



City of Cleveland
Department of Building and Housing
Division of Construction Permitting
601 Lakeside Avenue, Room 505, Cleveland, Ohio 44114, 216.664.2910

SPECIAL INSPECTIONS

OBC 1704.1 General. Where application is made for construction as described in this section, the owner or the registered design professional in responsible charge acting as the owner's agent shall employ one or more special inspectors to provide inspections during construction on the types of work listed under Section 1704. The special inspector shall be a qualified person who shall demonstrate competence to the satisfaction of the building official, for inspection of the particular type of construction or operation requiring special inspection. These inspections are in addition to the inspections specified in Section 109.

OBC 1704.1.1 Statement of special inspections. The applicant shall submit a statement of special inspections prepared by the registered design professional in responsible charge as a condition for the issuance of a plan approval. This statement shall be in accordance with Section 1705.

Separate Special Inspector Form to be used in conjunction with the following procedure:

PROCEDURE

- 1. Design Professional** - Determines Special Inspection is required and provides 3 copies of a Statement of Special Inspections, pursuant to OBC 1704.1, and 3 copies of the signed services agreement(s) between Owner and Special Inspector(s).
- 2. Plans Examiner** – If Design Professional fails to provide special inspection information, the Plans Examiner includes in an Adjudication Order the requirement to provide a Statement of Special Inspections and to identify a third party Special Inspector; provides a copy of an approved list and a copy of the Special Inspector Form highlighting the required inspections.
- 3. Owner/Design Professional** – Chooses a Special Inspector from the approved list or submits an alternative choice accompanied by written qualifications demonstrating competence in the particular type of inspection(s) – alternatives must be approved by CBO; provides to the selected Special Inspector the Statement of Special Inspections prepared by the Design Professional; and returns to the Plans Examiner 3 copies of the Statement of Special Inspections signed by the Special Inspector along

with three copies of the signed services agreement between the Owner and Special Inspector.

4. **Plan Examiner** – Issues plan approval letter (all other issues resolved) and assures 3 copies of the Statement of Special Inspections and signed services agreement are atop the file; and include a statement in the permit text: "Special Inspector required". If all other issues are resolved except for identification of the Special Inspector, the Plans Examiner issues a letter of conditional plan approval, citing identification of a Special Inspector as a condition of permit issuance.
5. **Deputy Project Director** – Assures the Contractor signs the Special Inspector Form, acknowledging the requirement to call for special inspections at appropriate stages of the permitted construction; provides the Contractor a copy of the signed Special Inspector Form, retaining the original in the permit file; and releases the plans for permit issuance.
6. **Permit Typist** – Issues the permit, attaching a copy of the Statement of Special Inspection and the signed services agreement to each of 3 copies of the permit, distributing one to the contractor, one to the building inspector, and one to the file. If more than one Special Inspector is contracted, there will be a separate services agreement for each.
7. **Contractor** – Performs construction in accordance with the approved plans and calls for routine and special inspections at the appropriate stages of construction, receiving progress and final reports from the Special Inspector.
8. **Inspector** – Verifies special inspections are performed, and when complete secures a copy of the Special Inspector's final report from the contractor prior to scheduling final inspection; attaches a copy of the final report to sign-off sheet.
9. **Building Official** – Receives final report and sign-off sheet for review and issuance of Certificate of Occupancy.



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Approved Testing and Inspection Agencies: 02/16/2011

1. Professional Services Industries
5555 Canal Road, Cleveland, Ohio 44125
Phone (216) 447-1335 / 800 548-7901
Fax (216) 642-7008
Website: www.psiusa.com

2. Solar Testing Laboratories, Inc.
1125 Valley Belt Road, Brooklyn Heights, Ohio 44131
Phone (216) 741-7007 / 800 452-5227
Fax (216) 741-7011
Website: www.solartestinglabs.com

3. Resource International, Incorporated
9885 Rockside Road, Suite 145, Cleveland, Ohio 44125
Phone (216) 573-0955 / 800 486-1959
Fax (216) 573-0963
Website: www.resourceinternational.com

4. Geo-Sci Incorporated
110 Blaze Industrial Parkway, Suite A, Berea, Ohio 44017
Phone (440) 234-8985
Fax (440) 234-8940
Website: www.geo-sci.com

5. H.C. Nutting, Incorporated
1414 East Schaaf Road, Brooklyn Heights, Ohio 44131
Phone (216) 459-8378
Fax (216) 459-8954
Website: www.hcnutting.com

6. CTL Engineering, Incorporated
3085 Interstate Parkway, Brunswick, OH 44212
Phone (330) 220-8900 (614) 276-8123
Fax (330) 220-8944
Website: www.ctleng.com



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7. NTH Consultants, Ltd.
820 W. Superior Ave, Suite 320
Cleveland, Ohio 44113-1800
Ph. (216)344-4040
Fax.(216)344-4044