



**SPECIAL INSPECTION CERTIFICATE**

**A. Project Identification**

Project: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Tracking No: \_\_\_\_\_  
 Permit No: \_\_\_\_\_

**B. Notification of Special Inspection by Owner**

In compliance with Sections 1704.1 and 106.4 of the Code as adopted, which requires the owner or agent to employ a Special Inspector to be present at all times during the construction of work, I do hereby designate the following [Architect] or [Engineer] to be in responsible charge of the Special Inspection on the above project.

Designated (*specify type*) [Architect] or [Engineer] \_\_\_\_\_ Original Signature of Owner or Legal Agent \_\_\_\_\_

**C. Special Inspection Responsibility Certificate**

I certify that I am familiar with the above-named project. I have assigned the following person(s) to inspect the designated work, and in accordance with Sections 1704.1 and 106.4 of the Code as adopted, hereby assume full responsibility for the Special Inspection of the following type(s) of construction utilizing higher stress in the design.

WORK WHICH REQUIRES SPECIAL INSPECTION	PERSONS TO PERFORM SPECIAL INSPECTION
1. <input type="checkbox"/> Fabricators	
2. <input type="checkbox"/> Steel Construction	
3. <input type="checkbox"/> Welding	
4. <input type="checkbox"/> High Strength Bolts	
5. <input type="checkbox"/> Concrete Construction	
6. <input type="checkbox"/> Masonry Construction	
7. <input type="checkbox"/> Wood Construction	
8. <input type="checkbox"/> Soils	
9. <input type="checkbox"/> Pile or Pier Foundations	
10. <input type="checkbox"/> Wall Panels & Veneers	
11. <input type="checkbox"/> Sprayed Fire –Resistive Materials	
12. <input type="checkbox"/> Exterior Insulation & Finish Systems (EIFS)	
13. <input type="checkbox"/> Special Cases	
14. <input type="checkbox"/> Smoke Control Systems	

Seal

Original Signature (Architect) (Engineer) \_\_\_\_\_ Arizona Reg. No. \_\_\_\_\_ Date \_\_\_\_\_

**D. Certificate of Compliance**

I certify that, to the best of my knowledge, the structural requirements of the Tempe City Code and the approved plans and specifications have been complied with insofar as the portion of the work requiring Special Inspection is concerned, except for those deviations that have been previously reported. A guarantee that the building has been constructed in full accord with the plans and specifications is neither intended nor implied.

Seal

Original Signature (Architect) (Engineer) \_\_\_\_\_ Arizona Reg. No. \_\_\_\_\_ Date \_\_\_\_\_

## Instructions for Preparation

Special Inspection Certificates shall be completed as instructed below and submitted with *original signatures* to the Development Services Department/Building Safety Division. Paperwork must be completed in ink, preferably blue.

### PROJECT IDENTIFICATION

1. Legibly print the project name and address, date completed and tracking number where specified. (*tracking # example: DS010000*)

### NOTIFICATION OF SPECIAL INSPECTION BY OWNER

1. Legibly print the name of the designated registrant (Architect or Engineer) responsible for specifying the required special inspection(s) circle or underline registration type: (Ex: Architect or Engineer).
2. Original signature of the project owner (or owner's legal agent) required. Persons signing as the owner's agent shall *not* be the same registrant specifying the special inspection(s).

### SPECIAL INSPECTION RESPONSIBILITY CERTIFICATE

The designated registrant (see Part 'B' above) shall:

1. Check off the special inspection(s) required by the International Building Code, approved plans and Tempe Building Code Directive No.19. (reference IBC Section 1704.1)
  - a. Special inspections not listed; such as, adhesive anchors or other inspections deemed necessary by the building official, shall be indicated under inspection #13 and noted after "Special Cases."
2. Under "Persons to Perform Inspection" legibly print the name of the individual or inspection organization to perform each required inspection.
3. Sign and date (original signature required) or seal with signature and date.
4. Print Arizona Registration number.

### CERTIFICATE OF COMPLIANCE

DO NOT COMPLETE THIS SECTION. This portion to be completed *after* the required special inspection(s) have been performed.

### **CHANGES OF RESPONSIBLE PARTY OR SPECIAL INSPECTOR**

*The Engineer or registered design professional shall notify the Building Safety Division in writing immediately if terminated prior to completion of the work, for which "Special Inspection(s)" is required.*

*NOTE: If the change of responsible party or special inspector occurs within the same firm, a letter from a principal of the firm identifying the new responsible party shall be submitted to the Building Safety Division within 48 hours of the change. **A new Special Inspection Certificate form will not be required to be completed.***

*If the change in responsible party or special inspector is **not within** the same firm, **a new Special Inspection Certificate form must be completed** and submitted to the Building Safety Division within 48 hours of the change.*