

# SPECIAL INSPECTION CERTIFICATE

## (REQUIRED FOR COMMERCIAL BUILDINGS ONLY)

### CITY OF PLANO BUILDING INSPECTIONS DEPARTMENT

**Effective January 1, 2006 all commercial projects will be required to complete the attached certificate before a Certificate of Occupancy or Final Building Inspection may be made.**

1. The purpose of the certificate is to provide consistency and direction for compliance with the 2009 International Building Code, Chapter 17, "Structural Tests and Special Inspections".
2. A special inspection is defined as an "inspection as herein required of the materials, installation, fabrication, erection, or placement of components and connections requiring special expertise to ensure compliance with approved construction documents and referenced standards."
3. Examples of the types of special inspections are as follows: concrete, bolts installed in concrete, reinforcing steel and pre-stressing steel tendons, structural welding, high strength bolting, structural masonry, expansion/epoxy anchors, pre-cast concrete erection, spray-applied fireproofing, drilled piers and caissons.
4. A Special Inspection Certificate will be required for all new commercial buildings, additions, and remodels that include any of the inspection types listed in item number 3 above.
5. The Special Inspection Certificate must be completed by the registered design professional, a.k.a., the "Engineer of Record" in responsible charge acting as the owner's agent on the project.
6. The Engineer of Record shall verify that all work requiring special inspection has been adequately performed by an individual or firm that is qualified to make the special inspections per 2009 IBC, section 1704.
7. The contractor and special inspector shall come to an agreement as to when the inspections will be called and the contractor is also responsible for providing access to the work requiring special inspection or testing prior to concealment.
8. Copies of all special inspection reports shall be maintained in the job trailer/office for review by the Building Inspector.
9. When work requiring special inspection has been completed and all discrepancies resolved, the Engineer of Record shall file the completed Special Inspection Certificate in the office of the building official.
10. Approved Fabricators: Special Inspection of work completed at a fabricators facility shall not be required if the fabricator is registered and approved to perform such work. Registration or approval shall have been obtained from an independent inspection or quality control agency.

Design professionals wishing to utilize fabricators that are approved by a nationally recognized testing agency shall submit a copy of the plant's current certification when they file the completed Special Inspection Certificate.

This handout is for informational purposes only and should not be relied on in place of official regulations and/or policies. The CITY OF PLANO makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via the handout. Customers and citizens are personally responsible for complying with all local, state and federal laws pertaining to projects within the city. Copies of the CITY OF PLANO adopted codes and Zoning Ordinances can be found on the city website at [www.plano.gov](http://www.plano.gov) or at the CITY OF PLANO Municipal Center at 1520 Avenue K, Plano, Texas.





**CITY OF PLANO, TEXAS**  
**SPECIAL INSPECTIONS CERTIFICATE**  
(Final Report of Special Inspections)

**BUSINESS NAME** \_\_\_\_\_ **PERMIT NUMBER** \_\_\_\_\_

**BUSINESS ADDRESS** \_\_\_\_\_

**BUSINESS OWNER** \_\_\_\_\_

**SPECIAL INSPECTIONS ENGINEER OF RECORD:**

**FIRM NAME** \_\_\_\_\_

**ENGINEER'S NAME** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_ **FAX NUMBER** \_\_\_\_\_

I hereby affirm that I am familiar with the design of the above referenced project and have been designated by the Owner/Owner's Agent as the Engineer responsible for implementing the Special Inspections as required in Chapter 17, of the 2009 International Building Code. I have determined that the types of work checked below require special inspection and I have verified that the individual(s) or firm(s) that performed special inspections are qualified to do so. I also affirm that the special inspections have been made by an independent third-party individual or firm and they have not been made by the installing contractor(s).

(Seal, Sign, and Date)

Please check the proper response for each type of special inspections on this project:

**Yes No**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Concrete</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bolts installed in concrete</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Reinforcing steel and pre-stressed tendons</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Structural welding</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>High strength bolting</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Structural masonry</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Expansion/Epoxy anchors</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Pre-cast concrete erection</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Spray-applied fireproofing</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Drilled piers and caissons</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Fabricators-submit copy of the plant's current certification, if used.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Others (please include others not listed above)</b> _____

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**Building Inspections Department** ~ 1520 Ave K, Suite 140 Plano, TX 75074 ~ 972-941-7140 fax 972-941-7187  
[www.buildinginspections.org](http://www.buildinginspections.org)  
FM624CG024 REV. 02/28/11