Town of Easton
Building Inspection Division
14 South Harrison Street
P.O. Box 520
Easton, Maryland 21601
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ACCREDITED

Code Enforcement Office and Building Inspection Division Special Inspection Program Manual (SIP)

I. INTRODUCTION

The Town of Easton, in accordance with the International Building Code Chapter 17, establishes a building inspections procedure that utilizes qualified, third-party professionals in addition to the Town's Building Inspectors. The purpose of this document is to establish the policy and guidelines for the construction process in accordance with the Building Code requirements and to:

- Define the responsibility of all parties.
- Standardize code application.
- Provide for an orderly and systematic approach for updating standards that apply to the Special Inspections.
- Set forth a guideline for Special Inspections.

II. APPLICABILITY

Structures that are subject to Special Inspections include, but are not limited to:

- All commercial structures for which a permit is obtained to construct a new building or to construct an addition to an existing structure with an estimated construction cost in excess of $200,000. This excludes buildings or structures of Use Group R2, R3 (Town Houses and Detached Single Family Dwellings), and R4. Minor tenant work done in an existing building(s) is also excluded from the scope of the SIP.
- All deep foundations, such as caissons and piles.
- All post-tensioned buildings.
- Buildings on problematic soil conditions.
- All elevated concrete slabs.
- Other structures determined by the Building Code Official, or their representative, to be of unusual design or where code reference standards require special architectural or engineering inspections.

All supplemental permits for a project shall fall under the Special Inspections until such time the final Use and Occupancy (U&O) is issued and that all permit requirements for the project are finalized. This includes, but is not limited to: soils and foundation construction, earth retention systems, pre-cast

concrete construction, cast-in-place concrete, masonry construction, wood construction, structural steel construction, insulation and finish systems, electrical systems, mechanical systems, U&O, etc. The Owner must provide the services of the team at all times.

III. DEFINITIONS AND QUALIFICATIONS

The following words and terms shall, for the purposes of this manual and the Town's Special Inspections have the meaning delineated below. See Attachment #2, on page 18, for a more extensive list of responsibilities for many of the individuals mentioned.

NOTE: It is possible that multiple professionals share the titles defined below, for example, the term "Structural Inspector of Record" may be shared by one person who performs the foundation inspection and a second who performs inspections on the superstructure.

Agent: A full-time, qualified employee under the direct supervision of an inspecting Registered Design Professional retained to conduct continuous actual or assist with onsite inspections and testing.

Architect of Record (AR): The Registered Design Professional retained by the Owner to design and specify architectural construction and whose signature and State of Maryland architectural seal appear on the Town-approved architectural construction documents.

Certification: A statement of professional opinion by a qualified Registered Design Professional that indicates that the work under consideration, based upon their actual inspections, in their opinion and to the best of their knowledge meets the requirements of the Town approved construction documents and the Town Code. Certifications must be signed and sealed by the qualified professional making the statement.

Construction Documents: Plans and other documents prepared for the purpose of obtaining a building permit.

Design Engineers of Record: The Registered Design Professionals whose designs are included in the Town-Approved Plans (includes: Electrical Engineer of Record, Geotechnical Engineer of Record, Mechanical Engineer of Record, and Structural Engineer of Record).

Electrical Engineer of Record (EER): The Registered Design Professional retained by the Owner to design or specify electrical documents and whose seal and signature appear on any electrical documents.

Electrical Inspector of Record (EIR): The Qualified Professional retained by the Owner to provide third-party electrical inspections and testing services as approved by the Town. The EIR cannot be an individual affiliated with the EER.

Fabrication and Erection or Shop Drawing Documents: Written, graphic, and pictorial documents prepared or assembled after issuance of a permit describing the design, location, and physical characteristics of building components necessary for fabrication, assembly, or erection of project elements or systems. These documents usually require a supplemental Town review, permit, and/or approval.

Final Inspections Report: A signed and sealed certification document from each Special Inspector of

Record that performed inspections, which indicates that the construction, having been inspected in the qualified professional's opinion and to the best of the qualified professional's belief, complies with the Town-Approved Plans and specifications. This includes a record of all Routine Inspection Non-Compliance Reports having been satisfied (see Attachment #5, page 36).

General Contractor (GC): The construction company who coordinates building construction and is retained by the Owner.

Geotechnical Engineer of Record (GER): The Registered Design Professional retained by the Owner to design or specify earthwork and foundations and whose seal and signature appear on any QAS.

Geotechnical Inspector of Record (GIR): The Qualified Professional retained by the Owner to perform third-party geotechnical inspections and testing services as approved by the Town.
The GIR cannot be an individual affiliated with the GER.

Inspection: The periodic observation of work and the performance of tests for certain building' s or structure's code compliance for a system or group of assembled components to assure compliance with the Town Code.

Inspection and Testing Agency: Agency or agencies retained by the Owner and approved by the Building Code Official or their designee to perform special inspections and materials testing as required by the International Building Code (IBC) and the Town.

Mechanical Engineer of Record (MER): The Registered Design Professional retained by the Owner to design or specify mechanical documents and whose seal and signature appear on any mechanical documents.

Mechanical Inspector of Record (MIR): The Qualified Professional retained by the Owner to provide third-party mechanical system inspection and testing as approved by the Town. The MIR cannot be an individual affiliated with the MER.

Non-Structural Elements: Elements of a building that are not primary or secondary structural elements such as exterior curtain walls and cladding, non-load bearing partitions and stair railings. Inspection is required to assure compliance with the applicable Town Building Code.

Owner: Owner or owners of the free hold premises or lesser estate therein; a mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, or lessee in control of a building/structure to be constructed/altered or the Owner's duly authorized Agent.

Owner's Agent: One who acts as an authorized representative for the owner of the construction project.

Pre-Engineered Structural Elements: Structural elements specified by the Structural Engineer of Record, but which may be designed by a specialty registered design professional. Examples may include: open web steel joists and joist girders; wood trusses; combination wood, metal and plywood joists; pre-cast concrete elements; prefabricated wood or metal buildings; tilt-up concrete panel reinforcement and lifting hardware.

Primary Structural System: The combination of elements that serve to support the weight of the building's structural shell, the applicable live load based upon use and occupancy, and environmental loads such as snow, wind, thermal loads and seismic loads. Items such as curtain wall members, non-load bearing walls, or exterior facades are not part of the primary structural system.

Qualified Professional: An individual practicing within their area of expertise meeting the qualifications established by the Town through this document and the requirements of the State Board of Licensed Professionals (see Attachment #2, page 18, for field specific qualifications).

Registered Design Professional: A professional licensed in the State of Maryland and practicing within their field of expertise.

Routine Inspection Report: Written documentation of each inspection done by a Special Inspector of Record (see Attachment #4, page 34) or their agent.

Secondary Structural Elements: Building elements that are structurally significant for the function they serve, but are not necessary for the stability of the primary structure. Examples include: support beams above the primary roof structure which carry a chiller, elevator support rails and beams, retaining walls independent of the primary building, flagpole or light pole foundations, false work required for the erection of the primary structural system, steel stairs or railings, etc.

Special Inspection Certification Form: The final, signed and sealed certification documents (includes all field specific, standard certification forms) from each Special Inspector of Record that performed inspections, which indicate the construction elements specified for their inspection that, having been inspected and in the qualified professional's opinion and to the best of their belief, comply with the Town-Approved Plans, Town Code and specifications (see Attachment #6, page 37).

Special Inspector(s) of Record (SSR): The qualified, third-party professional(s) retained by the Owner and named in the SSI to provide discipline specific inspections and material services as approved by the Building Code Official or their designee (includes: EIR, FPIR, FPSL GIR, MIR and SIR).

Statement of Special Inspections (SSI): A form (see Attachment #1, page 9) prepared by the Owner and appropriate Registered Design Professionals of Record which is submitted by the permit applicant for review and approval by the Town. The SSI identifies the names and qualifications of all professionals involved. **The SSI is required as a condition of permit issuance**.

Structural Engineer of Record (SER): The Registered Design Professional retained by the Owner to design or specify structural documents and whose signature and seal appear on such documents.

Structural Inspector of Record (SIR): The Qualified Professional retained by the Owner to provide third-party structural inspection and testing, as approved by the Building Code Official or their designee. The SIR cannot be an individual affiliated with the SER.

Town: The Town of Easton

Town-Approved Plans: Construction Documents approved by the Town including all approved revisions.

Town Building Inspector (TBI): A Building Inspector employed by the Town of Easton.

IV. PRE-PERMIT PHASE

A. STATEMENT OF SPECIAL INSPECTIONS

Owners of projects that are subject to the Special Inspections must submit, as part of the permit application, a Statement of Special Inspections (SSI). The SSI shall identify the names of all design professionals of record, Special Inspectors of Record (SIR), and the Inspection and Testing Agency retained by the Owner to provide inspections and/or testing services. Refer to Attachment #1, page 9, in this document. An individual' s signature on the SSI certifies that they have read and understand their role.

The Building Code Official or designee, prior to the pre-construction meeting, must approve the qualifications of proposed inspection professionals and testing agencies, including evidence of laboratory accreditation and technician certification from recognized entities.

NOTE: It must be clearly understood that each of the Special Inspectors of Record (EIR, FPIR, FPSI, GIR, MIR, and SIR) must be unaffiliated with the Registered Design Engineers of Record (EER, FPER, FPSD, GER, MER, and SER) and the installer/contractor. It is assumed that the design professionals will field verify the installation of their designed or specified documents; HOWEVER, this verification is not part of the Special Inspection process. In addition, the Special Inspectors of Record (EIR, FPIR, FPSI, GIR, MIR, and SIR) must be unaffiliated with Town officials or previous Town employees as outlined in the Town Code of Ethics. It is the Special Inspection Agency's responsibility to be in full compliance with the Town Code of Ethics.

B. FEES AND COSTS

Fees and costs associated with the performance of Special Inspections shall be borne by the Owner. Other than the standard permit fees, no additional Town permitting fees are attached to Special Inspections.

C. RELEVANT CODES AND STANDARDS

The applicability of a project to any technical codes or standards referenced in these requirements shall be determined by the provisions of the relevant codes or standards in effect as of the submission date of the permit application. These requirements shall not be modified.

D. PRE-CONSTRUCTION MEETING

A Pre-Construction Meeting is required for every project that is subject to the Special Inspections as a condition of permit issuance. The meeting shall take place after the plans and the SSI have been reviewed and approved by the Town and the permit has been issued.

1. PARTICIPANTS IN THE PRE-CONSTRUCTION MEETING:

The following construction team members shall participate in the meeting, as required:

- Owner or Owner's duly authorized representative
- Electrical Inspector of Record (EIR)
- Geotechnical Inspector of Record (GIR)

- Mechanical Inspector of Record (MIR)
- Structural Inspector of Record (SIR)
- General Contractor (GC)
- Town Building Inspector (TBI)
- Architect of Record (AR)
- Other parties deemed appropriate by the Owner or Town

2. PURPOSE OF PRE-CONSTRUCTION MEETING:

The purpose of the Pre-Construction Meeting is to review the inspection requirements of the project and establish communication. The Owner or Owner's representative organizes and conducts the meeting. At a minimum, the following shall be discussed:

- Construction Project Requirements: Construction requirements of the Town of Easton including construction methods, site safety, fire hazard prevention and temporary electrical installations during the construction process.

- Responsibilities: Clarify the roles and responsibilities of each party. Refer to the Definitions and Attachment #2, page 18.

- Communication: Organize channels of communication between the Town, Owner's representatives, and members of the construction and design teams. Identify who is to obtain copies of various inspections reports and certifications and the time limitation on submitting those reports to the TBI. Verify that the contact information on the Statement of Special Inspections (Attachment #1, page 9) is correct.

- Phased Construction: Requirements for phasing or separations of permits and certificates of completion.

- Schedule of Inspections: Estimate a timeline for building construction and identify areas of concern to specific inspections (see Attachment #3, page 33, for guidance).

Site visits for each Special Inspector of Record must be at intervals appropriate to the stage of construction or as otherwise agreed by the Owner, Design Professional, or Town representative. Each inspection must be documented for the TBI to become clearly familiar with the progress and quality of the work completed and to determine, in general, if the work is being performed in a manner conducive to completion in accordance with the Town-Approved Plans.

The parties involved with the project will also review the scope of the inspections.

Issuance of the building permit will follow the Town's approval of the SSI and confirmation of the Pre-Construction Meeting.

V. CONSTRUCTION PHASE

A. REPORTS AND COMMUNICATION FLOW

The Special Inspectors of Record (SIR) and the Inspection and Testing Agencies shall provide Routine Inspection Reports as required by the Statement of Special Inspections and this document within five business days of inspection. Refer to Attachment #4, page 34, for a sample report form.

Site visits for each SIR must be at intervals appropriate to the stage of construction or as otherwise agreed by the Owner, Design Professional, and the Building Code Official or their representative. Each visit must be documented, in writing, for the TBI to become clearly familiar with the progress and quality of the work completed and to determine, in general, if the work is being performed in a manner conducive to completion in accordance with the Town- Approved Plans. The SIR shall notify the TBI if their services have not been requested for a project in a manner consistent with the normal construction schedule of a similar building, or if they suspect that a project is proceeding without inspections.

Reports shall include, at a minimum, the following: date, SIR info, inspector name & signature, permit number(s), building address, project name, inspection or test performed, time of arrival & departure, results. Each report shall be prepared in a manner that is legible, describes what was inspected, and any modifications or deficiencies encountered. Follow-up reports shall be prepared when deficiencies have been corrected and inspected. These reports shall clearly indicate compliance or non-compliance. Reports shall also indicate if work is proceeding without inspection approval.

If the Routine Inspections Report includes deficiencies, the Report shall describe the nature and specific location of the deficiency and include a description of the corrective action recommended by the Registered Design Professional of Record. If a similar deficiency exists throughout the project, it may be so noted once, but corrections must be noted individually.

All reports shall be sent to the Owner or Owner's Agent, Town representative (as designated), appropriate design professionals of record, and to any such others that the Owner or Town may direct. The parties who are to receive Routine Inspections Reports will be identified and confirmed at the Pre-Construction Meeting.

B. CHANGES IN CRITICAL SERVICE

In the event that the Design Professionals or Inspection and Testing Agencies of Record are changed during the course of the project, the Owner shall notify the Building Code Official and the Town Building Inspector (TBI), in writing, within one business day of the action taken by the Owner. The Building Code Official must approve or deny such replacements prior to the modification of the agreement.

The Owner shall provide to the Building Code Official a written explanation for such change prepared and signed by the departing party. It must identify the replacement organization or individual with whom they have contracted; must furnish the documentation necessary to show that such organization or individual is qualified for the work as required herein; and must provide a revised inspection agreement signed by the new party.

The departing party must provide a job status report indicating completed inspections and known

deficiencies. This report must be signed and sealed by an approved professional, licensed in the State of Maryland, and practicing within their field of expertise.

The Town of Easton may Stop Work if, in the Department's opinion, work otherwise would proceed without adequate inspection. TBI will authorize a recommencement of work only at such time as it is satisfied that the integrity of the inspection can be assured.

The ultimate responsibility and final certification is with the replaced inspection agency.
Town of Easton may Stop Work and withhold any Use and Occupancy until adequate and satisfactory certifications are presented to the Town.

VI. POST-CONSTRUCTION PHASE

A. FINAL REPORT OF THIRD-PARTY INSPECTIONS

Upon completion of the inspections and testing, the Special Inspectors of Record (SIR) and any Inspections and Testing Agency utilized, shall submit a Final Report of Inspection to the Towns Building Inspector referencing all Routine Inspection Reports issued. Refer to Attachment #5, page 36. The Final Report of Inspection is submitted after the inspection specified has been completed for the project.

1. SIP CERTIFICATION FORM

Upon acceptance of the Final Report of Inspection, each Special Inspector of Record (SIR) and any Inspections and Testing Agency utilized, shall submit a Special Inspections Certification Form to the Building Code Official, Owner, and others as designated by the Owner. Refer to Attachment #6, page 37. The report must provide a professional opinion stating that, to the best of their knowledge, information, and belief, the work observed was constructed in accordance with the Town-Approved Plans, construction documents and the Town of Easton Building Code. Submit any certification forms (NFPA, UL, FM, ASCE, etc.) with the SIP Certification Form.

B. PERFORMANCE REVIEWS

The Town of Easton may periodically review the performance of any professionals utilized in the Special Inspection program. If a professional is determined to not be performing satisfactorily, the Town of Easton's Building Inspection Division (BID) will notify current and future permittees to provide a replacement that is acceptable to the BID.

2. FRAUDULENT/INCOMPETENT CERTIFTCATIONS

The BID will utilize established Departmental guidelines for dealing with fraudulent certifications and incompetent individuals and/or agencies. These guidelines include the suspension of the acceptance of ANY certifications from the party involved and/or filing of complaints with the appropriate licensing/registration board.

ATTACHMENT #1

STATEMENT OF SPECIAL INSPECTIONS

Permit applicants are required to submit a Statement of Special Inspections (SSI) as a condition for permit issuance. This statement shall certify that all third-party inspections shall occur in accordance with the Special Inspection Program. The SSI shall include a list of the individuals (agents), approved agencies, and firms intended to be retained for conducting such inspections and the function in which each Special Inspector is serving must be clearly designated. AN INDIVIDUAL' S SIGNATURE ON THIS SSI CERTIFIES THAT THEY UNDERSTAND THE ROLE THEY ARE UNDERTAKING IN THE Special Inspection Program. The Town of Easton reserves the right to require notarization of any signature included in this document.

This Attachment (Pages 9-17) may be used "as is" or may be modified to accommodate unique requirements of a specific project. The SSI must be submitted with plans and specifications as part of the permit application process. These pages must identify the project name, location, Owner, Design Engineers of Record, Special Inspectors of Record (SIR), any Inspections and Testing Agency of Record (if different from the SIR), and the General Contractor.

The qualifications of the SIR and/or any Inspections and Testing Agency of Record are reviewed and approved by the Building Code Official or their designee as part of the permitting process. The definitions and qualifications for individuals referenced in this SSI can be found in the Town of Easton Special Inspection Program Manual (pages 2-4 and Attachment #2, page 18).
Documentation supporting any individual' s qualifications may be requested at any time and is to remain on file with the Town.

To help assure a complete understanding of responsibilities and reporting requirements, the SIR identified on this SSI, must attend a pre-construction conference coordinated by the Owner. Design Engineers of Record are not required to attend this meeting unless directed otherwise by the Owner or Town representative. This SSI and the qualification s of the SIR and/or any Inspection and Testing Agency are reviewed again by Town Code Officials and approved at the Pre-Construction Meeting prior to the issuance of a permit.

NOTE: It must be clearly understood that each of the Special Inspectors of Record (EIR, FPIR, FPSI, GIR, MIR and SIR) selected must be unaffiliated with the Design Engineers of Record (EER, FPER, FPSD, GER, MER, and SER) and the installer. It is assumed that the design professionals will field verify the installation of their designed or specified documents; HOWEVER, this verification is not part of the Special Inspection Programs process.

Permit Number: _____ (Office Use Only)

Project Name: _____

TOWN OF EASTON
DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT

STATEMENT OF SPECIAL INSPECTIONS

Building Address: _____
Address

_____
City, State, Zip Code

Owner: _____
Company's Legal Name Phone #

_____
Address

_____
City, State, Zip Code

Officer: _____
Name Title Phone #

_____
Address

_____
City, State, Zip Code

Resident's Agent/Program Contact: _____
Name Phone #

_____
Address

_____
City, State, Zip Code

The authority for implementing this Special Inspection Procedure is found in The Code of the Town of Easton, Article I Building Code Administration, Section 6-6 Inspections. The undersigned hereby agrees that inspections of the structure being constructed under Permit Number _____ will be carried out in compliance with the rules and procedures outlined in the Town of Easton's SIP Manual.

The Owner or Owner's Agent further agrees that compliance with this agreement and procedures during construction is a requirement for the issuance of a valid Use and Occupancy Certificate at the completion of construction.

Permit Number: _____ (Office Use Only)

OWNER: _____
Full Legal Name (Printed)

_____
Signature

_____
Address

_____
City, State, Zip Code

Telephone Number: _____ Date: _____

ARCHITECT (AR): _____
Company Name (Printed)

_____
Officer's Name and Position (Contact)

_____
Signature

_____ _____
Title MD Registration #

_____
Address

_____
City, State, Zip Code

Telephone Number: _____ Date: _____

GENERAL CONTRACTOR (GC): _____
Full Legal Name of Company

_____
On Site Representative's Full Legal Name (Printed)

_____
Address

_____
City, State, Zip Code

Telephone Number: _____ Date: _____

Permit Number: _____ (Office Use Only)

DESIGN ENGINEERS OF RECORD

ELECTRICAL ENGINEER OF RECORD (EER):

_____
Full Legal Name (Printed)

_____
Signature

_____ _____
MD Registration Number Company Name

_____
Address

_____
City, State, Zip Code

Telephone Number: _____ Date: _____

GEOTECHNICAL ENGINEER OF RECORD (GER):

_____
Full Legal Name (Printed)

_____
Signature

_____ _____
MD Registration Number Company Name

_____
Address

_____
City, State, Zip Code

Telephone Number: _____ Date: _____

Permit Number: _____ (Office Use Only)

DESIGN ENGINEERS OF RECORD

MECHANICAL ENGINEER OF RECORD (MER):

_____
Full Legal Name (Printed)

_____
Signature

_____ _____
MD Registration Number Company Name

_____
Address

_____
City, State, Zip Code

Telephone Number: _____ Date: _____

STRUCTURAL ENGINEER OF RECORD (SER):

_____
Full Legal Name (Printed)

_____
Signature

_____ _____
MD Registration Number Company Name

_____
Address

_____
City, State, Zip Code

Telephone Number: _____ Date: _____

Permit Number: _____ (Office Use Only)

SPECIAL INSPECTORS OF RECORD

ELECTRICAL INSPECTOR OF RECORD (EIR):

_____

Full Legal Name (Printed)

_____

Signature

_____ _____

MD Registration Number Company Name

_____ _____

Officer's Name (if different from above) Officer's Signature

_____

Address

_____

City, State, Zip Code

Telephone Number: _____ Date: _____

GEOTECHNICAL INSPECTOR OF RECORD (GIR):

_____

Full Legal Name (Printed)

_____

Signature

_____ _____

MD Registration Number Company Name

_____

Address

_____

City, State, Zip Code

Telephone Number: _____ Date: _____

Permit Number: _____ (Office Use Only)

SPECIAL INSPECTORS OF RECORD

MECHANICAL INSPECTOR OF RECORD (MIR):

_____
Full Legal Name (Printed)

_____
Signature

_____ _____
MD Registration Number Company Name

_____
Address

_____
City, State, Zip Code

Telephone Number: _____ Date: _____

STRUCTURAL INSPECTOR OF RECORD (SIR):

_____
Full Legal Name (Printed)

_____
Signature

_____ _____
MD Registration Number Company Name

_____
Address

_____
City, State, Zip Code

Telephone Number: _____ Date: _____

Permit Number: _____ (Office Use Only)

This Statement of Special Inspections is submitted as a condition for permit issuance in accordance with the Town of Easton Special Inspections Program requirement. Special Inspectors of Record shall keep records of inspections and testing. They shall furnish inspection and test reports to the Town and to the Registered Design Professionals of Record, as appropriate. All discrepancies shall be brought to the attention of the contractor for correction. Documents for corrective work must be prepared, signed and sealed by the appropriate Registered Design Professional and must carry the Town stamp of approval. Discrepancies must be corrected and re-inspected prior to advancing to the next stage of construction. If the discrepancies are not corrected within a reasonable period of time, the discrepancies shall be brought to the attention of the Building Code Official and to the Registered Design Professionals of Record, as appropriate. Routine Inspection Reports shall be submitted periodically at a frequency agreed upon by the Owner and the Town prior to the start of work (typically at the Pre-Construction Meeting). Test reports shall be submitted within ten (10) days of the completion of the test to the Town. A Final Report of Special Inspections documenting completion of all required inspections and correction of documented discrepancies shall be submitted prior to the issuance of the Final Use & Occupancy permit.

Prepared by Owner:

_____

Type or Print Name Date

_____

Signature

Reviewed by Design Professional of Record:

_____

Type or Print Name Date

_____

Signature

Building Code Official's (or Representative's) Acceptance:

_____

Type or Print Name Date

_____

Signature

ATTACHMENT# 2

RESPONSIBILITIES AND ROLES

A. GENERAL RESPONSIBILITIES

1. PERSONNEL QUALIFICATIONS

Except for the Registered Design Professional registered in the State of Maryland, all field personnel shall be certified by examination through ACI, AWS, ASNT, NICET, WACEL, or other organizations whose programs are recognized by the Town and approved in writing by the Building Code Official. Inspection and Testing Agency personnel shall perform only those services in which they have demonstrated competency through such a recognized certification or registration program and shall be under the direct supervision of a Maryland Registered Design Professional. All inspections and tests conducted by an engineering laboratory must be conducted under the direct guidance and responsibility of a professional engineer/architect registered in the State of Maryland and approved by the Town of Easton's BID. The Special Inspector of Record (SIR) shall submit qualification documentation, for approval by the Town, of agents (inspection personnel) assigned to the project prior to the Pre-Construction Meeting. Agents (inspection personnel) are being required to demonstrate proof of competence in the areas they will be inspecting. Firms may qualify their agents on a yearly basis. It shall be the responsibility of any firm to notify the Town's BID immediately upon any personnel changes. Otherwise, any inspections by unapproved agents will be rejected.

Unusual Functions: In the event there is no certification program applicable to a specific trade or function, the SIR shall submit a signed statement attesting to the competency of personnel and identifying the basis upon which such statement is made.

2. LABORATORY QUALIFICATIONS

Laboratory facilities must be accredited for the testing conducted by an agency such as AALA, NVLAP, WACEL, or other organizations whose programs are recognized by the Town and approved in writing by the Building Code Official. All laboratory facilities must meet the requirements of ASTM E329, ASTM D3740, and ASTM C1077 in addition to the requirements outlined in this Program. The SIR shall accredit on-site laboratory facilities as an extension of an accredited laboratory. The SIR shall submit resume and documentation, for approval by the Town, of inspection and testing personnel and laboratories prior to the Pre-Construction Meeting.

3. PRINCIPAL PARTIES

The following are general responsibilities of the principal parties to the constructed project that are affected by Third-Party Inspections. This list is not intended to be all-inclusive. The Owner or the Building Official or their designee may assign to the parties identified below and to others additional responsibilities. Those responsibilities will be explained and confirmed at the Pre-Construction Meeting.

Owner (Owner's Representatives):

- Submits permit applications that include a complete statement of inspections.
- Retains registered Professional Engineers and Architect of Record, who are duly registered in the

State of Maryland, and all Special Inspectors of Record.

- Prepares estimated time schedules.
- Conducts Pre-Construction Meeting in conjunction with the Architect of Record.
- Oversees the design, construction, and permitting for the project.
- Notifies the Town, in writing, concerning any changes in the Special inspections team and reasons for those changes.
- Assures that inspection reports are delivered to the Town within forty-eight (48) hours of issuance.
- Verifies full-time construction inspections and testing of all stages of construction as required.
- Reviews site visits of all stages of construction by the inspection team and the Architect of Record to become familiar with the progress and quality of work completed and to determine, in writing, if the work is being performed in accordance with the approved plans and contract documents.

Architect of Record (AR):

- Reviews and approves, as appropriate, concrete mix designs.
- Reviews and approves construction bracing designs, mortar and grout mix designs and other building element designs that affect the approved architectural construction documents for conformance with those documents.
- Reviews construction observation and testing reports provided by the Geotechnical Engineer of Record and/or the Inspection and Testing Agency of Record that affects the Town-approved architectural construction documents.
- Notifies the Town and Owner of any architectural modifications and changes made to help assure that the structure meets the requirements of the Town-approved construction plans, documents, Town of Easton Building Code and Maryland Accessibility Code. The changes must be reviewed and approved by BID prior to construction and or modifications.
- Visits the site at intervals appropriate to the stage of construction or as otherwise agreed by the Owner and the Architect, in writing, to become clearly familiar with the progress and quality of the work completed. Also, determines, in general, if the work is being performed in a manner indicating that the work, when completed, will be in accordance with the contract documents.
- Assures that all other agents are making necessary inspections, reviews inspection results, and monitors construction progress along with any corrections to code deficiencies.

Design Engineers of Record - Includes: EER, FPER, FPSD, GER, MER, and SER:

- Prepares and submits design modifications/recommendations, specifications, and construction criteria including related design calculations to the Town for review and approval.
- Reviews all construction plans and specifications as approved by the Town.
- Reviews and approves shop drawings.
- Submits required shop drawings to the Town for approval.
- Provides guidance and professional opinions to respond to inspection reports that indicate that the construction does not meet the requirements of the Town-approved construction documents.
- Takes appropriate action if conditions differ from those anticipated in the design and notifies the Owner and the Town.
- Notifies the Town and Owner of modifications and changes made to help assure the structure meets the Town-approved construction plans, documents, and the Town of Easton Building Code.

General Contractor (GC):

- Obtains all required permits for temporary facilities such as construction and storage trailer, cranes,

power, signs, etc.

- Keeps a copy of the Town-approved construction documents and permits posted on the site at all times.
- Provides the means, methods, and materials of construction.
- Coordinates construction schedule with the Owner so that it is completed per their plan.
- Takes necessary action to assure a safe jobsite and fulfills OSHA and other job site safety responsibilities.
- Submits construction documents to the Town as identified at the Pre-Construction Meeting.
- Maintains an inspection log (Attachment #7, page 39) on site, to be completed by the inspector when the inspection is done.
- Maintains a complete set of inspection records and files on the job site.
- Notifies and coordinates with subcontractors all provisions of this agreement.
- Notifies the Town and appropriate Design Professionals of Record of construction schedules as identified at the Pre-Construction Meeting.

Special Inspectors of Record (TPIR) - Includes: EIR, FPIR, FPSI, GIR, MIR, and SIR

- Performs inspections at intervals appropriate to the stage of construction or as otherwise agreed by the Owner, design professional or Town representative.
- Documents, in writing, to demonstrate clear familiarity with the progress and quality of the work completed and to determine, in general, if the work is being performed in a manner conducive to completion in accordance with the Town-Approved Plans (see Attachment #4, page 34).
- Notifies Architect of Record, Owner, Town employed Building Inspector, and any other pertinent individuals of deviations from approved construction documents.
- Submits a Final Report of Inspection to the Town Building Inspector referencing all Routine Inspection Reports issued upon completion of inspections and testing by the Special Inspectors of Record (SIR) and any Inspections and Testing Agency utilized. Refer to Attachment #5, page 36. The Final Report of inspection is submitted after the inspection specified has been completed for the project.
- Submits a SIP Certification Form to the Town, Owner, and others as designated by the Owner upon acceptance of the Final Report of Inspection. Refer to Attachment #6, page 37. The report must provide a professional opinion stating that, to the best of their knowledge, information, and belief, the work observed was constructed in accordance with the Town-Approved Plans and all applicable Town, State, and National Codes.
- Submits any discipline specific, standard certification forms (NFPA, UL, FM, ASCE, etc.) with the SIP Certification Form.
- Completes Contractor's inspection log upon completing inspection (Attachment #7, page 39).

Testing Laboratory Engineer of Record if different from TPIR:

- Performs construction materials testing services to meet Special Inspections or Town Building Code requirements.
- Completes Contractor' s inspection log upon the completion of testing (Attachment 7, page 39).

B. FIELD SPECIFIC RESPONSIBILITIES

1. SOILS AND FOUNDATIONS

The purpose of this section is to describe the SIP responsibilities associated with soil related conditions and/or foundation systems.

NOTE TO ALL PROFESSIONALS: SEE GENERAL RESPONSIBILITIES SECTION IN THIS ATTACHMENT.

Geotechnical Engineer of Record (GER):

- Prepares and issues a geotechnical report offering professional opinions of the subsurface conditions likely to affect the design and the proposed construction.
- Prepares and issues, for review and approval by the Town, foundations and/or foundation systems work that will be performed.
- Prepares design criteria for foundations and/or foundations systems.
- Reviews and approves architectural and/or structural components whose design is based on recommendations prepared by the GER.
- Revises geotechnical recommendation s if site soil or groundwater conditions differ materially from conditions indicated on the approved geotechnical report and coordinates changes with the design professionals of record responsible for the structural design of foundations, deep foundations, or other types of foundation systems.
- Reviews all geotechnical reports prepared in conjunction with the site work or building construction and provides additional recommendations.
- Takes appropriate action if subsurface conditions differ materially from those anticipated in the geotechnical report and notifies the Owner and the Building Code Official.

Geotechnical Inspector of Record (GIR):

- Performs specified inspections to determine materials' quality and in-place density tests for compliance with the Town-approved construction documents.
- Gives notice to proceed to the contractor, Owner and the Town that the foundation system is suitable for the erection of the superstructure. This written approval must be received prior to any superstructure construction.
- Notifies the Town immediately if the Contractor is proceeding against direction.
- Performs specified inspections of foundations to determine their in-place load-bearing capacity:

    a. **Piling**: Inspections shall include inspection of piles before, during, and after driving. Inspection reports shall contain an evaluation of the pile capacity based on driving resistance, and dynamic or static pile testing. Pile driving records shall be submitted to the Town prior to placement of pile caps.
    b. **Piers**: Inspections shall include concrete, steel reinforcement, orientation and shape of caissons, and bearing capacity at the base of the caisson. Inspection reports shall be submitted to the Town prior to the placement of grade beams.
    c. Determines any special monitoring required for the property or adjacent neighborhood prior to the start of a phase of construction that may affect adjacent properties.

- Performs inspections of shallow footings and foundations systems, including shallow foundations, foundation walls, mats, slabs, etc. Inspections of cast-in-place concrete shall include formwork, monitoring the placement of concrete, concrete reinforcement, and the dimensions, shapes and locations of footings, slabs, and foundation walls.
- Performs inspections of subgrade prior to the construction of footings and slabs for compatibility of bearing materials and groundwater conditions with the geotechnical report.
- Performs specified inspections of structural fill material prior to, during, and following its placement for compliance with approved structural fill specifications.

- Perform inspections to determine those materials' quality and in-place density tests for compliance with the Town-approved construction documents.
- Submits a field compaction report for all classes of fill on the site to assure structural fills are constructed in accordance with the Town-Approved Plans or documents.
- Inspects and certifies that the soil bearing capacity meets or exceeds the capacity specified in the construction documents.
- Submits foundation and foundation system inspection reports, laboratory reports, test data and foundation records to the Architect of Record for review, among others designated by the Town and/or Owner.
- Notifies the Town and Owner of geotechnical modifications and changes made to help assure the structure meets the requirements of the Town-approved construction documents and Town of Easton Building Code.

2. EARTH RETENTION SYSTEMS

The purpose of this section is to describe the SIP responsibilities associated with earth retention systems.

NOTE TO ALL PROFESSIONALS: SEE GENERAL RESPONSIBILITIES SECTION IN THIS ATTACHMENT.

Structural Engineer of Record (SER):

- Reviews and approves concrete and mortar mix designs.
- Reviews all concrete and mortar strength test reports and delivers only the 28-day test results to the Town, unless construction will proceed on less cured concrete. In which case the report showing adequate strength, covered by the engineer’s seal and criteria, shall be delivered to the Town immediately.
- Reviews and approves construction bracing designs, mortar and grout mix designs, and other building element designs that affect the approved structural construction documents for conformance with those documents.
- Establishes criteria for removal and reshoring of form work.
- Reviews construction observation and testing reports provided by geotechnical professionals.
- Reviews and approves earth retention system designs and recommendations prepared by other design professionals.
- In addition to structural design, the construction documents shall include the following:
  - Adjoining Properties - recommendations for protecting adjoining properties,
  - including existing public and private streets.
  - Slope Protection - specification of responsibility for protecting all slopes in accordance with general practice, throughout the course of the project.
  - Dewatering - any requirements for dewatering of the excavation that are specified or assumed in the earth retention system design.
  - Installation - system installation criteria, including allowable inward movement, pile installation and tieback criteria, and requirements for inspection and monitoring of the earth retention system construction and adjacent properties.

Structural Inspector of Record (SIR):

- Performs subgrade condition inspections of earth retention systems including, but not limited to:
  - Compaction - determines that materials' quality and in-place density tests comply with the

Town-approved construction documents and geotechnical report.

- Backfill, Drainage and Waterproofing - inspects backfill, foundation drainage systems and waterproofing during and following their placement for compliance with Town-approved backfill, foundation drainage systems and waterproofing specifications.

- Obtains approval from the appropriate design professionals of record and Town if inspection and testing results do not meet the requirements of the approved construction documents prior to continuing work in the affected area. When the earth retention system is to become a permanent part of the final structure, deviations shall also be subject to approval by the SER.

3. CONCRETE (PRE-CAST AND CAST-IN-PLACE)

The purpose of this section is to describe the SIP responsibilities associated with pre- cast and cast-in-place concrete.

NOTE TO ALL PROFESSIONALS: SEE GENERAL RESPONSIBILITIES SECTION IN THIS ATTACHMENT.

a. PRE-CAST CONCRETE

Architect of Record (AR) / Structural Engineer of Record:

- Reviews and approves pre-cast concrete and mix designs.

Structural Inspector of Record (SIR):

- Verifies that a precast concrete fabricator that is fabricating elements off-site has a quality control program that meets the requirements of the Precast/Prestressed Concrete Institute (PCI) Plant Certification Program. Alternatively, the SIR may inspect the precast plant at appropriate intervals to verify that materials, methods, products, and quality control comply with project specifications, approved fabrication and erection documents and PCI MNL-116, "Manual for Quality Control for Plants and Production of Precast and Prestressed Concrete Products," and/or PCI MNL-117, "Manual for Quality Control for Plants and Production of Architectural Precast Products."
- Verifies that concrete meets the requirements of approved concrete mix designs.
- Verifies that the compressive strength of field-cured cylinders satisfies the requirements of the Town-approved construction documents.
- Provides construction observation and testing services as necessary to establish that pre-cast, attachment, connections, and field construction are in compliance with the Town-approved construction documents.
- Verifies that welders and weld inspections were performed in accordance with AWS DI. I , Chapter 5, Part C.
- Provides specified inspections of welded connections for conformance with the Town-approved construction documents and applicable sections of the AWS D1.1, Welding Code, SJI Specifications, and AISC.

b. CAST-IN-PLACE CONCRETE

General Contractor (GC):

- Coordinates construction so that the building is capable of carrying structural loads.

- Posts the updated concrete pour schedule on the door of the field office.

Structural Engineer of Record (SER):

- Reviews and approves concrete mix designs.
- Establishes criteria for removal and reshoring of formwork.

Structural Inspectors of Record (SIR):

- Provides inspections of concrete formwork (erection and removal), reinforcing steel, post-tensioned tendons, stressed tendons, and placement of concrete as indicated below.
- Provides materials testing for concrete properties and submits test results to the Structural Engineer of Record and the Town.
- Prepares test cylinders in accordance with ASTM C172. Cylinders for strength tests shall be cast, stored, transported, and laboratory-cured in accordance with ASTM C3l. Field-cured cylinders shall be cured as closely as possible to the location of placement of the concrete pour they represent, and be exposed as nearly as possible to the same temperature and moisture environment, in accordance with ACI 318 and ASTM C3l. Testing of cylinders shall be in accordance with ASTM C39.
- Determines when concrete strengths have achieved levels specified in the approved plans and specifications that will permit the removal of formwork and/or reshoring. The SIR shall submit a written statement indicating that the concrete strength and conditions meet or exceed project design specifications and design stripping criteria. The letter should be sent to the SER and Town.

SPECIAL INSPECTIONS
OF CONCRETE CONSTRUCTION

Verification and Inspection	Continuous[1]	Periodic[2]	Reference Standard	IBC Reference
1. Inspection of reinforcing steel, including prestressing tendons and placement.		X	ACI 318: 3.5, 7.1-7.7	1903.5, 1907.1, 1907.7, 1914.4
2. Inspection of reinforcing steel welding in accordance with approved plans and documents.	X		AWS D1.4 ACI 318: 3.5.2	1903.5.2
3. Inspect bolts to be installed in concrete prior to and during placement of concrete where allowable loads have been increased.	X			1912.5
4. Verify use of required design mix.		X	ACI 318: Ch. 4, 5.2-5.4	1904, 1905.2-1905.4, 1914.2, 1914.3
5. Sampling fresh concrete and performing slump, air content, and determining the temperature of fresh concrete at the time of making specimens for strength test.	X		ASTM C 172 ASTM C 31 ACI 318: 5.6, 5.8	1905.6, 1914.10
6. Inspection of concrete and shotcrete placement for proper application technique.	X		ACI 318: 5.9, 5.10	1905.9, 1905.10, 1914.6, 1914.7, 1914.8
7. Inspection for maintenance of specified curing temperature and technique.		X	ACI 318: 5.11-5.13	1905.11, 1905.13, 1914.9
8. Inspection of prestressed concrete: a. Application of prestressing forces. b. Grouting of bonded prestressing tendons in the seismic-force-resisting system.	 X X		 ACI 318: 18.18 ACI 318: 18.16.4	
9. Erection of pre-cast concrete members.		X	ACI 318 Ch. 16	
10. Verification of in-situ concrete strength, prior to stressing of tendons in post-tensioned concrete and prior to removal of shores and forms from beams and structural slabs.		X	ACI 318: 6.2	1906.2

[1] Continuous means inspections accomplished during the placement of the work

[2] Periodic means an inspection accomplished prior to the placement of concrete.

4. MASONRY

The purpose of this section is to describe the SIP responsibilities associated with masonry building elements.

NOTE TO ALL PROFESSIONALS: SEE GENERAL RESPONSIBILITIES SECTION IN THIS ATTACHMENT.

Architect of Record (AR):

- Coordinates with Structural Engineer of Record the review and approval of construction bracing design, mortar and grout mix design and other masonry building element designs and erection specifications for conformance with approved architectural construction documents.

Structural Engineer of Record (SER):

- Reviews and approves construction bracing design, mortar and grout mix design and other masonry building element designs and erection specifications for conformance with approved, structural construction documents.

Structural Inspector of Record (SIR):

- Performs inspections of masonry and in accordance with ACI, ASCE, and TMS criteria.
- Performs inspections of bracing and its removal.
- Provides testing of materials.

MASONRY - INSPECTION LEVEL 1

Inspection Task (Level 1)	Frequency of Inspection		Reference For Criteria		
	Continuous [1]	Periodically [2]	IBC	ACI 530/ ASCE 5/ TMS 402	ACI 530.1/ ASCE 6/ TMS 602
1. As masonry construction begins, the following shall be verified to ensure compliance:					
a. Proportions of site prepared mortar.		X			Art 2.6A
b. Construction of mortar joints.		X			Art 3.3B
c. Location of reinforcement and connectors.		X			Art 3.4
2. The inspection program shall verify:					
a. Size and location of structural elements.		X			3.3G
b. Type, size and location of anchors, including other details of anchorage of masonry to structural members, frames or other construction.		X		Sec. 1.15.4, 2.1.2	
c. Specified size, grade, and type of reinforcement.		X	Sec. 2108.9.2.11, Item 2	Sec. 1.12	Art 2.4, 3.4
d. Welding of reinforcing bars.	X			Sec. 8.5.7 and	Art 1.8
e. Protection of masonry during cold weather (temperature below 40°F) or hot weather (temperature above 90°F).		X	Sec. 2104.3, 2104.4	Sec. 8.5.7.2	
3. Prior to grouting, the following shall be verified to ensure compliance:					
a. Grout space is clean.		X		Sec. 1.12	Art 3.2D
b. Placement of reinforcement and connectors.		X			Art 3.4
c. Proportions of site-prepared grout.		X			Art 2.6B
d. Construction of mortar joints.		X			Art 3.3B
4. Grout placement shall be verified to ensure compliance with code and construction document provisions.	X				Art 3.5
5. Preparation of any required grout specimens, mortar specimens, and/or prisms shall be observed.	X		Sec. 2105.3, 2105.4, 2105.5		Art 1.4
6. Compliance with required inspection provisions of the construction documents and the approved submittals shall be verified.		X			Art 1.5

[1] Continuous means inspections accomplished during the placement of the work.
[2] Periodic means an inspection accomplished prior to the placement of concrete.

MASONRY - INSPECTION LEVEL 2

Engineered masonry in essential facilities - The minimum special inspection program for masonry designed by Section 2106, 2107, 2108 (IBC), or by chapters other than Chapters 5, 6, or 7 of ACI 530/ASCE5/TMS 402, in essential facilities (see Tables 1604.5 and 1617.6 of IBC) shall comply with the following table:

Inspection Task (Level 2)	Frequency of Inspection		Reference For Criteria		
	Continuous [1]	Periodically [2]	IBC	ACI 530/ ASCE 5/ TMS 402	ACI 530.1/ ASCE 6/ TMS 602
1. From the beginning of masonry construction, the following shall be verified to ensure compliance:					
a. Proportions of site-mixed mortar and grout.		X			Art 2.6A
b. Placement of masonry units and construction of mortar joints.		X		Ch. 8	Art 3.3B Art 3.4
c. Placement of reinforcement and connectors.		X			Art 3.2D
d. Grout space prior to grouting.	X				Art 3.5
e. Placement of grout.	X				
2. The inspection program shall verify:					
a. Size and location of structural elements.		X			3.3G
b. Type, size, and location of anchors, including other details of anchorage of masonry to structural members, frames, or other construction.	X			Sec. 1.15.4, 2.1.2	
c. Specified size, grade, and type of reinforcement.		X	Sec. 2108.9.2.11, Item 2	Sec. 1.12	Art 2.4, 3.4
d. Welding of reinforcing bars.	X		Sec. 2104.3,	Sec. 8.5.7 and	Art 1.8
e. Protection of masonry during cold weather (temperature below 40°F) or hot weather (temperature above 90°F).		X	2104.4	Sec. 8.5.7.2	
3. Preparation of any required grout specimens, mortar specimens, and/or prisms shall be observed.	X		2105.3, 2105.4, 2105.5		Art 1.4
4. Preparation of any required grout specimens, mortar specimens and/or prisms shall be observed.		X			Art 1.5

[1]Continuous means inspections accomplished during the placement of the work.
[2]Periodic means an inspection accomplished prior to the placement of concrete.

5. WOOD

The purpose of this section is to describe the SIP responsibilities when construction includes wood building elements.

NOTE TO ALL PROFESSIONALS: SEE GENERAL RESPONSIBILITIES SECTION IN THIS ATTACHMENT.

Structural Inspector of Record:

- Performs inspections of wood elements for conformance with the requirements of the Town-approved construction documents.
- Inspects prefabricated structural elements during erection.
- Verifies the quality of all mechanical connections for conformance with the construction document and manufacturer's specifications.
- Upon completion of wood construction, including connections the SIR submits a completion report to the SER and the Building Code Official.

6. STRUCTURAL STEEL

The purpose of this section is to describe the SIP responsibilities associated with the fabrication and erection of structural steel elements.

NOTE TO ALL PROFESSIONALS: SEE GENERAL RESPONSIBILITIES SECTION IN THIS ATTACHMENT.

Structural Engineer of Record (SER):

- Verifies and approves structural members and connections designed by the steel fabricator.

Structural Inspector of Record (SIR):

- Provides inspections of structural members and assemblies performed at the fabricator's shop. Special inspections are not needed if the fabricator does not perform any welding, thermal cutting or heating operation as part of the fabrication.
- Verifies that the fabricator complies with AISC Quality Certification Program or equivalent.
- Provides inspections of structural elements, connections, welding materials, and high-strength bolts as indicated on the following table. High strength bolts and nuts shall be clearly marked with an identifiable manufacturer's mark on both the bolt head and nut. Shipments of high-strength bolts, nuts and washers, whether from manufacturer, distributor, or reseller, shall include manufacturer's current test reports for chemical composition (ASTM A751) and mechanical properties, including proof load testing (ASTM F606).
- Verifies that fabricated components meet the SER's approved designs.
- Notifies the SER and Town if inspection and testing indicate that construction does not meet the requirements of the Town-approved construction documents.

SPECIAL INSPECTIONS FOR STEEL MATERIALS

Verification and Inspection	Continuous[1]	Periodic[2]	Reference Standard	IBC Reference
1. Material verification of high-strength bolts, nuts, and washers: a. Identification markings to conform to ASTM standards specified in the approved construction documents. b. Manufacturer's certificate of compliance required.		X	Applicable ASTM material specifications; AISC ASD, Section A3.4, AISC LRFD, Section A 3.3	
2. Inspection of high-strength bolting: a. Bearing-type connections. b. Slip-critical connections.	 X	 X X	AISC LRFD Section M2.5	1704.3.3
3. Material verification of structural steel: a. Identification markings to conform to ASTM standards specified in the approved construction documents. b. Manufacturers' certified mill test reports required.	 X X		 ASTM A6 or ASTM A568 ASTM A6 or ASTM A568	1708.4
4. Material verification of weld filler materials: a. Identification markings to conform to AWS specification in the approved construction documents. b. Manufacturer's certificate of compliance required.	 X X		AISC, ASD, Section A3.6; AISC LRFD Section A3.5	
5. Inspection of welding: a. Structural steel: 1. Complete and partial penetration groove welds 2. Multi-pass fillet welds 3. Single-pass fillet welds>5/16" (7.9mm) 4. Single-pass fillet welds<5/16" (7.9mm) 5. Floor and deck welds b. Reinforcing steel: 1. Verification of weldability of reinforcing steel other than ASTM A706. 2. Reinforcing steel-resisting flexural and axial forces in intermediate and special moment frames, and boundary elements of special reinforced concrete shear walls, and shear reinforcement. 3. Shear reinforcement. 4. Other reinforcing steel.	 X X X X X	 X X X X	AWS D1.1 AWS D1.3 AWS D1.4 ACI 318.3.5.2	1704.3.1 1903.5.2
6. Inspection of steel frame joint details for compliance with approved construction documents: a. Details such as bracing and stiffening. b. Member locations. c. Application of joint details at each connection.		X		1404.3.2

[1]Continuous means inspections accomplished during the placement of the work.
[2]Periodic means an inspection accomplished prior to the placement of concrete.

7. ELECTRICAL SYSTEMS

The purpose of this section is to describe the SIP responsibilities associated with electrical systems.

NOTE TO ALL PROFESSIONALS: SEE GENERAL RESPONSIBILITIES SECTION IN THIS ATTACHMENT.

Participating Providers

- Special Electrical Inspector of Record (EIR)
- Approved Special Inspection Agency (ASIA)

Participating Provider Requirements:

- Obtains an inactive State of Maryland Master Electricians license.
- Obtains State of Maryland certification from the Office of the State Fire Marshal, in accordance with the provisions of Article 38A, Section 62, of the Annotated Code of Maryland.
- The EIR or ATPIA is required to present an established inspection procedure or program reviewed and approved by the Electrical Code Official.
- EIR or ATPIA is required to maintain an adequate amount of liability insurance approved by the Town.
- EJR or ATPIA shall have inspection stickers and correction orders in a standard format approved by the Electrical Code Official.
- Will be retained on a list of authorized inspectors based upon performance and adherence to the criteria established herein.
- EER and ATPIA of Record cannot act in the function of design engineer or professional engineer and perform as an inspection agency. It is assumed that the EER will field verify the installation of their designed or specified documents. However, this verification is not part of the SIP process.

Electrical Inspector/Inspection Agency of Record (EIR/ATPIA) Responsibilities:

- Specify and perform inspections necessary during the installation of electrical systems to ensure that the systems are installed in accordance with the Town-approved electrical construction documents and electrical permits issued by the Town of Easton.
- Submit electrical inspection reports on the approved form (Attachment #4, page 34) to ID, Electrical Code Official for Inspections and the Owner within five (5) working days. Each report shall include the building permit number, building address and the electrical permit number. Correction orders and deficiencies shall be included with each report. All reports shall bear the signature of the EIR or ATPIA providing the report. Final reports are required to be submitted in the format outlined in Attachment #5, page 36.
- Verify that individuals installing and erecting or repairing electrical work, including low voltage and communication systems, are in compliance with the license requirements of the Town of Easton Code and the Annotated Code of Maryland, Business Occupations and Professions Article, Title 6, Code of Maryland Regulations.
- Verify that copies of the building permit and all electrical permits are posted on the project site. A hard copy of the electrical permit is to be provided during the pre-construction meeting between the Owner/Owner' s representative the EIR or ATPIA and the electrical

contractor.

- Verify that the service is installed in accordance with the approved plans and is Code compliant for the electric utility to make a connection. The EIR shall submit a report to the Electrical Code Official for Inspections, which will initiate a request for a ID Quality Control Inspection performed by a Town commercial electrical inspector. Once the Town has approved the installation, the Town Inspector will generate a "cut in certificate" to the electrical utility recorded on the Town electrical permit.
- Verify that all portable and temporary sources of electrical energy are permitted and are being operated in a safe and Code compliant manner.
- Verifies that an electrical permit has been obtained for all electrical work on the premise.
- Provides an electrical system certification to the AR, Owner, and the Town Electrical Code Official for Inspection prior to close in that the electrical systems have been inspected and are ready for the structure or part of the structure to be closed-in.
- Provides an electrical system certification to the AR, Owner, and the Town Electrical Code Official for Inspection that specified electrical inspections have been performed and the structure is ready for the Easton Utilities to make the service hot.

8. MECHANICAL SYSTEMS

The purpose of this section is to describe the SIP responsibilities associated with mechanical systems.

NOTE TO ALL PROFESSIONALS: SEE GENERAL RESPONSIBILITIES SECTION IN THIS ATTACHMENT.

Mechanical Inspector of Record (MIR):

- Performs inspections necessary during the installation of mechanical systems to assure that the systems are installed in accordance with the Town-approved mechanical construction documents and Town Mechanical Code.
- Submits inspection reports, as well as certification indicating that the mechanical systems are ready for the closing-in of the structure, to the Town BID.
- Performs a final inspection of the system to assure that all components operate individually and as a system to meet the intent of the Code.

ATTACHMENT #3

SCHEDULE OF SPECIAL INSPECTIONS

The Inspection and Testing Agency shall perform inspections and materials testing as required by the International Building Code (IBC), the Code of the Town of Easton, and all other rules and regulations. Samples for required verification and inspection may be obtained from the IBC. The reports must be signed as noted below.

- Structural Inspector of Record: _____
- Mechanical Inspector of Record: _____
- Electrical Inspector of Record: _____
- Inspection and Testing Agency of Record: _____
- Other Testing Laboratories: _____

Note: The Structural Inspector, Mechanical Inspector, Electrical Inspector, and any Inspection Testing Agency of Record or other Testing Laboratories are subject to the approval of the Code Official or their designee.

ATTACHMENT #4

ROUTINE INSPECTION REPORT #_____

Building Permit Number: _____ Date: _____

Other Permit Number(s): _____ Arrival/Departure: _____/_____

Building Address: _____
Address

_____
City, State, Zip Code

Project Name: _____ Company: _____

Inspector: _____ Signature: _____

Discipline: Architect Structural Testing Mechanical Electrical
(Circle all that apply)

Inspection/Test:

Type	Location	Result
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Results:

PASSED - The work I inspected meets the Town of Easton Code and the approved construction documents.

FAILED - the work I inspected does not meet the Town of Easton Code or the approved construction documents.

Noncompliance Items - Narrative (Required for failed inspection):

_____

_____

_____

ROUTINE INSPECTION REPORTS GUIDELINES

1. Each time an agent of the Special Inspector completes an inspection or test, an Inspection Report shall be filed immediately with the TBI and the Contractor.

2. The inspection or testing report shall be signed and sealed by an approved Maryland Professional Engineer as shown on the SIP agreement.

3. Inspection reports shall be legible. Only typed or printed reports are acceptable unless an alternative is deemed satisfactory. Reports that are not legible will be rejected and the Special Inspection Agency notified that a replacement is required.

4. Type of inspection, as much as practical, should be limited to the following key words: subgrade, concrete placement, backfill, forming, framing, insulation, close-in, system, accessibility, and final.

5. The Contractor shall maintain a log of inspection reports and ensure that it is available to the Town, Owner, and Special Inspection agents, on site at all times. This log shall be given to the Owner upon completion of the project unless mutually agreed otherwise. See Attachment #7, page 39.

6. Each report shall be completed in its entirety. Reports left on site may omit the reviewer.

7. The reviewer of the report shall be the signatory of the Special Inspection Agreement.

8. Room numbers, wing, floor, or column line shall reference inspection location when partial inspections are completed.

9. Inspections conducted on the same day, for the same job, by the same inspector may be recorded on one report.

10. Outstanding issues are required to be noted when an inspection fails.

11. The architectural inspector must view the foundation certification prior to issuing an inspection report to allow the erection of the superstructure.

12. The structural inspector must issue a " passing" inspection report prior to the general contractor permitting trade (electrical, mechanical, etc.) work to proceed in that portion of the structure.

13. The architectural inspector must view the "passing" inspection reports for the other disciplines and the superstructure certification prior to issuing their inspection report to allow construction work to be concealed. The architectural inspection report must be on site prior to concealing any building construction.

14. The architectural inspector must view the "passing" final inspection reports for the other disciplines prior to conducting the final inspection. A final inspection report shall be completed prior to requests to the Town to issue stocking, temporary, or final occupancies.

15. The narrative section may be used for positive comments and to record inspection information, i.e., observed UFER ground, reviewed reports of others, hydrostatic test conducted, etc. Additional sheets may be attached.

ATTACHMENT #5

FINAL INSPECTIONS REPORT

Building Permit Number: _____ Date: _____

Other Permit Number(s): _____

Building Address: _____
Address

_____
City, State, Zip Code

Project Name: _____
Project Name

SPECIAL INSPECTOR OF RECORD: _____

The following discrepancies identified in the last Routine Inspections Report dated _____ have been corrected:

_____

_____

_____

_____
(Attach continuation sheet(s) if required to complete the description of corrections)

Inspection reports numbered _____ to _____, and testing reports numbered _____ to _____, submitted prior to this final report form a basis for, and are to be considered an integral part of this final report.

To the best of my information, knowledge and belief, the inspections specified for this project, have been completed. In my professional opinion, the inspections have been found to be in compliance with Town-approved documents and project specifications and the Town of Easton Building Code.

Respectfully submitted,

Affix P.E. Seal Below

_____
Signature Date

_____
Special Inspection of Record - Printed Name

ATTACHMENT #6

THE TOWN OF EASTON
SPECIAL INSPECTION PROGRAM
CERTIFICATION FORM

Date: _____

To: ☐ Building Code Official

From: _____

Address: _____

Building Case Number: _____

This transmittal is to advise and certify that the following actions are in accordance with the provisions contained within the Town of Easton's Special Inspection Program (SIP) and associated Third-Party Inspection Agreement for the above referenced project, as follows:

By the Structural Inspector of Record and/or Architect of Record

☐ Structural/Architectural Certification that the construction project is built according to approved plans and documents as required by the Town of Easton Building Code.

☐ All structural shop drawings were reviewed and found compliant with the design intent and approved by the Town.

☐ Building and Site Accessibility Certification that the construction project is in compliance with the Maryland Accessibility Code and accessibility requirements of the Town of Easton Building Code.

By the Geotechnical Inspector of Record

The following were found to be adequate and in compliance with the Town-approved plans and accepted engineering practice(s):

☐ Compaction of soils

☐ Soil bearing capacity

☐ Foundation construction

☐ Field modifications as approved by the Town

By the Mechanical System(s) Inspector of Record

☐ Installation of the mechanical system(s) in accordance with the approved plan(s) and documents and the Town of Easton Building Code

☐ Certification as to the mechanical system(s) readiness for closing of the structure before closing begins

☐ Completion of the mechanical system(s) and all testing done in accordance with the approved plan(s)

and document(s) and requirements of the Town of Easton Building Code

By the Superstructure Inspection and Testing Service

☐ Construction of the superstructure has been completed in accordance with the approved plans and documents and requirements of the Town of Easton Building Code

☐ Completion of the superstructure allows for trade work

By the Electrical System(s) Inspector of Record

☐ Construction project is built according to the construction document(s) and electrical permit(s) issued by the Town of Easton and the Electrical Code.

☐ Certification as to the electrical systems readiness for the closing of the structure before the closing begins

☐ Completion of the electrical system(s) in accordance with the approved plan(s) and document(s) and requirements of the Town of Easton Building Code, that the electrical system(s) is ready for the power company to make the service "hot," and all work has been performed under an electrical permit

☐ Electrical system(s)/installation(s)has valid permit(s)

The above indicated certification(s) is/are made to the best of my knowledge and opinion that all construction has been completed in accordance with the requirements of applicable approved plan(s) and requirements of the Town of Easton Building Code, as well as State and Local Fire codes.

Certified By: _____ Affix signature & seal below

Printed Name: _____

MD Reg. #: _____

Company Name: _____

Name of agents/technicians acting on behalf of above:

_____

_____

_____

ATTACHMENT# 7

INSPECTION LOG

The inspection log is intended to readily show the stage of inspections and their status. This log is expected to be kept with the contractor and available during normal business hours to Special Inspectors and Town Building Inspectors. The log shall be maintained in a bound, hard-covered book. The first page of the log shall identify the project and the Special Inspection agents, including company name, address and phone number. The remainder of the log shall be for recording inspections. Each inspection shall be on a separate line and clearly indicate what was inspected, who inspected and if the inspection passed or failed. All entries shall be made legibly and in ink.

Example:

Date - Inspector - Type of Inspection - Result

Logs that contain the minimum information may be arranged differently. Logs may also be used by the contractor to keep other information, including inspection scheduling, partial results, or construction phasing information. The information kept should be related to the Special Inspection Program.

The log and the Town-approved construction documents shall be turned over to the Owner upon issuance of the final Use and Occupancy permit. It is recommended that these items be stored in a waterproof canister or container, within three feet (3') of the floor, in the main electric room, fire pump room or other room of fire-rated construction where they will not be disturbed.