



Municipality of Anchorage



Special Inspection Program Requirements

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SPECIAL INSPECTION PROGRAM REQUIREMENTS

A. Purpose of Special Inspection

Special inspection is the monitoring of the materials and workmanship that are critical to the integrity of the building structure. It is a review of the work of the contractors and their employees to assure that the approved plans and specifications are being followed and that relevant codes and ordinances are being observed. The special inspection process is in addition to those inspections conducted by the municipal building inspector and by the engineer or architect of record as part of the periodic structural observation. The special inspectors furnish continuous or periodic inspection as prescribed in IBC Table 1704.3 for that construction which requires their presence. [IBC Section 109.3.9 and 1704].

Good communication between the special inspector and the designers, contractor, and building department is essential to project quality assurance.

B. Duties and Responsibilities of the Special Inspector

Though not required by code, special inspectors and/or inspection agencies can document acceptance of their responsibilities and scope of work for a project by signing an agreement that includes a detailed schedule of services, commonly known as the Special Inspection and Testing Agreement and the Special Inspection and Testing Schedule. An example of these forms is included in this document. Duties of special inspectors and/or inspection agencies include the following:

1. **Signify presence at job site.** Special inspectors should notify contractor personnel of their presence and responsibilities at the job site.
2. **Observe assigned work.** [IBC Section 1704] Special inspectors shall inspect all work for which they are responsible for conformance with the building department approved (stamped) plans and specifications and applicable provisions of the IBC.
3. **Report nonconforming items.** Special inspectors shall bring all nonconforming items to the immediate attention of the contractor. If any such item is not resolved in a timely manner or is about to be incorporated into the work, the engineer or architect of record and the building department should be notified immediately. An MOA Special Inspection Discrepancy Notice is included in this document.
4. **Provide timely reports.** The special inspector shall provide two copies of written inspection reports for each inspection visit at the job site upon completion of his visit. One copy of all the reports shall be filed on site and one copy provided to the MOA inspector prior to his inspection. The MOA inspector's copy is to be attached to his inspection report of the work to be approved (IBC Section 1704.1.2). An example of an MOA approved daily report form is included in this document. Special Inspectors may use their own form if it includes all the information shown in the example and has been approved by the MOA. These reports shall include:
 - Description of daily inspections and tests made, with applicable locations. Define location with gridlines when available.
 - Listing of all nonconforming items.
 - Report on how nonconforming items were resolved or unresolved, as applicable.
 - Itemized changes authorized by the architect, engineer, and building official if not included in nonconforming items.

Offsite laboratory testing results, i.e. concrete cylinder break batch testing, that meet specifications shall be forwarded to the MOA lead structural inspector within seven days after completion. The MOA shall be notified immediately of a testing that does not meet specifications.

5. **Submit final report.** Special inspectors or inspection agencies shall submit a final signed report to the building department stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of their knowledge, in conformance with the approved plans, specifications, and the applicable provisions of the IBC. Items not in conformance, unresolved items, or any discrepancies in inspection coverage (i.e. missed inspections, periodic inspection when continuous inspection was required, etc.) should be specifically itemized in this report. **This special inspection final report must be received by the MOA before the MOA can perform a final inspection.**

c. Duties and Responsibilities of the Project Owner

The project owner, the engineer, architect of record, or an agent of the owner is responsible for funding special inspection services. The special inspector/agency shall not be in the employ of the contractor, subcontractor, or material supplier. [IBC Section 1704.1]. In the case of an owner/contractor, the special inspector/agency shall be employed as specified by the building official.

d. Duties and Responsibilities of the Engineer or Architect of Record

The design professional in charge should be a consenting party by written acknowledgment of special inspection and testing agreements. An example of such an agreement is included in this document. The design professional in responsible charge has many duties and responsibilities related to special inspection, including the following:

1. **Prepare special inspection program.** The design professional in responsible charge shall list the items for which special inspection is required; and shall indicate any items for which the IBC or the building official approves periodic inspection and the frequency of such inspection. [IBC 106.3.4].

The design professional in responsible charge should coordinate with the project owner in the selection of special inspectors [IBC Section 1704.1] and is required to list special inspectors and their duties on the special inspection program. The standard of the industry for employing a qualified inspection agency is its compliance with the requirements of ASTM E-329. The choice of special inspectors should include the following considerations:

- Project size and complexity – experience with similar projects
- Inspection staffing – sufficient qualified inspectors
- Site location – proximity of inspection and testing facilities
- Off-site inspection – capabilities for inspection at remote locations.

Completion of a special inspection and testing agreement and schedule is a simple method of fulfilling the requirement for preparation of a special inspection program that can be easily reviewed by the building department.

2. **Respond to field discrepancies.** The engineer or architect of record shall respond to special inspector reports of uncorrected noncomplying items and shall approve remedial measures.
3. **Review shop drawings and submit revisions to approved plans.** The design professional in responsible charge shall acknowledge and approve shop drawings that may detail structural information, shall submit to the building official and to the special inspection agency written approval of any verbally approved deviations from the approved plans, and shall submit revised plans for building official approval as required.

E. Duties and Responsibilities of the Contractor

The contractor's duties include the following:

1. **Notify the special inspector.** The holder of the building permit or their duly authorized agent is responsible for notifying the special inspector or agency regarding individual inspections required by the building department. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.
2. **Provide access to approved plans.** The contractor is responsible for providing the special inspector with access to approved plans.
3. **Retain special inspection records.** When required by the building official, the contractor is responsible for retaining at the job site all special inspection records submitted by the special inspector, and providing these records for review by the building department's inspector upon request. The building department inspector shall be provided with a copy for his use.
4. **Exercise quality control.** The contractor shall have procedures in place for exercising quality control to obtain conformance with the construction documents approved by the building official. Identification and qualifications of the person(s) responsible for quality control and their positions in the organization shall be identified at the pre-construction meeting. The general contractor should arrange the pre-construction meeting with the lead structural inspector before any special inspections are performed.

F. Duties and Responsibilities of the Building Department

Of all the team members involved in the construction process, the building official is the only one with the legal authority to enforce the special inspection provisions of the code. The employment of a special inspector or agency shall not relieve the building department of responsibility for progress or called inspections as required by the code. Building department inspections of items also requiring special inspection should not be signed off without the concurrence of the special inspector.

The specific duties and responsibilities of the building department relating to special inspection include the following:

1. **Review submittal documents for compliance with special inspection requirements.** The building department is charged with the legal authority to review the plans, specifications, special inspection program, and other submittal documents for compliance with code requirements.
2. **Approve special inspection program.** The building department is responsible for approving the special inspection program submitted by the design professional in responsible charge [IBC 1704.1] and may require a preconstruction conference to review the program with all appropriate members of the construction team. A pre-construction conference with the parties involved is required to review the special inspection requirements and procedures for projects valued at one million dollars or more or when special inspection is performed on an essential facility. The building official may also require a pre-construction meeting when he believes it would facilitate the inspection process of any project. The requirement for a pre-construction meeting is included on the special inspection stamp placed by MOA plan review on the approved plans.
3. **Approve special inspectors/inspection agencies.** The building department is responsible for determining the competence of special inspectors for the types of work they will be inspecting. [IBC Section 1704]. A special inspector license is required by the MOA in order to be approved as a special inspector on a project. A list of the approval status of special inspectors and the inspection types for which they are approved shall be posted on the Building Safety website. Only currently

approved special inspectors and the types of inspection they are approved to perform will be listed on the site;

Per 23.15.1704.1.4, an approval card will be issued to each special inspector providing the unique special inspection number issued to them along with the date of expiration of that number. The fee for the card is \$125.00. Special inspector card shall be renewed every two (2) years by the reapplication of the special inspector. It is the responsibility of the special inspector to reapply for the card and to maintain required certifications in order to be listed as an approved special inspector.

Special inspectors shall carry the license on their person when performing inspections and show the license upon request of building official's representative or designated design professional.

An inspector may add another category of special inspection to an issued license by submitting proof of expertise in that particular field. If the additional category is approved, the additional category will be added to the online list of approved categories, while retaining the original license expiration date. A new issuance or renewal of the Municipality of Anchorage Special Inspector's License will require certifications appropriate for the type of inspection performed. The list of applicable special inspection elements along with the minimum level of experience and certifications required is attached in this document.

The special inspection firm proposing to use an intern for part of their special inspection shall submit to the building official a written Special Inspector Intern Program for approval. The program shall define:

- Minimum pre-qualifying experience required for the proposed intern to participate as a special inspector intern.
- The special inspection intern shall be supervised as described by the written Special Inspector Intern Program. Information relating to the intern program can be found on the building safety web site at www.muni.org/building.
- Completion of special inspector intern training in a particular category of special inspection shall be demonstrated by application for a license as a special inspector and acceptance by the building official.

Your special inspection license will be issued to you as an individual, not your employer. Please include your personal contact information in addition to the employer contact information. Provide your resume and copies of certifications, registrations, or other documentation that you wish to be considered to:

Mail:

Attn: Chief of Inspections
Development Services, Building Safety
Municipality of Anchorage
P.O. Box 196650
Anchorage, Alaska 99519-6650

or

Deliver:

Chief of Inspections
Development Services
4700 Elmore Road
Anchorage, Alaska

4. **Monitor special inspection activities.** The building department should monitor the special inspection activities at the job site to assure that qualified special inspectors are performing their duties when work requiring special inspection is in progress.
5. **Review inspection reports.** The building department receives and reviews special inspection progress reports and final reports for conformance with the approved plans, specifications, and workmanship provisions of the code. [IBC Section 1704.1.2].
6. **Perform final inspection.** The building department shall not perform the final inspection and approval of a project [IBC Section 109.3.10] until the final special inspection report has been reviewed and approved.

SPECIAL INSPECTION AND TESTING AGREEMENT

To permit applicants of projects requiring special inspection and/or testing per section 1704 of the International Building Code (IBC):

Project Address: _____ Permit No.: _____

Special inspection is the monitoring of the materials and workmanship that are critical to the integrity of the building structure. **The special inspection process is in addition to those inspections conducted by the municipal building inspector and by the engineer or architect of record as part of the periodic structural observation.** The special inspectors furnish continuous or periodic inspection as prescribed in IBC Table 1704.3 for that construction which requires their presence. [IBC Section 109.3.9 and 1704].

BEFORE A PERMIT CAN BE ISSUED: The owner, or the engineer or architect of record, acting as the owner's agent, shall complete two (2) copies of this agreement and the attached Special Inspection and Testing Schedule, including the required acknowledgements. Two other documents are also required: 1) A statement declaring who is employing the special inspection service and 2) a list of the special inspectors and their MOA approval numbers that will be performing inspections and what inspections they will be doing on the project.

SPECIAL INSPECTION PRE-CONSTRUCTION MEETING: A pre-construction conference with the parties involved is required to review the special inspection requirements and procedures for projects valued at one million dollars or more or when special inspection is performed on an essential facility. The building official may also require a pre-construction meeting when he believes it would facilitate the inspection process of any project. The requirement for a pre-construction meeting is included on the special inspection stamp placed by MOA plan review on the approved plans. The general contractor should arrange this meeting with the lead structural inspector before any special inspections are performed.

APPROVAL OF SPECIAL INSPECTORS: Special inspectors may have no financial interest in projects for which they provide special inspection. Special inspectors shall be pre-qualified by the building department prior to performing any duties. Special inspectors shall carry the MOA special inspector identification card when performing the function of special inspector. **The engineer of record may perform special inspections on their projects excepting for those welding inspections requiring an AWS certification.**

Special inspection and testing shall meet the minimum requirements of the *International Building Code* Section 1704. The following conditions are also applicable:

A. Duties and Responsibilities of the Special Inspector

1. **Signify presence at job site.** Special inspectors should notify contractor personnel of their presence and responsibilities at the job site.
2. **Observe assigned work.** The special inspector shall observe assigned work for conformance with the building department approved (stamped) design drawings and specifications and applicable workmanship provisions of the *International Building Code*. For continuous special inspection, the special inspector shall be on site observing the work as it progresses. Periodic inspections, if any, must be specified in the special inspection program and approved by the building department and the engineer or architect of record.
3. **Provide timely reports.** The special inspector shall provide two copies of written inspection reports for each inspection visit at the job site upon completion of his visit. One copy of the all reports shall be filed on site and one copy provided to the MOA inspector prior to his inspection.

The MOA inspector's copy is to be attached to his inspection report of the work to be approved (IBC Sec. 1704.1.2). An example of a MOA approved daily report form is available online or at the MOA handout board. Special inspectors may use their own form if it includes all the information shown in the example and has been approved by the MOA. These reports shall include:

- a. Description of daily inspections and tests made, with applicable locations. Define location with gridlines when available.
- b. Listing of all nonconforming items.
- c. Report on how nonconforming items were resolved or unresolved, as applicable.
- d. Itemized changes authorized by the architect, engineer, and building official if not included in nonconforming items.

Offsite laboratory testing results, i.e. concrete cylinder break batch testing, that meet specifications shall be forwarded to the MOA lead structural inspector within seven days after completion. The MOA shall be notified immediately of a test that does not meet specifications.

4. **Report nonconforming items.** The special inspector shall bring nonconforming items to the immediate attention of the contractor and note all such items in the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the building department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.
5. **Submit final report.** The special inspector or inspection agency shall submit a final signed report to the building official stating that all items requiring special inspection and testing were fulfilled, reported and, to the best of his/her knowledge, in conformance with the approved design drawings, specifications, approved change orders, and applicable workmanship provisions of the *International Building Code*. Items not in conformance, unresolved items, or any discrepancies in inspection coverage (i.e. missed inspections, periodic inspections when continuous inspections were required, etc.) shall be specifically itemized in this report. **This special inspection final report must be received by the MOA before the MOA can perform a final inspection.**

B. Owner Responsibilities. The project owner, the engineer or architect of record, or an agent of the owner is responsible for employing special inspection services. The special inspector/agency shall *not* be in the employ of the contractor, subcontractor or material supplier. [IBC Sec. 1704.1]. In the case of an owner/contractor, the special inspector/agency shall be employed as specified by the building official.

C. Engineer or Architect of Record Responsibilities

1. **Prepare special inspection program.** The engineer or architect of record shall list the items for which special inspection is required; and shall indicate any items for which the IBC or the building official approves periodic inspection and the frequency of such inspection. An approved copy of the project special inspection program shall be available on site at all times
2. **Respond to field discrepancies.** The engineer or architect of record shall respond to uncorrected field discrepancies in design, material, or workmanship observed by the special inspector.
3. **Review shop drawings and submit design changes.** The engineer or architect of record shall acknowledge and approve shop drawings that may detail structural information, shall submit to the building official and to the special inspection agency written approval of any verbally approved deviations from the approved plans, and shall submit revised plans for building official approval.

Contractor Responsibilities

- 4. **Notify the special inspector.** The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule and as noted on the building department approved plans. Adequate notice shall be provided so the special inspector has time to become familiar with the project.
- 5. **Provide access to approved plans.** The contractor is responsible for providing the special inspector access to approved plans.
- 6. **Retain special inspection records.** The contractor is also responsible for retaining at the job site all special inspection records completed by the special inspector.
- 7. **Exercise quality control.** The contractor shall have procedures in place for exercising quality control to obtain conformance with the construction documents approved by the building official. Identification and qualifications of the person(s) responsible for quality control and their positions in the organization shall be identified at the pre-construction meeting.

D. Building Department Responsibilities

- 1. **Approve special inspection program.** The building department shall approve all special inspectors and special inspection requirements.
- 2. **Enforce special inspection.** Work requiring special inspection and the performance of special inspectors shall be monitored by the building inspector. His/her approval, in addition to that of the special inspector, must be obtained prior to placement of concrete, covering of structural steel, or other similar activities.
- 3. **Review of inspection reports.** The building department should review special inspection progress and final reports.
- 4. **Perform final inspection.** The building department shall perform the final inspection and approval for a project after the final special inspection report has been reviewed and approved.

ACKNOWLEDGEMENTS

I have read and agree to comply with the terms and conditions of this agreement.

Owner:

_____ By: _____ Date: _____

Project Engineer/Architect:

_____ By: _____ Date: _____

Soils Engineer:

_____ By: _____ Date: _____

Contractor:

_____ By: _____ Date: _____

Special Inspector or Inspection Agency:

_____ By: _____ Date: _____

ACCEPTED FOR THE BUILDING DEPARTMENT

By: _____

Date: _____

SPECIAL INSPECTION AND TESTING SCHEDULE

1. Concrete

- Continuous placement inspection
- Exceptions _____
- _____ Cylinders per _____ CY
- Test: _____@ 7 _____@ 28 _____ Hold

2. Bolts installed in concrete

- All bolts
- Location: _____

3. Special moment-resisting concrete frame

- As indicated
- Location: _____

4. Reinforcing steel and prestressing tendons

- Placement inspection
- Stressing and grouting of tendons

5. Structural welding

Periodic Visual Inspection:

- Single pass fillet welds < 5/16"
- Steel deck
- Welded studs
- Cold formed studs and joists
- Stair and railing systems
- Reinforcing steel

Continuous Visual Inspection

- All other welding
- Reinforcing steel
- Other _____

Special Moment-Resisting Frames:

- UT all CJP groove welds
- UT all CJP groove welds > 5/16"
- UT all PP groove welds in column splices
- UT all PP groove welds in column splices > 3/4"
- UT column flanges at beam flange welds
- NDT rate reduction per UBC 1703.1 applies
- Other _____

6. High-strength bolting

- Snug Tight: All
 As indicated
- Full Pretension: All
 As indicated

7. Structural Masonry f'_m _____, Stresses _____

Verification of f'_m :

- Prism tests
- Prism test record
- Unit strength
- Continuous inspection
- Periodic inspection: _____

7. Structural Masonry (continued)

Test:	<u>Before</u>	<u>During</u>
Prisms	<input type="checkbox"/>	<input type="checkbox"/>
Units	<input type="checkbox"/>	<input type="checkbox"/>
Grout	<input type="checkbox"/>	<input type="checkbox"/>
Mortar	<input type="checkbox"/>	<input type="checkbox"/>

8. Reinforced gypsum concrete

- Continuous inspection of mixing and placement
- Periodic inspection _____
- Strength testing _____

9. Insulating concrete fill

- Periodic inspection _____
- Strength testing _____

10. Spray-applied fire-resistive materials

- Periodic inspection _____
- Testing per IBC 1704.11.5 and ASTM E736

11. Piling, drilled pier and caisson

	<u>Continuous</u>	<u>Periodic</u>
Pile driving	<input type="checkbox"/>	<input type="checkbox"/>
Drilling	<input type="checkbox"/>	<input type="checkbox"/>
Testing	<input type="checkbox"/>	<input type="checkbox"/>

12. Shotcrete

- Continuous placement inspection
- Preconstruction panel
- In-place cores
- Strength testing
 - Test panel
 - In-place cores

13. Special grading, excavation, and filling

- Periodic inspection
- Subgrade tests _____
- Compaction tests _____
- Verify bearing strata

14. Smoke control systems

- Periodic inspection during ductwork erection
- During system testing

15. Special cases

- Shear wall/diaphragm nailing anchorage to existing concrete/masonry
 - Installation inspection
 - Proof load testing
- Shoring
- Underpinning

16. Fire-resistant penetrations and joint

- Inspection of penetration firestop systems that are tested and listed in accordance with IBC 714.3.1.2 and 714.4.1.2 in accordance with ASTM E2174.
- Inspection of fire-resistant joint systems that are tested and listed in Section IBC 715.3 and 715.4 and in accordance with ASTM E2393



MUNICIPALITY OF ANCHORAGE
Building Safety Division



Application for Special Inspector Approval
Municipality of Anchorage, Special Inspector Program

Date: _____

Name: _____

Inspector MOA _____

License Number
(if renewal): _____

Contact Information

Personal:

Phone: _____

Email: _____

Mailing Address: _____

Okay to list employer company contact information (public)? Yes No

Employer:

Name: _____

Contact Person: _____

Phone: _____

Email: _____

Mailing Address: _____

- Attach verifiable work history or resume showing experience and qualifications for type applied for.
- Check appropriate box on Table A, pg. 12, adjacent to type of special inspection approval requested.
- Provide copies of certifications required by type of inspection applied for.
- The fee for the card is \$125.00. Special inspector card shall be renewed every two (2) years by the reapplication of the special inspector. See payment methods on page 17.

All information provided in this application and accompanying resume is true and accurate. I have also read and agree to abide by the Code of Ethics for Special Inspectors.

Signed _____

Date _____

TABLE A

	Code Section	Abr.	Type	Experience	Certification
				66 hrs <i>or</i>	ICC Structural Steel and Bolting <i>or</i>
<input type="checkbox"/>	1704.3.3	BOLT	High Strength Bolts	40 hrs	MOA Intern-Steel & ICC Structural Steel and Bolting
				80 hrs <i>or</i>	ICC Structural Masonry & ICC Reinforced Concrete <i>or</i>
<input type="checkbox"/>	1704.5	CMU	Masonry	300 hrs	MOA Intern-Masonry & ICC Structural Masonry
<input type="checkbox"/>	1704.4	CONC	Concrete	included in certification	ICC Reinforced Concrete
<input type="checkbox"/>		DICA	Drilled-In Concrete Anchors	24 hrs	ICC Concrete Certification may replace experience requirement
<input type="checkbox"/>	1704.12	EIFS	Exterior Insulation and Finish Systems	Included in certification	Exterior Design Institute certification and any other SI approval
<input type="checkbox"/>	1707.7	EQ-ARCH	Architectural Components	8 hrs Cold Formed & 8 hrs Window Walls & 16 hrs Veneer	
<input type="checkbox"/>	1707.8	EQ-M&E	Electrical/Mechanical Components		MOA SI in Steel or Masonry or Concrete
<input type="checkbox"/>	1704.1 1704.11	FIRE SPRAY	Spray-Applied Fireproofing	40 hrs	ICC Sprayed-Applied Fireproofing
<input type="checkbox"/>	1704.8	PILES	Pile Foundations	40 Hrs	
<input type="checkbox"/>	1704.9	PIERS	Pier Foundations	40 hrs	ICC Concrete & MOA Soils SI
<input type="checkbox"/>		PT CONC	Post Stress Tendons	120 hrs	ICC Concrete & ICC Pre-stressed Concrete
	1707.6	RACK	Racks & Access Floors	8 hrs <i>or</i>	MOA DICA SI <i>or</i>
<input type="checkbox"/>				none	ICC Reinforced Concrete
<input type="checkbox"/>	1704.7	SOILS	Soils	200 hrs	WQTC Embankment and Base & WQTC Aggregate; or ICC Earthwork Construction
	1704.3			66 hrs <i>or</i>	ICC Structural Steel and Bolting <i>or</i>
<input type="checkbox"/>	1707.5	STEEL	Steel	40 hrs	MOA Intern-Steel & ICC Structural Steel and Bolting
<input type="checkbox"/>		Steel Audit	Steel Fabrication Auditor	12 months (see Structural Steel Fabricator Program for description)	AWS Certified Welding and ICC Welding or High-Strength Bolting
<input type="checkbox"/>	1704.3.1 1707.4	WELD	Welding	100 hrs	CWI
	1704.6 1707.3			100 hrs <i>or</i>	Without MOA Intern <i>or</i>
<input type="checkbox"/>		WOOD	Wood	80 hrs	With MOA Intern

<input type="checkbox"/>	1705.16.1	Fire Stopping	Penetration firestops & Fire resistant joint systems	IFC Certificate
	1705.16.2			& IFC 8-hr How-to-Inspect training

MINIMUM EXPERIENCE AND CERTIFICATIONS FOR SPECIAL INSPECTOR PRE-APPROVAL PROGRAM

CODE OF ETHICS FOR SPECIAL INSPECTORS

Code of Ethics

In order to safeguard the health and well being of the public and to maintain integrity and high standards of skills, practice, and conduct, the following shall be the Code of Ethics for Special Inspectors.

1. Integrity. Special Inspectors shall act with complete integrity in professional matters and be forthright and candid to their customers and MOA Building Safety inspectors and plan reviewers.

2. Responsibility to the Public. In performing Special Inspections, an inspector’s primary obligation is to protect the safety, health, property, and welfare of the public. Special Inspectors shall therefore perform their duties in a conscientious and impartial manner. Accordingly, a Special Inspector shall:

- 2.1. Perform assignments only when qualified by training, experience, and capability.
- 2.2. Present credentials upon request.
- 2.3. Not falsely represent current status nor misrepresent categories for which a Special Inspector has been approved by MOA Building Safety.
- 2.4. Be completely truthful, objective, thorough, and factual in any written report, statement, or testimony concerning the work, and include all relevant or pertinent information.
- 2.5. Sign only for work that the Special Inspector has personally inspected.
- 2.6. Neither associate with nor knowingly participate in a fraudulent or dishonest venture.

3. Public Statements

3.1. A Special Inspector shall issue no statement, criticism or argument on inspection matters which were inspired or paid for by an interested party, or parties, without first identifying the party and disclosing any possible financial or other interest.

3.2. A Special Inspector shall publicly express no opinion on inspection subjects unless it is founded upon adequate knowledge of the facts in issue, upon a background of technical competence pertinent to the subject, and upon honest conviction of the accuracy and propriety of the statement.

4. Conflict of Interest

4.1. A Special Inspector shall avoid a conflict of interest with a client and shall disclose any business association, or circumstance that might be so considered.

4.2. A Special Inspector shall not accept compensation, financial or otherwise, from more than one party for services on the same project, or for services pertaining to the same project, unless the circumstances are fully disclosed and agreed to by all interested parties or their authorized agents, including MOA Building Safety.

4.3. A Special Inspector shall not solicit or accept gratuities, directly or indirectly, from any party, or parties, dealing with the client or employer in connection with the Special Inspector's work.

4.4. A Special Inspector shall only accept work from, and be paid by, an Owner, or Architect or Engineer of Record acting as the Owner's representative. Work for owners doing design-build projects must have pre-authorization from MOA Building Safety. Special Inspection work may not be performed for, or be paid by, contractors.

5. Approval by MOA Building Safety

5.1. A Special Inspector shall not pay, solicit, nor offer, directly or indirectly, any bribe or commission for approval by MOA Building Safety.

5.2. A Special Inspector shall not falsify, exaggerate, or misrepresent personal academic or professional qualifications, past assignments, accomplishments or responsibilities.

5.3. A Special Inspector shall not perform special inspections in the Municipality of Anchorage without first obtaining credentials from MOA Building Safety. Such credentials shall authorize a Special Inspector to perform special inspections in approved categories.

6. Unauthorized Practice. A violation of any part of this Code of Ethics shall constitute an unauthorized practice subject to imposition of sanctions by MOA Building Safety.

SPECIAL INSPECTION DAILY REPORT

City/County of: _____ Permit No.: _____ Date: _____

Project Name/Address: _____

Inspection Type(s)/Coverage: _____

Continuous Periodic; frequency: _____

Inspections made, including locations: _____

Tests performed: _____

Items requiring (1) correction; (2) correction of previously listed items; and (3) previously listed uncorrected items:

Changes to approved plans authorized by engineer or architect of record: _____

Comments: _____

To the best of my knowledge, work inspected was in accordance with the building department-approved plans, specifications, and applicable workmanship of the IBC, except as noted above.

Signed: _____

Inspection Agency: _____

Print full name: _____

ID Number: _____

MUNICIPALITY OF ANCHORAGE
Development Services Division / Building Safety Section
Licensing
PAYMENT

Municipality of Anchorage License #: _____

Total Payment: _____ \$125.00

CASH CHECK Check #: _____

VISA MASTERCARD **KEY: 13**

Name on Card: _____

Name of Business: _____

Phone #: _____

Card Number: _____

Expiration Date: _____ (CW2) 3 digit code on back _____

Credit Card Statement Address: _____

Payment Options:

1. **Deliver:** Planning & Development Center
 4700 Elmore Road
 Building Safety Division
 Licensing
 Anchorage, Alaska 99507

2. **Mail:** Municipality of Anchorage
 Building Safety Division
 Licensing Section
 PO Box 196650
 Anchorage, AK 99519-6650
 907-343-8211

3. **Fax:** 907-249-7742 (secured fax line)

4. **Credit Card by phone, Licensing:** 907-343-8211, option 1