



INSTRUCTIONS TO SPECIAL INSPECTORS

Qualified Special Inspectors:

- Are approved by the Department of Permits, Licenses, and Inspections
- Are a *Pennsylvania registered design professional*, with experience in the type of construction to be inspected; **OR**

Are an *International Code Council certified Special Inspector* for the type of construction to be inspected.

- Are independent individuals, agencies or firms retained by the owner or the owner's agent.

Special Inspectors are responsible for:

- Enforcing the requirements of the Building Code, including stopping noncompliant work.
- Inspecting all items requiring special inspections as identified by the design professional and/or by the Dept. of Permits, Licenses, and Inspections (PLI).
- Reporting deviations from the approved drawings and/or application.
- Submitting initial, weekly and final reports (see attached forms) to PLI. Note that the final reports are required before a certificate of occupancy will be issued.

Special Inspector reports shall include the following:

- All information required by Section 1704 of the International Building Code.
- The permit number(s), property street address and ward to which the report applies.
- The report number, and the associated period of time to which it refers. For example "Report #1 for the week of September 1st through September 5th."

SEE FOLLOWING PAGES FOR INITIAL AND FINAL INSPECTOR REPORTS.