



GUIDELINES FOR SPECIAL STRUCTURAL TESTING AND INSPECTIONS

PURPOSE: To provide a method for complying with the requirements of 2021 IBC Chapter 17.

BEFORE CONDITIONAL APPROVAL ISSUANCE: The Owner or Owner's Representative shall complete the Special Inspections form SBD-8102. The completed form is an element of the construction documents and after approval issuance, becomes part of the Department approved plans and specifications. The completed form shall include the following:

- Project information including project name, DIS number, and project address.
- Applicant Information including the applicant's name, email, and phone number, as well as the applicant's relationship to the project (Owner, Designer, or Supervising Professional).
- Special Inspector information including Special Inspector name, inspector credential number, email, and phone number.
- Designer of Record (if applicable) information including Designer's name, email address, and phone number.
- Supervising Professional (if required) information including Supervising Professional's name, email address, and phone number. The applicant will also select if the Supervising Professional is required and if the Supervising Professional is the same individual as Designer.
- A specific description of the items requiring special inspection (observation and testing). Structural Observation is required as it is the visual observation of the structural system by a registered design professional for general conformance to the approved construction documents at significant construction stages and at completion of the structural system. Structural observation does not include or waive the responsibility for the inspection required by State of Wisconsin Administrative Code SPS 361.41, 2021 IBC 1704 or other sections of the code.
- The type of inspector, i.e. Special Inspector - technical, Special Inspector - structural.
- The frequency of reporting, i.e. continuous or periodic, if periodic provide if testing is intermittent, weekly, monthly, per floor, per test, etc.
- The inspector responsible for performing each special inspection.
- Acknowledgments by each designated party.

DEFINITIONS

Continuous Special Inspection: Special inspection by the Special Inspector who is present continuously when and where the work to be inspected is being performed.

Periodic Special Inspection: Special inspection by the Special Inspector who is intermittently who is present continuously when and where the work to be inspected is being performed.

Special Inspection: Inspection of construction requiring the expertise of an approved Special Inspector in order to ensure compliance with this code and the approved documents.

Special Inspector: A qualified person employed or retained by an approved agency and approved by the building official as having the competence necessary to inspect a particular type of construction requiring special inspection. See the [Department's Minimum Qualifications for Special Inspectors](#).

REQUIREMENTS: "Special Inspection" includes inspection (work requiring observation and engineering judgment) and testing (work analyzing materials in accordance with approved standards). Special Inspection shall meet the minimum requirements of the State of Wisconsin Administrative Code SPS 361-366 which includes 2021 IBC Chapter 17, and the approved plans and specifications. Special inspectors shall be employed by the Owner or Supervising Professional, but not the contractor. Special inspection shall not relieve the contractor of responsibility to complete the work in accordance with the approved plans and specifications.

RESPONSIBILITIES

A. Special Inspectors

1. Test and/or observe the work assigned for conformance with the approved plans, specifications, and applicable material and workmanship provisions of the Code. Perform testing and inspection in a timely manner to avoid delay of work.
2. Bring nonconforming items to the immediate attention of the Contractor for correction, then, if uncorrected after a reasonable period of time, to the attention of the Supervising Professional, Building Official and Owner.
3. Submit test and/or inspection reports to the Building Official, Contractor, Supervising Professional and other designated person in accordance with the Special Structural Testing and Inspection Schedule.
4. Submit a final signed report to the Building Official stating whether the work requiring Special Inspection was, to the best of the inspector's knowledge, in conformance with the approved plans, specifications and applicable workmanship provisions of the Code.
5. Sign the Special Structural Testing and Inspection Form SBD-8102 in conjunction with other responsible parties prior to submission of plans.

B. Testing Agency

1. When engaged as a Special Inspector, provide Special Structural Testing and Inspection Services as noted in the specification.
2. When engaged as a special inspector, sign the Special Structural Testing and Inspection Form SBD-8102 in conjunction with other responsible parties prior to submission of plans.

C. Designer of Record (if applicable)

1. Coordinate the flow of reports and related information to expedite resolution of construction issues.
2. Arrange and attend a pre-construction meeting to review scope of Special Structural Testing and Inspection. Include Contractor, Building Official, Supervising Professional (if required), Testing Agency, Owner and other parties concerned.
3. Complete and sign the Special Structural Testing and Inspection Form SBD-8102 in conjunction with other responsible parties' prior submission of plans. Provide a completed copy of the schedule to all signed parties.

D. Supervising Professional (if required)

1. Coordinate the flow of reports and related information to expedite resolution of construction issues.
2. Arrange and attend a pre-construction meeting to review scope of Special Structural Testing and Inspection. Include Contractor, Building Official, Designer of Record (if applicable), Testing Agency, Owner and other parties concerned.

3. Complete and sign the Special Structural Testing and Inspection Form SBD-8102 in conjunction with other responsible parties' prior submission of plans. Provide a completed copy of the schedule to all signed parties.

E. Owner

1. Establish direct funding for Special Structural Testing and Inspection services.
2. Provide Special Inspector with approved plans, specifications and approved shop drawings.
3. Provide Special Inspectors and Testing Agencies with full access to the site at all times.
4. Complete and sign the Special Structural Testing and Inspection Form SBD-8102 in conjunction with other responsible parties' prior submission of plans. Provide a completed copy of the schedule to all signed parties.

F. Contractor

1. Attend a pre-construction meeting to review scope of Special Structural Testing and Inspection.
2. Post or make available the Special Structural Testing and Inspection Schedule at the job site. Provide adequate notification to those parties designated on the schedule so they may properly prepare for and schedule their services.
3. Provide the Special Inspectors access to the approved plans and specifications at the job site.
4. Review all reports issued by Special Inspectors.
5. Retain at the job site all reports submitted by the Special Inspectors for review by the Building Official upon request.
6. Correct in a timely manner, deficiencies identified in inspection and/or testing reports.
7. Provide the Special Inspector safe access to the work requiring inspection and/or testing.

G. Building Official:

1. Determine work which, in the Building Official's opinion, involves unusual hazards or conditions (2021 IBC 1704.13 - Special Cases).
2. Review Special Inspector qualifications.
3. Review reports and recommendations submitted by the special inspectors.
4. Review the "final signed reports" submitted by the special inspector(s). These documents should be accepted and approved by the Building Official prior to issuance of a Certificate of Occupancy by the Local Municipality.