

# **INSTRUCTIONS TO SPECIAL INSPECTORS**

## **CITY OF YONKERS – DEPARTMENT OF HOUSING AND BUILDINGS**

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 Department of Housing and Buildings prior to performing any duties. Each special inspector shall submit his/her qualifications to the Department of Housing and Buildings. Special inspectors shall display approved identification, as stipulated by the Department of Housing and Buildings, 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 Department of Housing and Buildings 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 Department of Housing and Buildings 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 department's inspector.

##### **5. Furnish Bi-Weekly Reports**

The special inspector of inspection agency shall furnish Bi-Weekly reports of tests and inspections directly to the Department of Housing and Buildings; 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 Department of Housing and Buildings 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. Department of Housing and Buildings

### 1. Approve Special Inspection

The Department of Housing and Buildings shall approve all special inspectors and special inspection requirements during the plan review process.

### 2. Monitor Special Inspection

Work requiring special inspection and the performance of special inspectors shall be monitored by the department's inspector. His/her approval must be obtained prior to placement of 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 City of Yonkers - Department of Housing and Buildings.

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

Special Inspection Reports shall be submitted to the Department of Housing and Buildings, 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: \_\_\_\_\_

Block and Lot: \_\_\_\_\_

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.