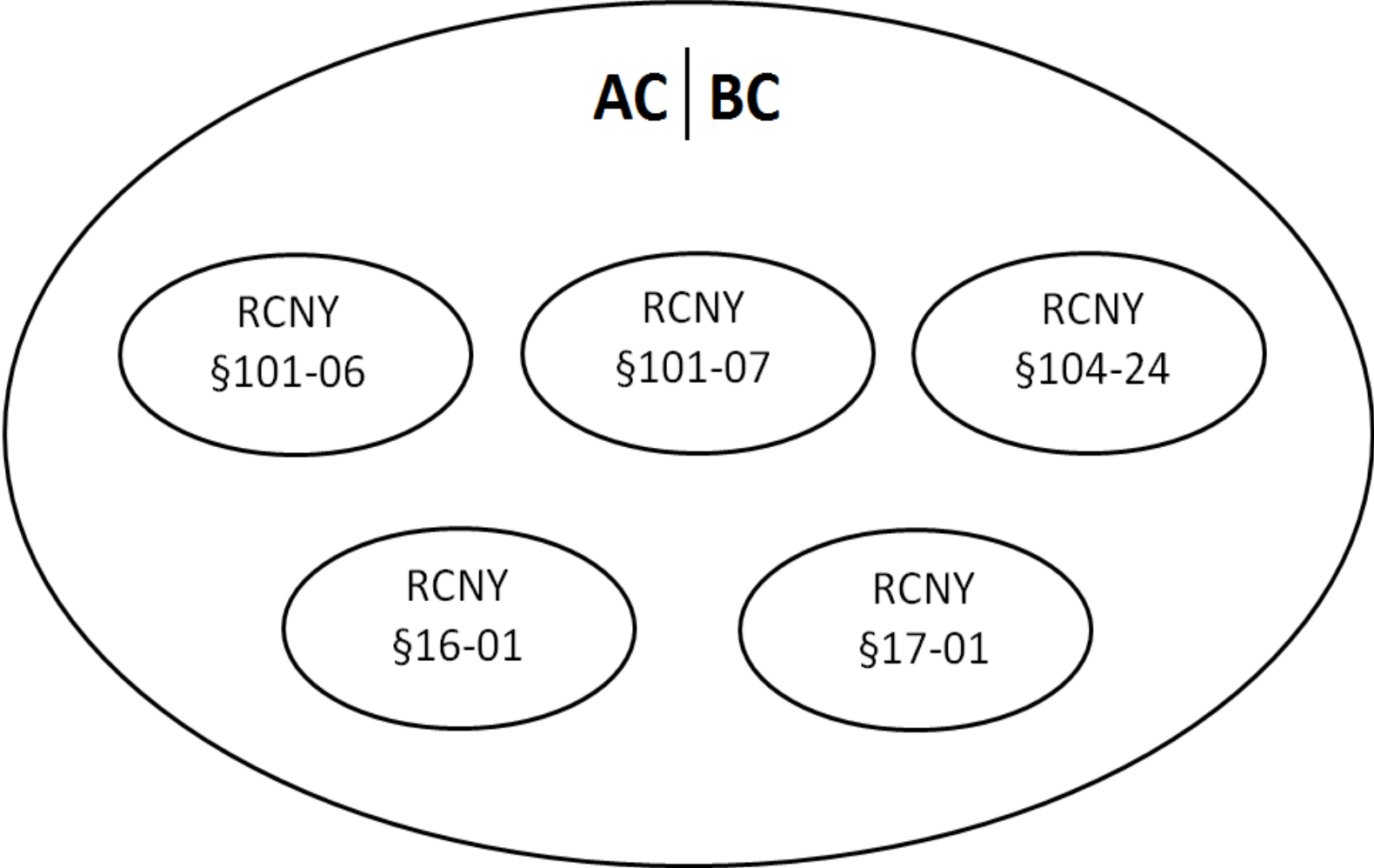


# CODE/RULES: ALL PARTIES

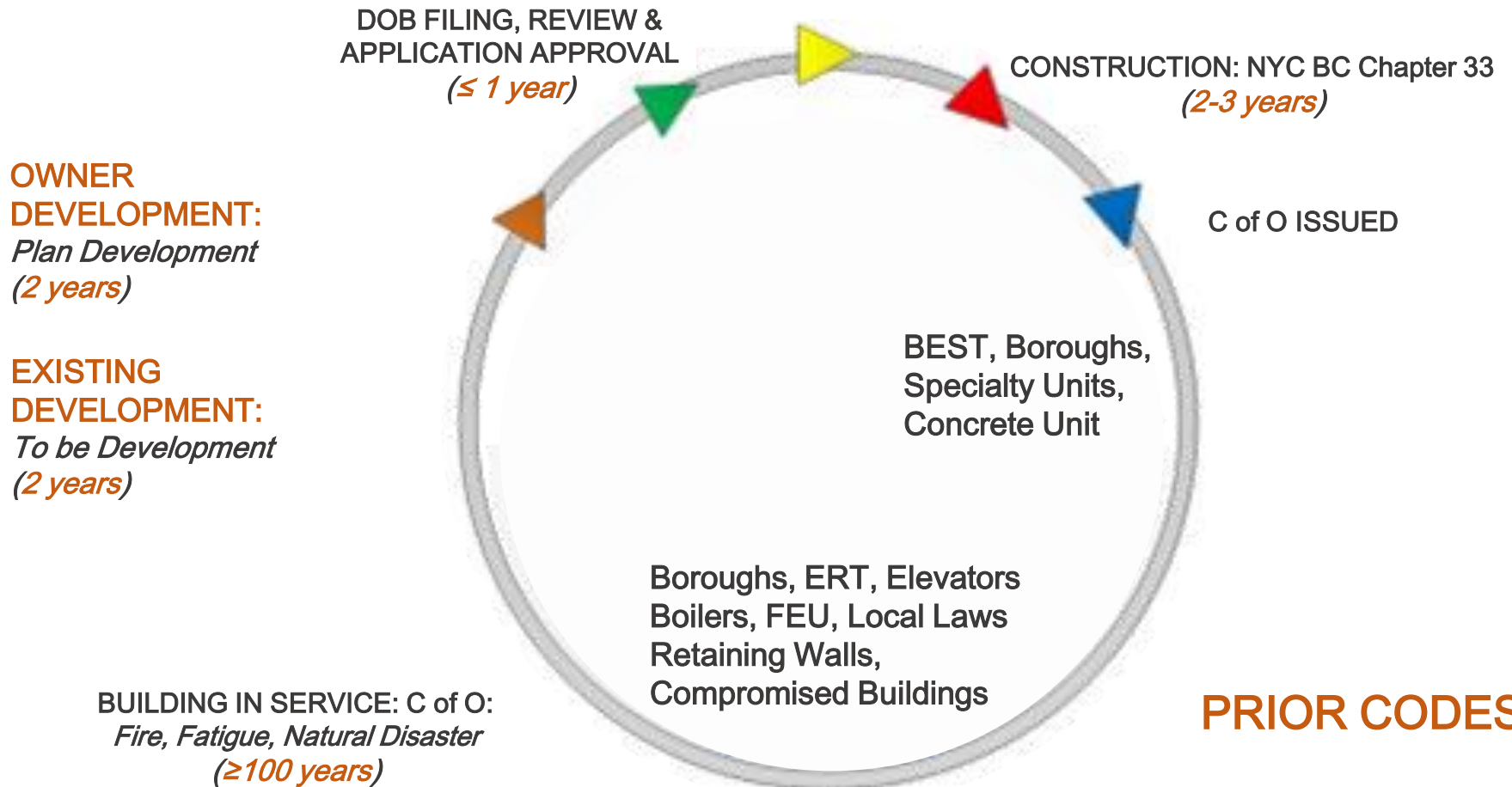
- AC §28-115&116: Special Inspections
- AC §28-301.1: Owners to Maintain SAFE
- **BC Chapter 17: Structural Tests and Special Inspections**
- **RCNY §101-06: Special Inspectors and Special Inspection Agency**
- RCNY §101-07: Approved Agencies
- RCNY §16-01: Inspections of Existing Structures During Construction Operations: (2 visit min per TR item)
- RCNY §17-01: Testing Laboratories and Testing Services
- RCNY §104-24: Registered Filing Representatives



# CODE/RULES: ALL PARTIES



# MAINTENANCE OF BUILDINGS: 2014 CODE PERMIT & C of O 'LIFE' CYCLE



# POST-PERMIT: THREE TYPES OF DEFICIENCIES

## *All Parties are Obligated*

- 1 RCNY §101-06: Special Inspectors and Special Inspection Agency

Section (e) Obligations of others: Nothing in this rule is intended to alter or diminish any obligation otherwise imposed by law, including but not limited to the obligation of an owner, construction manager, general contractor, contractor, materialman, architect, engineer, site safety manager, land surveyor, superintendent of construction or other party involved in a construction project to engage in sound engineering, design, and construction practices, and to act in a reasonable and responsible manner to maintain a safe construction site.



# CODE/RULES: OWNERS

- AC §28–301.1 Owner’s responsibilities - All buildings and all parts thereof and all other structures shall be maintained in a **safe** condition...
- BC 1704.1:...one or more special inspection agencies...shall be retained by the owner to provide inspections
- 1 RCNY §101-06: ...all obligated parties, including owner





# CODE/RULES: FILING REPRESENTATIVES

*(PRE-PERMIT VENDOR GIVEN POST-PERMIT DUTIES)*

- RCNY §104-24: Registered Filing Representatives
  - Class 1 Filing Reps may submit, furnish or seek approval of application or construction documents
    - Also, can remove documents from the possession of the department
    - They cannot meet with the department representing the project.
  - Class 2 Filing Reps may
    - Conduct duties of Class 1
    - Meet regarding projects under certain conditions.



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# CODE/RULES: DESIGN PROFESSIONALS (PE/RA)

- **AC:** Administrative Code
- **BC:** Chapter 1 – Administration
- **BC:** Chapter 17 - Structural Tests and Special Inspections (non compliant work)
- **1 RCNY §101-06 :** Special Inspectors and Special Inspection Agency (non compliant work)
- **BC:** Chapter 33 – *Safeguards During Construction or Demolition (SOE, DM, adjacent buildings, etc.)*



# CODE/RULES: DESIGN PROFESSIONALS (PE/RA)

*(PRE-PERMIT VENDOR GIVEN POST-PERMIT DUTIES BY CODE)*

## ***BC 1704.1.1***

Responsibilities of the registered design professional of record

1. Construction document requirement (**pre-permit**)
2. Respond to field discrepancies (**post-permit**)
3. Review of shop drawings (**post-permit**)
4. Deviations from approved construction documents (**pre- & post- permit**)



# CODE/RULES: DESIGN PROFESSIONALS (PE/RA)

*(continued)*

- Administrative Code
  - **Notification of DOB of hazardous condition** – persons engaged in building operations (duty) §28-301.1
  - **Minimum requirements & standards** (duty) §28-101.2
  - Interpretation: This code shall be liberally interpreted to secure the beneficial purposes thereof §28-103.2
  - Construction documents shall be **complete** and of **sufficient clarity** (duty) §28-104.7.1
  - **Additional Information** (audit) §28-104.7.11



# CODE/RULES: DESIGN PROFESSIONALS (PE/RA)

*(continued)*

## ***BC: Chapter 1 - Administration***

- 101.2 – Scope: The provisions of this code shall apply to the construction, alteration, movement, addition, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures (**duty**)



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# CODE/RULES: DESIGN PROFESSIONALS (PE/RA)

*(continued)*

## ***BC 1704.1.1***

Responsibilities of the Registered Design Professional of record

1. Construction document requirement
2. Respond to field discrepancies
3. Review of shop drawings
4. Deviations from approved construction documents



# CODE/RULES: DESIGN PROFESSIONALS (PE/RA)

*(MUST HAVE THE FOLLOWING)*

*(continued)*

## ***BC Chapter 1 – Administration***

- 107 – Construction Documents
  - Structural Plans (107.7)
  - Foundation plans (107.7.1)
  - Floor plans (107.7.2)
  - Detailed drawings (107.7.3)
  - Column schedule (107.7.4)
  - Trusses forces (107.7.5)
  - Pre-stressing force (107.7.6)
  - ... ..

## ***BC Chapter 33 - Safeguards During Construction or Demolition***

- SOE drawings (107.7.6)



# CODE/RULES: DESIGN PROFESSIONALS (PE/RA)

*(continued)*

- Special Inspectors and Special Inspection Agency 1 RCNY §101-06:

*Section (e) Obligations of others: Nothing in this rule is intended to alter or diminish any obligation otherwise imposed by law, including but not limited to the obligation of an owner, construction manager, general contractor, contractor, materialman, architect, engineer, site safety manager, land surveyor, superintendent of construction or other party involved in a construction project to engage in sound engineering, design, and construction practices, and to act in a reasonable and responsible manner to maintain a safe construction site.*



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# CODE/RULES: SPECIAL INSPECTORS (SI)

- Administrative Code
- BC Chapter 17 - Structural Tests and Special Inspections
- 1 RCNY §101-06 : Special Inspectors and Special Inspection Agency
- 1 RCNY §16-01: Inspections of Existing Structures During Construction Operations



# CODE/RULES: SPECIAL INSPECTORS (SI)

*(TALKING ABOUT THE DETAILS )*

*(continued)*

## ***Administrative Code, Article 114: Approved Agencies***

- §28-114.1 General
  - Independent
  - Testing equipment
  - Personnel
  - Background
  - Insurance
  - Qualifications (Ch.17 and RCNY 101-06)
  
- §28-114.2 Written evaluation of visit
  
- §28-114.3 Records – keep for six (6) years



# CODE/RULES: SPECIAL INSPECTORS (SI)

*(TALKING ABOUT THE DETAILS )*

*(continued)*

## ***Administrative Code***

- §28-115.1 – Agencies **must** be registered. Chapter 17 and Rule requirements also govern.
- §28-115.2 – The department can disqualify agencies for cause.
- §28-115.3 – **Must** keep reports six (6) years and make available to DOB



# CODE/RULES: SPECIAL INSPECTORS (SI)

*(TALKING ABOUT THE DETAILS )*

*(continued)*

Administrative Code §28-116.2.3 Special inspections, and other inspections required during the progress of progress inspections *(min 2 per TR1 item)*

- Special inspections...shall be made at **such times** or at **such stages** of the work and in **such manner**...
- Special inspections shall be performed **only by** individuals who are **special inspectors**...*(must be qualified..)* .
- All inspection reports shall be **in writing** and **signed** by the person or entity performing the inspection and checked by their supervisor..
- ...**6 years** after sign-off of the work or for **such other period** of time as the commissioner may require and shall be made available to the department upon request.



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# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## *Administrative Code*

- Notice of an UNSAFE condition (§28-116.1.2)
- Deficiencies / defective work – notify RDPR/owner...STOP
- Inspection requests: The permit holder shall also notify the relevant special inspection agency **in writing** at least **72 hours** prior to the commencement of any work requiring special inspection (§28-116.3)
- Sign-off of completed work: Upon submission of a **satisfactory report of final inspection** and... (§28-116.4)



# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## *BC Chapter 17 - Structural Tests and Special Inspections*

- 1704.1 General: ... The special inspector shall be acceptable to the registered design professional of record.



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# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## *BC Chapter 17 - Structural Tests and Special Inspections*

- 1704.1.2 Responsibilities of the special inspection agency
  1. Independence: ...shall be **independent** of the contractors...
  2. Construction documents: The special inspection agency shall **examine** all approved construction documents...**confirm** that the documents are sufficient...**confirm** that any shop drawings or sketches have been accepted by the registered design professional of record.
  3. Inspection:...in compliance with the **approved construction documents**; with the **approved shop drawings**, where provided; and with the special inspection requirements of this **code** and department **rules and regulations**.



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# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## *BC Chapter 17 - Structural Tests and Special Inspections*

- 1704.1.2 Responsibilities of the special inspection agency
  - 4. Reports.
    - 4.1 Format
    - 4.2 Discrepancies
    - 4.3 Hazardous conditions
    - 4.4 Final report
    - 4.5 Approval of partially completed work
    - 4.6 Maintain records



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# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## *BC Chapter 17 - Structural Tests and Special Inspections*

- Special Inspections (**structural**)
  - 1704.3 Steel construction
  - 1704.4 Concrete construction
  - 1704.5 Masonry construction
  - 1704.6 Wood construction
  - 1704.7 Subsurface conditions
  - 1704.8 Deep foundation elements
  - 1704.9 Vertical masonry foundation elements
  - 1704.10 Wall panels, curtain walls, and veneers
  - 1704.14 Special cases
  - 1704.20 Structural stability
  - 1704.28 Aluminum construction
  - 1704.32 Post-installed anchors



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# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## *1 RCNY §101-06: Special Inspectors and Special Inspection Agency*

- (b) Duties: (1) **Availability and Compliance**. A special inspector and/or special inspection agency shall have responsibilities as set forth in chapter 17 of the New York City Building Code and elsewhere in the codes where special inspections are required...



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# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## *1 RCNY §101-06: Special Inspectors and Special Inspection Agency*

- (b) Duties: (2) **Obligation to Avoid Conflict of Interest.** A special inspector and/or a special inspection agency must not engage in any activities that may conflict with their objective judgment and integrity... It is not, in and of itself, a conflict of interest for a registered design professional of record to perform a special inspection(s) on the project he or she designed.



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# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## ***1 RCNY §101-06: Special Inspectors and Special Inspection Agency***

- (b) Duties: (3) Approved Construction Documents. The special inspector and/or special inspection agency shall:
  - (i) Examine all approved construction documents...
  - (ii) Confirm that the documents are sufficient...
  - (iii) Confirm that the documents are acceptable to the registered design professional of record or another design professional retained by the owner and who prepared the documents for the construction of the job...
  - (iv) Confirm that the work that is the subject of the special inspection is in compliance with all relevant approved construction documents and with chapter 17 of the New York City Building Code or elsewhere in the construction codes or their referenced standards



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# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## ***1 RCNY §101-06: Special Inspectors and Special Inspection Agency***

- (b) Duties: (4) Documentation. A special inspection agency shall maintain records of special inspections on a job-by-job basis for at least six (6) years or for such period as the commissioner shall determine, and shall make such records available to the department upon request. Such records shall include field logs, test results, laboratory reports, notes, noted deficiencies and dates of cures of such deficiencies, photographs and such other information as may be appropriate to establish the sufficiency of the special inspection.



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# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## ***1 RCNY §101-06: Special Inspectors and Special Inspection Agency***

- (b) Duties: (4) **Documentation.**
  - (i) The **supervisor** shall review special inspection progress reports and final reports.... Such supervision and control shall be evidenced by the supervisor's signature and seal upon any required statements, applications and/or reports.
  - (ii) The principal of the special inspection agency shall file with the department within ten (10) days of satisfactory completion of any special inspection, notice of such completion on the forms and



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# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## ***1 RCNY §101-06: Special Inspectors and Special Inspection Agency***

- (b) Duties: (5) **Obligation to Cooperate with Inquiries.** All special inspectors and/or special inspection agencies shall cooperate with any investigation, including any audit investigation, by the department, or other city or law enforcement agency...



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# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## ***1 RCNY §101-06: Special Inspectors and Special Inspection Agency***

- (b) Duties: (6) **Limitation of Duties.** Activities as a special inspection agency are specifically limited to those special inspections for which the special inspection agency has been registered and for which it has satisfied the requirements set forth in this rule and chapter 17 of the New York City Building Code. No special inspector or special inspection agency shall conduct any special inspection that such inspector or inspection agency is not qualified or registered to perform in accordance with the requirements of this rule and chapter 17 of the New York City Building Code



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# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## *1 RCNY §101-06: Special Inspectors and Special Inspection Agency*

- (b) Duties: (7) **Obligation to Comply with an Order of the Commissioner.** All special inspectors and/or special inspection agencies shall comply with an order of the commissioner.



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# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## *1 RCNY §101-06: Special Inspectors and Special Inspection Agency*

- (b) Duties: (8) **Equipment and Tools.** The special inspection agency shall possess and maintain tools and equipment required to perform the specific special inspection. Such tools and equipment shall be maintained and calibrated periodically...



# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## ***1 RCNY §101-06: Special Inspectors and Special Inspection Agency***

- (b) Duties: (9) **Reporting.** The special inspection agency shall report any discrepancies noted during the inspection to the contractor and when applicable to the super-intendment of construction, as well as to the site safety coordinator or site safety manager, for correction. If the discrepancies are not corrected, the discrepancies shall be brought to the attention of the owner, and the registered design professional of record prior to the completion of that phase of the work. The special inspector/special inspection agency shall report conditions noted as hazardous to life, safety or health that are not immediately corrected to the immediate attention of the commissioner.



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# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## *1 RCNY §101-06: Special Inspectors and Special Inspection Agency*

- (b) Duties: (10) **Service of process.** All special inspection agencies must have an agent for the acceptance of service or maintain a New York City address. A Post Office Box will not be acceptable for such purposes. All agencies must comply with the requirements of this paragraph upon registration.



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# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## *1 RCNY §101-06: Special Inspectors and Special Inspection Agency*

- (c) Registration of Special Inspection Agencies: (1) **General.** All agencies performing special inspections must be registered with the department as special inspection agencies.



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# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## ***1 RCNY §101-06: Special Inspectors and Special Inspection Agency***

- (c) Registration of Special Inspection Agencies: (2) **Form and Manner of Registration – Classes**
  - Class 1: Any project
  - Class 2: Any project but major buildings (NB, DM, some ALT, enlargement > 10,000 sq. ft.)
  - Class 3: one-, two-, or three-family dwelling: or alteration < 10,000 sq. ft.

*Exception: underpinning, mechanical demolition, and >10 ft. deep protection of excavation: Class 1 or Class 2*



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# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## *1 RCNY §101-06: Special Inspectors and Special Inspection Agency*

- c) Registration of Special Inspection Agencies: (4) **Qualifications.** All special inspection agencies must ensure that the special inspectors employed by the agency meet the qualification requirements set forth in Appendix A of this rule and perform special inspections only within the area of expertise for which such special inspectors are qualified



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# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## *1 RCNY §101-06: Special Inspectors and Special Inspection Agency*

- (c) Registration of Special Inspection Agencies: (4) **Qualifications.** (cont'd) A Professional Engineer who is listed in Appendix A as requiring qualification in civil, structural, mechanical, electrical, fire protection, geotechnical or such other designation must have had the education, training and experience that has led to an accumulation of knowledge and skill required for the Professional Engineer to hold himself/herself out as a professional practicing in that field.



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# CODE/RULES: SPECIAL INSPECTORS (SI)

(continued)

## 1 RCNY §101-06: Special Inspectors and Special Inspection Agency

- (c) Registration of Special Inspection Agencies: (4) Qualifications.

<b><u>APPENDIX A</u></b>				
<b>Special Inspection Category</b>	<b>2014 Code Section</b>	<b>Qualifications<sup>1,2</sup></b>		
		<b>Primary Inspector or Inspection Supervisor</b>	<b>Supplemental Inspector (Alternative 1) - under direct supervision of Inspection Supervisor</b>	<b>Supplemental Inspector (Alternative 2) - under direct supervision of Inspection Supervisor</b>
<b>1. General Building Construction</b>				
Wall Panels, Curtain Walls, and Veneers	BC 1704.10	<ul style="list-style-type: none"> <li>• RA or PE – Civil or Structural Engineering; and</li> <li>• 1 Year relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Architecture or Civil Engineering or Structural Engineering; and</li> <li>• 2 years relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>• Technician with 3 years relevant experience</li> </ul>



# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## *1 RCNY §101-06: Special Inspectors and Special Inspection Agency*

- (c) Registration of Special Inspection Agencies: (7) **Audits.** The operations of special inspectors and special inspection agencies will be subject to audit by the department at any time. Audits may involve the examination of applications for registration as well as the performance and documentation of special inspections. Audits may also be conducted upon receipt of complaints or evidence of falsification, negligence or incompetence.



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# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## *1 RCNY §101-06: Special Inspectors and Special Inspection Agency*

- **(e) Obligations of Others.** Nothing in this rule is intended to alter or diminish any obligation otherwise imposed by law, including but not limited to the obligation of an owner, construction manager, general contractor, contractor, materialman, architect, engineer, site safety manager, land surveyor, superintendent of construction or **other party involved in a construction project to engage in sound engineering, design, and construction practices**, and to act in a reasonable and responsible manner to maintain a safe construction site.



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# CODE/RULES: SPECIAL INSPECTORS (SI)

*(continued)*

## *1 RCNY §16-01: Inspections of Existing Structures During Construction Operations*

- At a minimum the site must be inspected twice, once at pre-construction meeting with the contractor and once during construction operations.
- The controlled inspection architect or engineer shall retain a copy of the inspection documents and provide a copy to the Owner and/or Contractor to keep onsite.



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# CODE/RULES: PERMIT HOLDER

- Administrative Code
- **BC Chapter 17** - Structural Tests and Special Inspections
- **1 RCNY §101-06**: Special Inspectors and Special Inspection Agency



# CODE/RULES: PERMIT HOLDER

*(continued)*

## *Administrative Code*

- §28-116.1 ...It shall be the duty of the permit holder to cause the work to remain accessible and exposed for inspection purposes. The permit holder shall be liable for any expense entailed in the removal or replacement of any material required to allow inspection...
- §28-116.3 It shall be the duty of the permit holder to notify the department or the person or entity designated to perform the inspection... It shall be the duty of the permit holder to provide access to and means for inspection...
- §28-116.3.1 The permit holder shall also notify the relevant special inspection agency in writing at least 72 hours prior to the commencement of any work requiring special inspection



# CODE/RULES: PERMIT HOLDER

*(continued)*

## ***BC Chapter 17 - Structural Tests and Special Inspections***

- 1704.1.3 Responsibilities of the permit holder.
  1. Statement of special inspections: ...a condition for permit...
  2. Identification of registered design professionals providing design documents for certain construction operations
  3. Required notification to special inspection agencies: 72 hrs. notification in writing



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*(continued)*

## *BC Chapter 17 - Structural Tests and Special Inspections*

- 1704.1.3 Responsibilities of the permit holder.
  4. Access for special inspection: The construction or work for which special inspection is required shall remain **accessible and exposed** for special inspection purposes until completion of the required special inspections
  5. Deficiencies: The permit holder shall be **responsible** for the correction of identified deficiencies





# CODE/RULES: PERMIT HOLDER

*(continued)*

## ***1 RCNY §101-06: Special Inspectors and Special Inspection Agency***

Section (e) Obligations of others: Nothing in this rule is intended to alter or diminish any obligation otherwise imposed by law, including but not limited to the obligation of an owner, construction manager, general contractor, contractor, materialman, architect, engineer, site safety manager, land surveyor, superintendent of construction or other party involved in a construction project to engage in sound engineering, design, and construction practices, and to act in a reasonable and responsible manner to maintain a safe construction site



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# DOCUMENTATION: SPECIAL INSPECTION REPORTS

- §28-116.1 ...The inspector shall supply a report of the results of each inspection.
- BC 1704.1.2, Item 4 **Reports**: Format, Discrepancies, Hazardous conditions, Final report, Approval of partially completed work, maintain records.
- 1 RCNY §101-06: (b) (4) **Documentation** ...Such records shall include field logs, test results, laboratory reports, notes, noted deficiencies and dates of cures of such deficiencies, photographs and such other information as may be appropriate to establish the sufficiency of the special inspection.



# DOCUMENTATION: SPECIAL INSPECTION REPORTS

- Reference Guideline by Concrete Enforcement Unit
  1. Letterhead of Special Inspection Agency
  2. Inspectors on duty, date, arrival & departure times
  3. Special inspection performed
  4. Specific reference to construction documents (plans, details, specifications, sketches, etc.)
  5. Labeled/annotated photographs
  6. Hazardous conditions (if any)
  7. Compliance statement (if complied)
  8. Discrepancy lists (if not complied), and dates (or expected dates) of cure
  9. Signatures of special inspectors performing the inspection
  10. Supervisor's signature and seal



# COMMON ENFORCEMENT ACTIONS: SPECIAL INSPECTION

- Failure to notify special inspection agency: 72 hour notice in writing
- Non-qualified Special Inspector: agency supervisor
- Non-compliant condition: notification to GC, Owner, RDP, Competent person (authorized to stop the job, job should not proceed)
- Failure to notify hazardous conditions. CRITICAL
- Failure to identify inspections on construction documents and forms (pre-permit issue; jumbo filings)
- Incomplete construction documents and/or forms (pre-permit)
- Failure to provide documentation: holds up C of O
- Failure to perform duties
- Expired registration
- False statement
- ... ..



# *QUESTIONS*



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This concludes the **American Institute of Architects Continuing Education Systems Course.**

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