

# Special Inspection Reports Instructions / Information

Special Inspection Reports (SIRs) shall be submitted for certain work as outlined in the Statement of Special Inspections that is provided at the time of permit issuance. Such special inspections may include such work as soils and foundation, concrete, masonry, steel, Sprayed Fire-Resistant Materials and EIFS. Shelby Township requires the use of standardized report forms that are available on our website at:

[http://www.shelbytwp.org/departments/building\\_department/special\\_inspection\\_reports.html](http://www.shelbytwp.org/departments/building_department/special_inspection_reports.html)

The above forms need to be completed, signed and sealed (where required) by the approved testing agency. In turn, the forms need to be reviewed and confirmed by the design professional in responsible charge (architect/engineer of record). Upon completion, the contractor shall submit the following to the Building Department for **each** segment of work:

1. Shelby Township Special Inspection Report Form
2. DPRC letter indicating review and confirmation of the report
3. Field inspection reports for that segment of work. We request that you re-submit these even if they have been provided earlier in the construction process.

This will allow the building inspector to review all of the information in one package.

Thank you in advance for following the instructions above. This will ensure that your inspections are approved in a timely fashion and that there are no issues or surprises in the end. This information can also be found on our website, in your application packet, and on the commercial procedure outline.