

Project Name:	Date:
Project Address:	Permit No. (When Applicable)

**CERTIFICATE OF SPECIAL INSPECTION BY OWNER***(To be filled in and signed by the owner before permit is issued.)*

In accordance with Section 1704 of the 2024 International Building Code as adopted and amended by the Town of Marana, which requires that the execution of certain construction work be placed under the inspection of the architect, engineer, or special inspector appointed by me, I certify that the construction of the above described building project will receive such special inspection on my behalf.

Name of Architect (if any):	Contractor:
Name of Structural Engineer:	Signature of Owner or Legal Agent:

**SPECIAL INSPECTION RESPONSIBILITY CERTIFICATE***(To be filled in and sealed before building permit is issued.)*

I certify that I am familiar with the plans and specifications of the above named project and, in accordance with Section 1704 of the 2024 International Building Code as adopted and amended by the Town of Marana, I hereby assume responsibility for carrying out the required special inspection. Inspection reports will be filed with the Building Official as required by Section 1704.2.4. The following individual(s) will be special field inspectors(s) under my direct supervision and are to be on the job site to render complete and competent inspection.

Category**Special Inspector**

Place Registration Seal
and Signature Above.

SPECIAL INSPECTOR QUALIFICATIONS [2024 IBC 1704.1] ARE APPROVED:**...As named by the E/A of record. OR...E/A notified of change of inspectors.**

Building Official

Date

**CERTIFICATE OF COMPLIANCE AND APPLICATION FOR CERTIFICATE OF OCCUPANCY***(To be filled in and sealed before occupancy certificate is issued.)*

The construction of the above named project is substantially complete and request is hereby made for issuance of the certificate of occupancy per Section 111 of the 2024 International Building Code as adopted and amended by the Town of Marana.

I certify that, to the best of my knowledge, the requirements of the approved plans for which special inspection is required and Section 1704 of the 2024 International Building Code as adopted and amended by the Town of Marana have been met. A guarantee that the contractor has necessarily fulfilled the obligations of his contract is neither intended nor implied.

Architect or Engineer Responsible for Inspection:

Place Registration Seal
and Signature Above.

Note: All signatures and seals are to be original "wet" signatures and seals. Photo copied or reproduced signatures and seals will not be accepted. "Stamped" signatures also will not be accepted.

SPECIAL INSPECTION PROCEDURE SUMMARY

Special Inspection Certificate

A special inspection certificate is required to have the home site pad grading certified for compaction. This certification is required for the building permit but is made a part of the grading permit as that is when the work is performed. The building department has a listing of certified inspectors.

The following Special Inspection Procedure shall be followed where Chapter 1704 of the International Building Code 2024 (IBC) requires special inspection or where the engineer of record requires special inspection. This summary is an addendum to the Special Inspection Guidelines currently in use in jurisdictions within Pima County. This procedure shall be followed in detail.

- I. Special Inspection Program. A special inspection program as defined in IBC Section 1704.2.3 and prepared by the registered design professional(s), shall be submitted *on the contract drawings*. The program(s) shall contain the following minimum information:
 - a. A list of materials and/or categories of work requiring special inspections (i.e. concrete, masonry, etc.)
 - b. A list of the specific inspections to be performed (i.e. concrete placement, reinforcing steel, grouting operations, etc.)
 - c. A list of individuals or firms intended to conduct the inspections.
- II. Special Inspection Certificate. A special inspection certificate(s) shall be submitted to the building official prior to issuance of a building permit, that incorporates all special inspection categories required by the Special Inspection Program(s). The certificate(s) shall be filled out in the following sequence:
 - a. The owner shall indicate the engineer/architect of record, if any, and the name of the general contractor. By placing his signature on the form, the owner acknowledges that the special inspector has been employed on his behalf.
 - b. The engineer/architect of record or the engineer/architect who has been designated by the owner to assume responsibility for special inspections, shall stamp and sign the certificate. The special inspectors who are assigned to perform the field inspections shall be listed along with the categories for which each inspector is responsible.
 - c. The building official shall sign the special inspection certificate acknowledging that the special inspectors are qualified and have demonstrated their competence to the satisfaction of the local building official and is named on the approved inspectors list. The building official shall also verify that the special inspector is the same as designated by the special inspection program. If an alternate special inspector has been approved, the building official shall indicate that the engineer or architect of record has been so notified.
 - d. After all inspections are complete, the registered professional that assumed responsibility for special inspections shall again stamp and sign the certificate indicating that the work was done in conformance with the approved construction documents. The completed Special Inspection Certificate shall then be returned to the building official along with a record of each inspection that contains the information required by IBC Section 1704.2.4.