



## SPECIAL INSPECTIONS - SHORT FORM

Department of Code Administration  
301 King Street, Room 4200  
Alexandria, Virginia 22314  
(Revised December 1, 2017)

There may be certain engineered systems, not normally utilized in the construction of residential or light commercial construction, whose characteristics may be of an engineered design. Structures or methods of construction not prescribed in the Virginia Residential Code, (VRC) a referenced standard in the Virginia Uniform Statewide Building Code (VUSBC), may however, based upon performance engineered design criteria, be regulated in accordance with the Virginia Construction Code (VCC) also referenced in the VUSBC. The VCC mandates Special Inspections (SI) of **special cases** where field inspection of an engineered system would require a higher degree of structural expertise that is outside of the typical building inspector's qualifications within the local building department. In this case, the use of a "Special Inspections – Short Form" may be designated by plan review staff for utilization.

**Purpose:** The purpose of this memo is to clarify the procedures for permitting and inspecting engineered building components and systems of limited scope where the Building Official, or his/her designee, has determined that the normal process for Special Inspections is not required.

**Applicability:** This policy is only applicable when Special Inspections are limited to minor elements of the project. It is not applicable to large and complex projects requiring Special Inspections of multiple elements or disciplines. Foundation repairs and procedures must be designed by a Structural Engineer and/or follow a proprietary system design tested or approved by an ICC Evaluation Service (ICC-ES). All work performed must be in strict compliance with the requirements identified in the ICC-ES report. New or added foundation drain and waterproofing systems for Single Family Dwellings may be included for approval as part of this submittal and inspected by the Special Inspector.

**Special Inspector:** The Special Inspector (SI) must be qualified and competent in the engineering design principles involved and a registered design professional (RDP) in the Commonwealth of Virginia. In compliance with the VUSBC and VCC Chapter 17 requirements, the **owner** shall employ the Special Inspector. The Special Inspector may be the Structural Engineer of Record (SER) for the project.

### Scope of Work Checklist (identify submittals):

- A soils analysis or report where required for foundation repairs, grading, excavation and fill placement, in-place density verifications
- Pile Foundations (timber, steel, auger cast, helical) per Chapter 17 of the IBC
- Pier Foundations (caissons)
- As required by the approved ICC-ES, evaluation services report pertaining to proprietary products: anchoring systems, fabricated specialty items and assemblies or foundation systems
- Special Cases: Other inspections as required by the Building Official
- Manufacturer's cut sheets identifying materials and installation requirements

**A Final Report of Special Inspections** shall be submitted to the building official upon completion of all identified special inspections, prior to requesting a building final inspection of the permit from the Department of Code Administration

**CITY OF ALEXANDRIA, VIRGINIA**  
**Statement of Special Inspections**  
**SHORT FORM**

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**Project Address**

**Permit Number**

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**Permit Applicant (Owner)**

**Phone Number**

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**Contractor Name & Address**

**Phone Number**

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**Scope of Work Check List (all that apply):**

- Soils
  - Pile Foundations (helical, auger cast, steel, timber)
  - Pier Foundations (caissons)
  - Required ICC-ES Report (Specify Item)
  - Special Cases (Specify Below)
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If this work is specifically related to foundation work, please note there are requirements for inspection of the Waterproofing /Backfilling (Foundation Drainage System) prior to backfilling with suitable materials.

This Statement of Special Inspections is submitted as a condition for building permit issuance in accordance with the Virginia Construction Code (VCC) as stated in the *Virginia Uniform Statewide Building Code* (USBC).

The Special Inspector (SI) shall keep records of all field inspections, and shall identify these in a "Final Report of Special Inspections" to the Building Official, appropriate registered design professionals (RDPs), Owner and Contractor at the completion of the work. All discrepancies shall be brought to the immediate attention of the Contractor for correction. If the discrepancies are not corrected, the discrepancies shall be brought to the attention of the Building Official and appropriate RDPs. Revisions to the original scope of work must be documented and submitted in the "Final Report of Special Inspections".

**All fees/costs related to the performance of Special Inspector shall be the responsibility of the Owner.**

**Special Inspector**

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Signature / date

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Printed Name & Email Address

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SI Company Name & Address

**Virginia RDP Seal and Signature of SI**

**Building Official's Acceptance**

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Signature / date

**CITY OF ALEXANDRIA, VIRGINIA**  
**Final Report of Special Inspections**  
**SHORT FORM**

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**Project Address**

**Permit Number**

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**Permit Applicant**

To the best of my information, knowledge, and belief based on field inspection(s), Special Inspections required for this project have been completed in conformance with the latest edition of the *Virginia Uniform Statewide Building Code (USBC)*, approved construction documents and manufacturer's specifications. The attached field reports, as-built revisions, and installation logs, numbered \_\_\_ to \_\_\_, form a basis for and are to be considered an integral part of this **"Final Report of Special Inspections"**.

Submitted,

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Signature

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Date

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Type or Print Name

**SI Seal & Signature**

Optional SI Inspection of Foundation Drains:  Yes  No

All foundation drains and/or waterproofing systems shown on the approved permit drawings or discovered during excavation for this foundation repair have been properly installed or repaired and the final grades surrounding the project have been restored to slope away from the structure, per code requirements.

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Signature / date, if performed

Upon completion of all special inspections and testing, the SI shall submit this Final Report of Special Inspections to Building Official for review and approval. The Building Official's review and approval of this report is required prior to final building inspection approval.

Building Official's Acceptance

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Signature / date