

## **IBC Chapter 17 Requirements for Permitting and Final Acceptance**

1. The Design Professional shall prepare the Special Inspection program with the assistance of the structural engineer of record.
2. The Owner of the Design Professional in Responsible Charge acting as the Owner's agent shall engage the Special Inspector(s).
3. The Design Professional shall submit to the Building Official the Statement of Special Inspections, which shall include the Schedule of Special Inspection Services. Where required the Statement of Special Inspections shall include additional special inspection and testing requirements for seismic and/or wind resistance.
4. The Owner or the Design Professional acting as the Owner's agent shall submit to the Building Official a list of the individuals, approved agencies or firms intended to be retained for conducting special inspections.
5. The qualifications of the Special Inspectors and fabricators shall be qualified in accordance with the Building Code.
6. Where required by the Statement of Special Inspections, each contractor responsible for the construction or fabrication of a system or component described in the Requirements for Wind or Seismic Resistance shall submit a Statement of Responsibility to the Design Professional.
7. Each approved fabricator that is exempt from Special Inspection of shop fabrication and implementation procedures per section 1704.2.5 of the Building Code must submit a Fabricator's Certificate of Compliance, to the Design Professional, at the completion of fabrication.
8. The Contractor shall remedy deficient work as construction progresses and prior to final inspection.
9. The Contractor shall submit Fabricator's Certificates of Compliance for approved fabricators to the Design Professional.
10. The Special Inspector(s) shall prepare and sign a Final Report of Special Inspections at the completion of the project and submit them to the Design Professional.
11. The Design Professional shall provide a letter of Final Report of special Inspections Acceptance, to the Building Official, stating that "all required final reports have been received, reviewed, and accepted as complete by the Design Professional". Letter must be on Design Professional letter head and include permit number and address of associated project as well as the original seal of the Design Professional.
12. Once the letter of Final Report of Acceptance is approved by the Building Official, the permitted work will be released for issuance of Certificate of Occupancy pending proper approval(s) of other project requirements.

TEMPLATE – On Designed Professionals Letter head

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Cherokee County, GA.  
Building and Development Services Division  
1130 Bluffs Parkway  
Canton, GA. 30064

Re: Acceptance of Final Reports of Special Inspection

Permit # \_\_\_\_\_

Project \_\_\_\_\_

Address \_\_\_\_\_

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Design Professional in Responsible Charge:

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To whom it may concern,

All required final reports have been received, reviewed and accepted as complete by the Design Professional.

Sincerely,

Signature \_\_\_\_\_

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