



**City of Phoenix**  
**DEVELOPMENT SERVICES DEPARTMENT**  
 200 West Washington Street, 3rd Floor, Phoenix, AZ 85003  
 Phone: 602.262.7850 (Voice) or 602.534.5500 (TTY) Fax: 602.495.5784

## SPECIAL GEOTECHNICAL INSPECTIONS CERTIFICATE

(General Requirements and Instructions on the backside of form)

Form effective July 1, 2007 **POST AT JOB SITE WITH PERMIT**

TO BE COMPLETED BY REGISTERED DESIGN PROFESSIONAL RESPONSIBLE CHARGE		
Project Name:	Project Address:	Permit No.
		Plan Log No.
Project Owner/Owner's Agent Name:	Mailing Address:	Phone No.
Registered Design Professional of Record Name:	Mailing Address:	Phone No.
Firm Name:	Email Address:	Fax No.

I hereby affirm that I am familiar with the design of this project and have been designated by the Owner/owner(s) Agent as the registered design professional in responsible charge for implementing the Geotechnical Special Inspections Program required by the City of Phoenix Building Construction Code Sections 109.4 and 1704.1 I have determined that the types of work checked below require Geotechnical Special Inspection and that the individual(s) or firm(s) named below are qualified to perform the special inspections. I understand and agree to inform the project owner, the contractor(s), and the special inspector(s) about all of the Geotechnical Special Inspection Program requirements and limitations, including that the Special Inspector(s) must be independent third-party individual(s) or firm(s) and shall not be the installing contractor(s).

(seal sign, and Date)

Y	N	TYPES OF WORK REQUIRING SPECIAL GEOTECHNICAL INSPECTION (Attach Supplement if Necessary)	QUALIFIED SPECIAL INSPECTOR INDIVIDUAL(S) OR FIRM(S) (Attach Supplement if Necessary)
E	0		
S	✓		
		Soils	
		Pile Foundations	
		Pier Foundations	

**All special inspection reports were reviewed and found to be in conformance with the approved construction documents.**

**REGISTERED DESIGN PROFESSIONAL**

**IN RESPONSIBLE CHARGE**

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Development Services Department at (602) 262-7811 (voice) or (602) 534-5500 (TTY). TRT/jo/shared/trt dev/private/updated docs/special structural inspections

TRT/DOC/00275-07/03

## SPECIAL GEOTECHNICAL INSPECTIONS PROGRAM

The following are general requirements and instructions for processing the Special Geotechnical Inspections Program form and general information for persons responsible for the special inspections.

### GENERAL REQUIREMENTS:

Phoenix Building Construction Code (PBCC) Sections 109.4 and 1704.1 require Special Geotechnical Inspections for the types of work specified in Section 1704. Special Geotechnical Inspections include, but are not limited to, observation of the work assigned for conformance with the approved design drawings and specifications, and submission of appropriate inspection reports to the City of Phoenix Structural Inspector. See the PBCC and PBCC Regulations/Interpretations for additional information and requirements.

The Special Geotechnical Inspector shall be a qualified person who demonstrates competence to the satisfaction of the building official for the type of work requiring Special Inspection. The Building Official shall rely on the registered design professional in responsible charge for Special Inspections to determine the individual(s) or firm(s) qualified to perform each type of test or inspection. These individual(s) or firm(s) shall be responsible for performing the Special Inspection tasks and reports required by the PBCC and PBCC Regulations.

**The Special Geotechnical Inspector(s) shall be an independent, third-party individual, firm or testing agency and shall not be the installing contractor or any other person responsible for the work.**

### INSTRUCTIONS

**REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE:** Complete all information requested on this form. Indicate the TYPES OF WORK requiring Special Geotechnical Inspections and the INDIVIDUAL (S) OR FIRM (S) qualified and authorized to perform each such inspection. Seal, sign and date the form. Submit to the city with the permit application whenever the code requires special inspections. This form may be reproduced in the construction plans in lieu of submitting separate sheets. **Sign and date the original form after the final inspection report has been reviewed.**

**PLAN REVIEWER:** Review the Special Geotechnical Inspections Program form for accuracy and ensure that it identifies all work requiring Special Inspections. Complete any missing information (i.e., project and/or permit numbers) if known and indicate on the permit(s) "Special Inspection Required." The Special Geotechnical Inspections form shall normally be processed before permit issuance; however, the department may choose to attach a blank form to the plans or permit to be processed by the registered design professional in responsible charge, contractor, etc. In this case, the permit(s) will be marked "Special Geotechnical Inspections required - Field Process Certificate."

**CITY STRUCTURAL INSPECTOR:** Review the Special Geotechnical Inspections Program form for the name of the registered design professional in responsible charge, contractor, etc. for the Special Geotechnical Inspections Program and the names of the individual(s) and/or firm(s) authorized to perform Special Inspections. Address any Special Inspection concerns of the Special Geotechnical Inspector(s). Attend any necessary job conferences related to Special Inspections procedures. Review all required Special Inspections and final reports. For field processed Special Geotechnical Inspection forms, review for accuracy and ensure that they identify all work requiring Special Inspections. Complete any missing information (i.e., project and/or permit numbers, types of work, etc.).

**SPECIAL INSPECTOR:** The individual(s) or firm(s) responsible for the Special Geotechnical Inspections shall **complete a signed written report after each site visit** requiring Special Inspection. The Special Inspector(s) shall ensure that all reports are posted with the permit at the job site and are available to the City of Phoenix Geotechnical Inspector for review. All discrepancies shall be brought to the immediate attention of the contractor for correction and, if uncorrected, registered design professional in responsible charge, contractor, etc. and to the City of Phoenix Structural Inspector.

The Special Geotechnical Inspector shall submit a **final signed report** to the registered design professional in responsible charge, contractor, etc. and to the City of Phoenix Structural Inspector providing final test results and stating whether the items requiring special inspection were, to the best of the inspector's knowledge, in compliance with the approved plans and specifications and applicable workmanship provisions of the code. Final inspection approval and/or issuance of a Certificate of Occupancy will not occur until all Special Inspection reports have been received and accepted by the City of Phoenix Structural Inspector.