

**THIRD PARTY
SPECIAL INSPECTION
POLICIES, PROCEDURES & GUIDELINES**



CITY OF
NORTH LAS VEGAS
Your Community of Choice

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City of North Las Vegas

**THIRD PARTY INSPECTION POLICIES AND PROCEDURES
TECHNICAL GUIDELINE**

PURPOSE/SCOPE: Special inspection as per the 2006 IBC , Section 1701 is a requirement of the City of North Las Vegas Municipal Code Section 15.72.190. These inspections are to be performed on a continuous basis unless specifically exempted within Section 15.72.190. Special inspections are determined by the design of a structure and all special inspection costs shall be the responsibility of the owner, authorized agent or permit holder. Building permit fees and/or any other fees paid to the Building Department do not cover any special inspection cost.

PROCEDURE: The Owner or Authorized Owner's Agents, Contractor, and the designated Special Inspection Agency are required to sign an agreement with the Building Official to provide special inspection(s) for a project(s). Permits will not be issued until agreements for Special Inspection have been signed by the above listed parties. A copy of the Special Inspection Agreement will be placed on the jobsite, one copy faxed to the designated Special Inspection Agency, and one retained by the City of North Las Vegas to be placed within the office file. The owner, of projects requiring special inspection, is required to obtain the services of an approved Quality Assurance Inspection and/or Testing Agency for inspection of those elements requiring Special Inspection. The contractor may not employ the Quality Assurance Agency (QAA) unless designated by the owner as agent for the owner.

SPECIAL INSPECTION REQUESTS: It shall be the duty of the person doing the work requiring special inspection to notify the approved Quality Assurance Inspection and/or Testing Agency that such work is ready for inspection. The Building Official requires that every request for special inspection be filed at least one working day before such special inspection is desired.

ACCESS TO WORK: It shall be the duty of the person requesting any special inspections required to provide access to and means for safe and proper inspection of such work Inspections may be denied if safe access is not provided at the job site.

SPECIAL INSPECTION REPORT FILE: Work requiring special inspection shall

not be commenced until the permit holder or approved Quality Assurance Inspection and/or Testing Agency has located an inspection report file in a conspicuous place on the construction site in such position as to allow the City of North Las Vegas Building Inspectors to conveniently review reports regarding inspection of the work. This file shall be maintained in such location until final approval of all work requiring special inspection is completed.

PRE-CONSTRUCTION MEETING: The Building Official highly recommends that the project contractor, the design team, and the approved Quality Assurance Inspection and/or Testing Agency arrange a conference with the City of North Las Vegas Inspection Division prior to commencing work on any portions of construction requiring special inspection. These meetings will help acquaint you with our policies and procedures, and assist you in gaining information relative to: the inspection request processes, expectations, changes to approved plans, and required testing, documents and/or certifications.

RESPONSIBILITY OF THE BUILDING OFFICIAL: The employment of an approved Quality Assurance Inspection and/or Testing Agency on any work shall not be deemed to relieve the Building Official of responsibility for such inspection acceptance or of the periodic and called for inspections as required in Section 15.72.180.

Quality Assurance Inspection and/or Testing Agencies are subject to all duties imposed by the City of North Las Vegas and shall perform their inspection and testing functions and provide information as described in the City of North Las Vegas Municipal Code Sections 15.72.190, 15.72.100 and 15.72.110(D) of the Building Administrative Code and the policies and procedures as listed herein.

Prior to any inspection at or away from a job site, agencies that desire to provide inspection and testing services must seek and obtain prior approval and listing as Quality Assurance Inspection and/or Testing Agencies. Each special inspector identified as a member of the agency staff shall also be approved, and be certified for the type of inspection they are performing.

Quality Assurance Agencies special inspectors shall display a badge type name tag, identifying the company and the individual's name, at all times when an inspector is performing special inspection duties at any project.

A Special Inspector is responsible for verification that those items detailed in the plans and specifications are what is built into the project. The inspector is expected to understand the information that has been provided and evaluate if that information is sufficient to successfully perform the inspection. The inspector must make that decision and if some of the required information is not available, he must obtain the necessary information, in approved form, through the appropriate channels. It is therefore, the Special Inspectors responsibility to review the plans thoroughly and sufficiently ahead of construction to establish if he/she can inspect those items with which he/she is entrusted. All errors and/or omissions in the approved plans which create any form of doubt or ambiguity for the Special Inspector shall be resolved through the proper channels. All items which are observed by, and all inspections made by the Special Inspector shall indicate that sufficiently clear information was furnished.

There is absolutely no relief for not having information, not being able to find information or having ambiguous information. Special Inspectors are not to accept anything based on an assumption decision.

OBSERVATION OF WORK: The special inspector shall observe the work for conformance with City of North Las Vegas Stamped Approved plans, plan revisions and supporting documents. Other construction documents that do not carry the City of North Las Vegas Approval stamp may only be used as an aid to inspection.

REPORT NON-CONFORMING ITEMS: The special inspector shall bring non-conforming items to the immediate attention of the contractor and/or owner by the issuance of a Notice of Non-Compliance, and note all such items in the daily report. The special inspector shall also notify the Engineer or Architect of Record. Notices of non-compliance shall be written on the City of North Las Vegas Notice of Non-Compliance Form (see attached). One copy of the Non-Compliance shall be left on the jobsite, and one copy shall be faxed to the City of North Las Vegas Inspection Division. This Notice of Non-Compliance gives the QAA/Testing Agency the authority to suspend all work in the areas of such non-compliance, until the non-compliance is corrected and a field report indicating compliance has been issued by the QAA/Testing Agency.

The special inspector is responsible to immediately notify the City of North Las Vegas Building Inspections Division of any structural failure, collapse or condition that in the opinion of the special inspector may possibly lead to a structural failure. The City of North Las Vegas provides for after hours notification of emergency conditions. Those numbers will be made available to all Special Inspection Agencies.

FURNISH DAILY REPORTS: The special inspector shall complete and sign a daily inspection report. A daily report is required for any time spent at a project site. All supporting documentation shall also be signed by the special inspector. All inspection reports, Notices of Non-Compliance, testing results and all project documents reviewed by the special inspector shall be placed in the project file and remain at the project for observation by the City of North Las Vegas Inspector until all special inspection activity for the project is completed to the satisfaction of the City of North Las Vegas Building Inspections Division. Reports shall be written to the satisfaction of the Building Official and the City of North Las Vegas Building Administrative Code Section 15.72.190.

NOTIFICATION: The Special Inspector shall notify the City of North Las Vegas Inspections Division of commencement of Inspection of a job.

TIME OF INSPECTION: All visual inspection shall be continuous unless approval is obtained from the Building Official or allowed by the City of North Las Vegas Municipal Code for periodic special inspection.

RESPONSIBILITIES: Special Inspectors must be personally responsible for inspections of a high standard by virtue of their in depth knowledge of the subject.

Approved agencies shall be responsible to supervise all special inspectors and testing technicians. Approved agencies shall assign only trained, experienced, City of North Las Vegas approved, special inspectors and testing technicians to projects requiring special inspection and/or testing. Approved agencies are responsible for all actions of their approved special inspectors and testing technicians.

If the Building Official determines that an approved special inspector is negligent in the performance of his assigned duties through a failure to be present to perform necessary inspections, or failure to provide acceptable daily reports, or is engaged in a conflict of interest, or fails to conform to the requirements of the technical guidelines, than that inspector shall be subject to removal from the approved list for the particular inspection item involved in the negligent act until the negligent act is resolved. All negligent items must be cleared up and resolved within three working days. A second negligent act would require the inspector's supervisor or Quality Control Manager to present a training plan to cover the areas of deficiency. A third negligent act within a quarter will result in the removal or suspension of the special inspector from the approved list for the item or items involved. Failure of the Quality Assurance Agency to correct the deficiency causing the removal of the special inspector will result in disciplinary action and/or suspension from the City of North Las Vegas's approved list.

Agency special inspectors may not be in the employ of the contractor, subcontractor or material supplier. In the case of an owner/contractor, the special inspector/agency shall be employed as specified by the Building Official.

TECHNICAL SERVICES: The City of North Las Vegas has determined that inspection and testing of piling, drilled piers and caissons, grading, excavation, and filling shall be inspected by a Nevada Registered Professional Engineer or his authorized representative. Other special cases may also, from time to time, be determined by the Building Official to require the expertise of a Nevada Registered Professional Engineer. These services will be specifically indicated on project special inspection agreement addenda.

FINAL REPORT: The Quality Assurance Agency shall submit a final signed report stating whether all work requiring special inspection was inspected, reported and found to be in substantial compliance with the approved plans, specifications and the City of North

Las Vegas Codes and Policies. Final reports shall not be submitted to the City of North Las Vegas until all non-compliances have been cleared or have been identified in the final report as being unresolved and accepted by the Building Official.

Final reports must be stamped, signed and dated by a Nevada Registered Engineer in the appropriate discipline. Final report and report packages shall include all inspection, testing and engineer signed reports. The final report certifies that all inspections, engineering and testing tasks required by the project were completed as required or exceptions taken and

documented as being acceptable to the City of North Las Vegas.

Building Safety Division

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