



Building Safety Division
City of Bend
710 NW Wall Street, Bend OR 97703

SPECIAL INSPECTION PROGRAM (SIP)

I. Purpose

The intent of the Special Inspection Program (SIP) is to assist the Building Safety Division (BSD) with their responsibility of deeming Special Inspectors and Inspection/Testing Agencies as qualified per the Oregon Structural Specialty Code (OSSC) Section 1703.1. This document outlines changes, requirements, and general information regarding the SIP. This applies to projects permitted through the City of Bend requiring special inspection(s).

II. Policy

Effective immediately for all building permit applications requiring special inspection, the Special Inspection Agency *and* the Individual Special Inspector(s) named on the Special Inspection Agreement must be listed on our approved rosters to perform these inspections.

Special Inspection Agencies must apply for registration on the Agency Roster. Special Inspectors must also apply separately for registration on the Individual Special Inspector Roster (2 separate applications, 2 separate rosters). Approved Inspectors may only perform inspections for the recognized categories they have applied and are approved for. Categories are shown on the application and roster. There are no fees for application or registration.

Please note the SIP does not certify or endorse agencies or individuals. BSD verifies they have the appropriate accreditation(s) and/or certification(s) at the time of application to be placed on the roster(s).

III. Guidelines

A) All Special Inspection Agencies performing special inspections as specified in Chapter 17 of the OSSC shall only be approved to enter into a Special Inspection Agreement for a project if they are listed on the Approved Special Inspection Agency Roster.

Application process:

1. Complete the Application for Agency Registration as instructed and submit to cmackenzie@bendoregon.gov along with required supporting documents
2. Administration will review applications and verify the accreditations/certifications are current through the accrediting agency
3. If determined as qualified and approved, an agency will be listed on the Approved Agency Roster, which can be found on the Building Safety Division webpage at www.bendoregon.gov
4. Any change of information (addition/removal of employees, address, certifications, etc.) must be reported to administration

5. Agencies are required to re-apply annually to ensure accurate and complete information.

B) All Individual Special Inspectors performing special inspections for projects with a Special Inspection Agreement must be listed on the Approved Individual Special Inspector Roster **and** must be employed by an agency listed on the Approved Agency Roster.

Application Process:

1. Complete the Application for Individual Inspector Registration as instructed and submit to cmackenzie@bendoregon.gov
2. Administration will review applications and verify the accreditations/certifications are current through the accrediting agency
3. If approved, an inspector will be listed on the Approved Individual Special Inspector Roster, which can be found on the Building Safety Division's webpage at www.bendoregon.gov

Firestopping Special Inspectors – if deemed qualified and approved by the Building Official by means other than proof of passing one of the Technical Examinations for Fire-Resistant Penetrations and Joints listed on the application, your approval expires January 1, 2021. To be approved after January 1, 2021, you must have proof of passing one of the listed technical examinations.

**Approved Inspectors may only perform inspections for the recognized categories they have applied and are approved for. Categories are shown on the application and roster.

C) Existing Special Inspection Agreements

1. Firestopping (Fire-Resistant Penetrations and Joints) Inspectors shall be certified for all proprietary firestop products being inspected. Proof of certification shall be provided before special inspections may continue.
2. No further action is needed on current agreements.