



1 TYPE OF FILING Check all that apply

- Identification of Responsibilities
 Withdrawal of Responsibility*
 Certification of Inspections / Test*
 Change of Special Inspector(s)
 Change in Special Inspections
 Certification of Inspections / Test**
- * Must indicate all completed items already completed to date, new Special Inspector to be submitted to keep permit active under separate correspondence.
 ** Certification of inspections must be submitted with all required final documentations, field reports and supporting final statements for acceptance.

2 LOCATION Required for all applications

Map #: _____ Block: _____ Lot(s): _____
 Building #: _____ Street Name: _____
 Cross Street(s): _____

3 LEAD INSPECTOR-OF-RECORD Must be completed Inspectors must meet the minimum requirements per NYSBC Chapter 17**

Last Name: _____ First Name: _____ M.I.: _____
 Business Name: _____ Business Phone: () _____
 Business Address: _____ Business Fax: () _____
 City: _____ State: _____ ZIP: _____
 E-mail: _____

P.E R.A R.L.S Other: _____ NYS Lic. No.: _____

Check one below

I affirm that I will be the only inspector performing, reviewing and observing all the required inspection for this contract.*
 I affirm that I will monitor, supervise, review documents from other inspectors listed in Section #4 on this form and provide finalized special inspections requirements on this contract as per NYSBC chapter 17. Supporting staff under my supervision will meet or exceed minimum requirements needed at all times.

4 SUPPORTING SPECIAL INSPECTORS Submitted Inspectors must be 3rd Party from G.C and meet NYSBC Chapter 17 requirements.

Name	Discipline	Type of License	License Number	Expiration

* Special inspections qualifications are to be attached and supply all required documents when requested by the CEO or at the end of the project.
 **All supporting Special Inspectors are to be submitted to DOB for approval with certifications, licenses and resumes prior to commencing on this contract.

5 SPECIAL INSPECTIONS Check all that apply to the contract

- No Special Inspections Required for submitted scope for this contract (Justification to be provided on comment section #6)
 Inspection as herein required of the materials, installation, fabrication, erection or placement of components and connections requiring special expertise to ensure compliance with approved construction documents and referenced standards (see § 1704).

Inspections & Tests (NYS Code Pertinent Sections & Tables) Check boxes below that apply to contract		Identification of Responsibilities		Identification of Inspection Frequency		Certification of Completed Inspections	
		The following inspections and tests will be conducted		Periodic Or Continuous per 1702 Definitions		The following have been completed or supervised, reviewed the final inspections performed	
Check Box	Descriptions	Initial	Date	P**	C*	Initial	Date
<input type="checkbox"/>	1 CONCRETE (§1704.4 & TABLE 1704.4) INCLUDING REINFORCING, ANCHOR BOLTS, DESIGN MIX, CONC. TEST, PLACEMENT, CURING, PRECAST, PRESTRESSED, POST TENSIONED.			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2 SOILS (§1704.7) INCLUDING SOIL TYPES, CONDITION, BEARING CAPACITY, & FILL.			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	3 PIERS (§ 1704.9)			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	4 EXT. INSULATION SYSTEMS (EIFS) (§ 1704.12)			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	5 OFF-SITE FABRICATION (§ 1704.2)			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	6 PILES (§ 1704.8)			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	7 MASONRY (§ 1704.5, TABLE 1704.5.1 & TABLE 1704.5.3) INCLUDING MORTAR MIX, ANCHORS, REINFORCING, & PLACEMENT.			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	8 WOOD (§ 1704.6)			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	9 WALL PANELS (§ 1704.10)			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	10 STRUCTURAL STEEL (§ 1704.3 & TABLE 1704.3) INCLUDING HIGH STRENGTH BOLTS, STEEL MATERIAL, WELDING, JOINT DETAILS.			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	11 SPRAY-ON FIREPROOFING (§ 1704.11)			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	12 SMOKE CONTROL (§ 1704.14)			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	13 WIND LOADS QA (§ 1706)			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	14 SEISMIC RESISTANCE QA (§ 1705)			<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	15 SEISMIC RESISTANCE INSP. (§ 1707)			<input type="checkbox"/>	<input type="checkbox"/>		

- * **SPECIAL INSPECTION, CONTINUOUS.** The full-time observation of work requiring special inspection by an approved special inspector who is present in the area where the work is being performed.
- ** **SPECIAL INSPECTION, PERIODIC.** The part-time or intermittent observation of work requiring special inspection by an approved special inspector who is present in the area where the work has been or is being performed and at the completion of the work.



6 COMMENTS *Provide additional information or justifications in this section.*

7 STATEMENTS & SIGNATURES *Check all sections that are required*

INSPECTOR OF RECORD

Identification of Responsibilities

I have assumed responsibility for the Special Inspection items specified above. I personally, or where permitted by The latest NYS Code, a qualified personnel under my direct supervision will perform the required inspections and tests as per the qualification, certification, licensing, and methodology requirements of NYS Code and its referenced documents. All inspection and test reports shall be signed and filed via the Resident Engineer.

Change of Special Inspector of Record

I, _____, am a newly designated individual responsible for the items specified herein and I hereby state that;

None of the Special Inspections/tests indicated herein have been performed to date by the previously designated individual.

Some of the Special Inspections/tests indicated herein have been performed by the previously designated individual, as indicted in the attached report.

Withdrawal of Responsibility / Inspector-of-Record

I am withdrawing responsibility for the items of Special Inspection indicated herein and herewith submit the results or status of the work performed to date.

Inspector-of-Record Signature (Identification of Responsibility)

Name: _____
(Print)

Signature: _____
Seal (P.E, R.A. ..or as qualified by NYS Code Chapter 17)

Must be signed and sealed for pre-permit identification and at completion of required Special Inspections / Supervision

OWNER'S REPRESENTATIVE (CM/PM)

ACKNOWLEDGEMENT

I acknowledge that I have read and complied with all instructions pertaining to this application and supplementary schedules submitted.

I certify that the Special Inspections listed on this form are as listed by the designer-of-record on the construction documents or its supporting documents.

Name: _____

Signature _____ Date: _____

Certification of Completed Inspections/Test

I have completed the items specified herein and certify the following (check all that apply below):

All work has been performed in accordance with the NYS Code and other designated references, rules, and regulations

All work performed has been performed in accordance with applicable provisions of the New York State Building Code and other designated rules and regulations, except as indicated in the attached report.

Specific Special Inspection performed only: (list below) _____

DOB Violations

The following DOB violations were corrected as a result of work performed under the job/application number referenced herein. Therefore, I respectfully request the removal of these violations:

List violations & dates issued here;

Inspector Signature (Certification of Completed Inspections)

Name: _____
(Print)

Signature: _____
Seal (P.E, R.A.. or as qualified by NYS Code Chapter 17)

Must be signed and sealed for identification of completed required Special Inspections. In lieu of a P.E or R.A, the signature and certification of a non-licensed inspectors will be required as per NYS Code Chapter 17

REVIEWS / APPROVALS *Internal Use Only*

Examined Date Received: _____ Status: Accepted Disapproved

Comment(s): _____

Plan Examiner(s): _____ Date: _____



****THIS SECTION IS NOT TO BE SUBMITTED WITH YOUR APPLICATION – FOR INFORMATION PURPOSES ONLY ****

“Special Inspection Form TR-1” INSTRUCTIONS (PAGE 1)

The “*Special Inspection*” form shall be filed for all inspections/tests required for the related job, in accordance with the latest NYS Code, Chapter 17.

For all items, a pre-permit identification of Responsibilities shall be submitted. Upon satisfactory completion of the inspections/items, a Certification of Completed Inspections/Tests, as well as any supplementary Technical Reports, shall be submitted for all required inspections/tests.

- | Section | Instructions |
|----------------------------------|--|
| 1. TYPE OF FILING | <p>Check (X) the appropriate boxes for purpose of filing. If “Withdrawal of Responsibility” has been checked, you are required to also check off “Certification of Inspections/Test*” and provide final certifications for Special Inspections performed under your supervision. Provide any other requested information.</p> <p>Check (X) “Identification of Responsibility” for initial applications.</p> <p>Check (X) “Changes in Special Inspector(s)” if withdrawing, adding or a change in their license has occurred. Additional information on all changes is to be provided in section #6.</p> <p>Check (X) “Withdrawal of Responsibility” when removing a Special Inspector from the Contract. New Inspectors are to be submitted under separate Attachment #3 with “Identification of Responsibilities” checked off.</p> <p>Check (X) “Changes in Special Inspection(s)” if your contract has been “Modified”, “Changed in scope of work” or “Field conditions” have impacted a change in current required Special Inspections. Clarifications to be provided in section #6</p> |
| 2. LOCATION | <p>Provide the house number and street name (if available) or Map, Block and Lot. All information is to be provided since permits are based on location. Be specific as possible on actual location.</p> |
| 3. LEAD INSPECTOR-OF-RECORD | <p>The Lead Special Inspector is to be provided prior to permit issuance. This individual is to be a 3rd party qualified individual as per NYSBC Chapter 17 <u>“TABLE 1704.1 MINIMUM QUALIFICATIONS FOR SPECIAL INSPECTORS”</u> minimum requirements. All supporting personal are to be submitted separately within section #4 cover on this form.</p> <p>Special Inspector’s information is to be properly listed.</p> <p>Check (X) the appropriate box to indicate the Special Inspector’s credentials, whether P.E, R.A or other certifiable qualifications as listed in the code. License number to be provided adjacent to check boxes. Supporting copy of license is to be provided with submission.</p> |
| 4. SUPPORTING SPECIAL INSPECTORS | <p>All supporting Special Inspector are to be provided for approval and acknowledged by the lead Special Inspector of Record. These individual are to also be a 3rd party to the G.C or Designer of Record or supplied by the Lead Special inspector’s current company, in addition they are to qualify as per NYSBC Chapter 17 <u>“TABLE 1704.1 MINIMUM QUALIFICATIONS FOR SPECIAL INSPECTORS”</u> minimum requirements.</p> <p>All Special Inspector’s information is to be properly listed and submitted with qualification supporting documents (licenses, ID’s, etc)</p> <p>Changes or Additions in inspectors, qualifications and license renewals require this form to be resubmitted and approved.</p> |
| 5. SPECIAL INSPECTIONS | <p>Special Inspections are to be identified and provided prior to permit issuance. These items are to be identified by the D.O.R, Special Inspector and the Code Enforcement Official (CEO). The Special Inspector will only be performed by an approved third party Special Inspector throughout the Contract, on behalf of the Owner. All items are to be provided as per NYSBC Chapter 17. Documentation is to be provided upon request to the Code Enforcement Official either upon request, monthly basis or at the end of the contract.</p> <p>Check (X) the appropriate box next to the number list shown in section #5 as “CHECK BOX” that have been identified by the Designer Of Record (DOR) for you contract. By checking the box off, initializing and dating the form, the Special inspector has acknowledged the required responsibilities for the current approved scope of work that a permit has been issued for.</p> <p>On all the identified required special inspections, check (X) the appropriate box to indicate if the identified inspection requires “Periodic Or Continuous per NYSBC Chapter 17”</p> |



****THIS SECTION IS NOT TO BE SUBMITTED WITH YOUR APPLICATION – FOR INFORMATION PURPOSES ONLY ****

“Special/Controlled Inspection Form TR-1” INSTRUCTIONS (Page 2)

Section	Instructions
5. SPECIAL INSPECTIONS (CONT’)	<p>Once all inspections have been performed or if the Special Inspector is withdrawing themselves, all up to the date inspections, certifications and sign off letters are to be submitted, approved and finalized prior to the release of the responsibility. Within the same line where the initial required inspections were identified, the Special inspector is the initial and date when all required inspections have been completed for the scope of work associated with the active permit on the contract.</p> <p>At this time, any and all final supporting documentation is required to be submitted with this form for final acceptance.</p>
6. COMMENTS	<p>This section is for any additional information of comments for the contract and scope of work.</p>
7. STATEMENTS & SIGNATURES	<p>Statements and Signatures shall be completed as follows for each filing status: Identification of Responsibilities: Inspector-of-Record must check (X) this statement of a Permit filing.</p> <p>If the Inspector-of-Record who completed the Identification of Responsibilities statement is superseding another professional, then the Change of Applicant statement must be checked (X) also.</p> <p>If the original Inspector of Record is withdrawing himself only and finalizing, then check (X) on the box listed as “Withdrawal of Responsibility / Inspector-of-Record”. Final items to date must be submitted.</p> <p>To certify any submission, check (X) on “Certification of Completed Inspection/Test” and check the appropriate sub boxes statements.</p> <p>If this submission is in response to a violation of Special Inspection, check (X) and submit a copy of the violation and supporting documentation of the corrective inspection report.</p> <p>Check (X) on “Inspector of Record – Identification of Responsibility” at the bottom left of the page. Print the name; provide the ORIGINAL signature and SEAL of the licensed professional. This section is to only be used when Identifying the Special Inspection Requirement on a contract.</p> <p>On the PM/CM side, this section is to be filled out and completed by the representative for this contract.</p> <p>Check (X) on “Inspector of Record – Certification of Responsibility” at the bottom right of the page. Print the name; provide the ORIGINAL signature and SEAL of the licensed professional. This section is to only be used when FINALIZING the Special Inspection Requirement on a contract.</p>

END OF INSTRUCTIONS