Designation of Registered Design Professional in Responsible Charge and Statement of Required Inspections

Date: _____
Project Address: _____
Project Name: _____
Plan Review Number: _____

PRIOR TO PERMIT ISSUANCE: The registered design professional in responsible charge, acting as the owner's agent, shall complete this form and the Statement of Inspections in fulfillment of the requirements of the 2021 International Building Code Chapter 17. The owner acknowledges responsibility to hire special inspectors.

OWNER or OWNERS REPRESENTATIVE
Name: _____
Phone: _____
E-mail: _____

REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE
Name: _____
Phone: _____
E-mail: _____

- ☐ Special Cases
  - Agency Name/Contact: _____
  - Email: _____
  - Phone: _____
- ☐ Steel Construction, Welding
  - Agency Name/Contact: _____
  - Email: _____
  - Phone: _____
- ☐ Concrete Construction
  - Agency Name/Contact: _____
  - Email: _____
  - Phone: _____
- ☐ Masonry Construction
  - Agency Name/Contact: _____
  - Email: _____
  - Phone: _____
- ☐ Wood Construction
  - Agency Name/Contact: _____
  - Email: _____
  - Phone: _____

☐ Soils
Agency Name/Contact: _____
Email: _____
Phone: _____

☐ Driven Deep Foundations
Agency Name/Contact: _____
Email: _____
Phone: _____

☐ Cast-In-Place Deep Foundations
Agency Name/Contact: _____
Email: _____
Phone: _____

☐ Helical Pile Foundations
Agency Name/Contact: _____
Email: _____
Phone: _____

☐ Fabricated Items
Agency Name/Contact: _____
Email: _____
Phone: _____

☐ Wind Resistance
Agency Name/Contact: _____
Email: _____
Phone: _____

☐ Spray Fire-Resistant Materials
Agency Name/Contact: _____
Email: _____
Phone: _____

☐ Mastic & Intumescent Coatings
Agency Name/Contact: _____
Email: _____
Phone: _____

☐ Exterior Insulation Systems (EFIS)
Agency Name/Contact: _____
Email: _____
Phone: _____

☐ Fire-Resistant Penetrations & Joints
Agency Name/Contact: _____
Email: _____
Phone: _____

☐ Testing for Smoke Control
Agency Name/Contact: _____
Email: _____
Phone: _____

☐ Other: _____
Agency Name/Contact: _____
Email: _____
Phone: _____

☐ Other: _____
Agency Name/Contact: _____
Email: _____
Phone: _____

☐ Other: _____
Agency Name/Contact: _____
Email: _____
Phone: _____

The Owner and the Registered Design Professional in Responsible Charge acknowledge that at the completion of construction, **a Final Report that documents all the Special Inspections conducted shall be submitted to the Building Official**. It is our understanding that a Certificate of Occupancy will not be issued until a final report of all required Special Inspections is received, indicating that there are no remaining deficiencies.

Name of Owner *(printed)*: _____
Signature of Owner: _____

Name of Designer *(printed)*: _____
Signature of Designer: _____

Affix Seal: