



**CERTIFICATE OF SPECIAL INSPECTION**  
 FOR \_\_\_\_\_  
TYPE OF INSPECTION

Project Name : \_\_\_\_\_ Date : \_\_\_\_\_

Address : \_\_\_\_\_ Plan Check No. : \_\_\_\_\_

**OWNER'S NOTIFICATION OF SPECIAL INSPECTION**

To be filled in and signed by Owner before a building permit is issued.

In accordance with Section 1704 of the International Building Code, which requires that certain construction work be placed under the inspection of the engineer or architect of record, I, as owner/legal agent, do hereby certify that I have retained \_\_\_\_\_ (engineer/architect of record) to be responsible for the special inspection.

(professional in charge of structural design) (please print)

Signed : \_\_\_\_\_ Print name : \_\_\_\_\_  
(signature of owner or legal representative)

Relation to Project (owner/legal agent) \_\_\_\_\_ Date : \_\_\_\_\_

**CERTIFICATE OF RESPONSIBILITY**

To be filled in and signed by **engineer/architect of record responsible for special inspections** before a building permit is issued.

As engineer/architect of record for special inspections of the above named project, I certify that I am familiar with the design of the project and hereby assume full responsibility for carrying out the required special inspections in accordance with Section 1704 of the International Building Code.

Seal – sign and date

**FIELD INSPECTORS**

Type of Work	Name of Field Inspector	Type of Work	Name of Field Inspector

Processed by \_\_\_\_\_  
Plans Reviewer

**CERTIFICATE OF RESPONSIBILITY**

To be signed by licensed professional before a certificate of occupancy is issued.

I certify that, to the best of my knowledge, the requirements of the Building Code and the approved plans and specifications have been complied with, insofar as the portion of the work requiring special inspection under Section 1704 is concerned, except for those deviations previously reported. A guarantee that the contractor necessarily constructed the building is in full accordance with the plans and specifications is neither intended nor implied.

Seal – sign and date

Original – to be retained by the engineer of record until the Certificate of Compliance is signed; then returned to the Building Inspections Supervisor.  
 Copy – to be routed by the plans reviewer to the Building Inspections Supervisor after the Certificates of Special Inspection and Responsibility are signed.  
 Copy – to be routed by the plans reviewer to records to be maintained in file until original is received from Building Inspections Supervisor.  
 Revised 3/02/04