City of Tempe
Community Development
31 East 5th Street
Tempe, AZ 85281
(480) 350-8341
www.tempe.gov

Tempe

SPECIAL INSPECTION CERTIFICATE

A. Project Identification

Project: _____ Date: _____

Address: _____ Tracking No: _____

Permit No: _____

B. Notification of Special Inspection by Owner

In compliance with Section 106.4 and Chapter 17 of the IBC as adopted, which requires the owner or the registered design professional in responsible charge acting as the owner's agent, but not the contractor or other persons responsible for the work, to employ a Special Inspector to be present at all times during the construction of work, I do hereby designate the (Architect) or (Engineer) noted in Part C to be in responsible charge of the Special Inspection on the above project.

Signature (Owner) (Agent) _____ Title _____ Print (Owner) (Agent) name _____

Address _____ Phone No. _____

C. Special Inspection Responsibility

I certify that I am familiar with the above-named project. In accordance with IBC Chapter 17, I hereby assume full responsibility for the Special Inspection(s)/Inspector(s) for the following type(s) of construction inspections.

WORK WHICH REQUIRES SPECIAL INSPECTION	
1. ❒ Fabricators	❒ Special Cases:
2. ❒ Steel Construction	❒ Special Cases:
3. ❒ Welding	❒ Special Cases:
4. ❒ High Strength Bolts	14. ❒ Smoke Control Systems
5. ❒ Concrete Construction	Arizona Registrant Seal
6. ❒ Masonry Construction	
7. ❒ Wood Construction	
8. ❒ Soils	
9. ❒ Pile or Pier Foundations	
10. ❒ Wall Panels & Veneers	
11. ❒ Sprayed Fire –Resistive Materials	
12. ❒ Exterior Insulation & Finish Systems (EIFS)	
13. ❒ Special Cases:	

Print (Architect) (Engineer) Name _____ Company Name _____

D. Certificate of Compliance

I certify that, to the best of my knowledge, the special inspections noted above were conducted in accordance with the applicable provisions of IBC Chapter 17, the structural requirements of the Tempe City Code and the approved plans and specifications insofar as the portion of the work requiring special inspection is concerned, except for those discrepancies previously reported and to the best of my knowledge have been resolved. A guarantee that the building has been constructed in full accord with the plans and specifications is neither intended nor implied.

_____
Arizona Registrant Seal

☐ Customer Copy ☐ Inspector Copy Received By: _____

INSTRUCTIONS FOR PREPARATION

Special Inspection Certificates shall be completed as instructed below. Submit the original form or a legible copy to the Community Development Department/Building Safety Division.

A. PROJECT IDENTIFICATION

1. Legibly print the project name and address, date completed and tracking number where specified. *(tracking # example: DS120000)*

B. NOTIFICATION OF SPECIAL INSPECTION BY OWNER

1. Signature of the project owner or owner's legal agent (circle one) required
2. Legibly print the name of the project owner or agent (circle one), title and provide contact information.

C. SPECIAL INSPECTION RESPONSIBILITY

The designated registrant shall:

1. Check off the special inspection(s) required by the International Building Code Section 1704.1 and approved plans
   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. Print name of Architect/Engineer (circle one) overseeing the special inspections and company name
3. Seal, sign, date and include registration expiration date.

D. CERTIFICATE OF COMPLIANCE

DO **NOT** COMPLETE THIS SECTION YET. This portion to be completed *after* the required special inspection(s) has been performed. Submit completed form prior to final inspection approval.

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 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 two business days of the change.* ***A new Special Inspection Certificate form will not be required to be completed.***

If the change in responsible party is ***not within*** *the same firm,* ***a new Special Inspection Certificate form must be completed*** *and submitted to the Building Safety Division within two business days of the change.*

☐ Customer Copy ☐ Inspector Copy Received By: _____