

**UCF BUILDING DEPARTMENT
THRESHOLD/SPECIAL
INSPECTOR APPROVAL REQUEST
THE 2023 (8th Edition) FLORIDA BUILDING CODE**

In accordance with Section 110.8.1 and 1703.1 of the Florida Building Code, you are required to submit a Special Inspector to the building Official for approval.

Please submit this document with your permit submittal

DATE: _____

BUILDING PERMIT # (if known): _____

PROJECT NAME: _____

JOB ADDRESS: _____

BUILDING#: _____

Special Inspection Agency, Special Inspector and Tester, and Testing Lab Duties and Responsibilities:

1. Sign the Special Inspections and Testing Agreement.
2. General requirements: Special Inspectors shall review approved plans, specifications, and all applicable referenced standards and approved shop drawings for Special Inspection requirements. Special Inspectors shall comply with the Special Inspections requirements of the MBC 2015 and the Statement of Special Inspections regarding work and materials.
3. Signify presence at job site:
The Special Inspector shall notify the Contractor's personnel of their presence and responsibilities at the job site. The Special Inspector shall record their presence on the job site on the City's Special Inspection Log. This record shall include the following:
 - a. Inspection type
 - b. Name of Special Inspector and/or Tester
 - c. Certification number
 - d. Date
 - e. Any pertinent notes
 - f. Time of arrival and departure
4. Observe assigned work & comply with Statement of Special Inspections:
 - a. Inspect categories listed on the approved Statement of Special Inspections that they are responsible for. Inspections shall indicate conformance with approved plans, specifications, all applicable referenced standards and applicable workmanship provisions of the MBC 2015.
 - b. Use the Architect/Engineer reviewed and accepted structural shop drawings as an aid in conducting the related special inspections.
 - c. Be on site at all times to observe construction operations that require continuous Special Inspections and Testing. Be on site to observe construction operations that require periodic inspections as required per Sections 1702, 1704 and 1705 of MBC 2015.
5. Report nonconforming items (discrepancies):
The Special Inspectors shall bring all nonconforming items to the immediate attention of the Contractor and note all such items in the Special Inspector's daily report. If any item is not resolved in a timely manner or is about to be covered by construction, the Special Inspector shall immediately notify the Building Department, the Engineer/Architect of record, and post a discrepancy notice at the job site.

The Special Inspector shall write a separate report to be posted at the job site regarding noted

discrepancies. This report shall contain, as a minimum, the following about each nonconforming item:

- a. Description and exact location.
- b. Reference to applicable details of approved plans/specifications.
- c. Name and title of each individual notified and method of notification.
- d. Corrective action taken to resolve the noted discrepancy at the job site.

6. Provide Progress Reports: The Special Inspectors shall complete written inspection reports for each visit and leave a copy onsite for the Contractor and the Building Inspector to review. The Special Inspector/Special Inspection Agency shall provide copies of these reports weekly; or at the completion of a Special Inspection if Special Inspections take place more than a week apart, to the Building Department's Building Inspector, Engineer/Architect of record, and any others designated. These reports shall include:

- a. Date.
- b. Time of arrival and departure.
- c. Building Permit number.
- d. Project name on address.
- e. Type of Inspection.
- f. Inspection frequency required - Continuous or Periodic
- g. Inspections made including locations.
- h. Tests performed.
- i. Any nonconformance items (discrepancies) and how they were resolved.
- j. Listing of unresolved items, parties notified, time and method of notification.
- k. Itemization of changes authorized by the Engineer or Architect of record.
- l. Inspector's signature.
- m. Full name of inspector printed clearly. n. Certification number.

7. You are required to Upload a list of dates and times the special inspector will be onsite. The assigned inspector will perform random compliance checks.

Owner's Representative's Signature: _____

Printed Name: _____

Permit Holder's Signature: _____

Printed Name: _____

SPECIAL BUILDING INSPECTOR: _____
Signature of Special Building Inspector, Embossed Seal AND Date

Registered Architect and/or Licensed Engineer

Printed Name of Special Building Inspector

Address of Special Building Inspector

State of Florida Registration #

Telephone # _____

Approved/Denied

Building Official signature _____

If not approved, please list reason for denial: _____
