



**POST AT JOB SITE WITH PERMIT**  
(General Requirements and Instructions on the backside of form)

TO BE COMPLETED BY REGISTERED DESIGN PROFESSIONAL IN 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 Electrical Special Inspections Program required by the City of Phoenix Building Construction Code Sections 110.3.10 and 1704. I have determined that the types of work checked below require Electrical Special Inspection. I understand and agree to inform the project owner, the contractor(s), and the special inspector(s) about all the Electrical Special Inspection Program requirements and limitations, including that the Special Inspector(s) must be independent third-party individual(s) or Registered Design Professional(s) and shall not be the installing contractor(s).

**Seal**

Y E S	N O ✓	TYPES OF WORK REQUIRING SPECIAL ELECTRICAL INSPECTION (Attach Supplement if Necessary)	QUALIFIED SPECIAL INSPECTOR NAME AND ID NUMBER
		Ground-Fault Protection Systems	
		Switchboards, Panelboards, Motor Control Centers	
		Transformers	
		Conductors	
		Emergency & Standby Power System(s)	
		Selective Coordination	

**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

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

**GENERAL REQUIREMENTS.** Phoenix Building Construction Code (PBCC) Sections 110.3.10 and 1704 require Special Electrical Inspections for the types of work specified in Section 1705.19. Special Electrical 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 Electrical Inspector. See the PBCC and PBCC Regulations/Interpretations for additional information and requirements.

The Special Electrical Inspector shall be a qualified person who demonstrates competence to the satisfaction of the building official for the type of work requiring Special Inspection. Competence shall be demonstrated by licensure as a Professional Electrical Engineer in the State of Arizona or successful application to the city's certified list. These individual(s) shall be responsible for performing the Special Inspection tasks and reports required by the PBCC and PBCC Regulations.

**The Special Electrical Inspector(s) shall be an independent, third-party individual 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 Electrical Inspections. 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. The qualified special inspector individual must be named on the form at this time.**

**PLAN REVIEWER.** Review the Special Electrical 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 Electrical Inspections form shall be processed before permit issuance.

**CITY ELECTRICAL INSPECTOR.** Review the Special Electrical Inspections Program form for the name of the registered design professional in responsible charge, etc. for the Special Electrical Inspections Program and the names of the individual(s) authorized to perform Special Inspections. Address any Special Inspection concerns of the Special Electrical Inspector(s). Attend any necessary job conferences related to Special Inspections procedures. Review all required Special Inspections and final reports and provide copy to records.

**SPECIAL INSPECTOR.** The individual(s) responsible for the Special Electrical 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 Electrical Inspector for review. All discrepancies shall be brought to the immediate attention of the contractor for correction and, if uncorrected, to the registered design professional in responsible charge, contractor, etc. and to the City of Phoenix Electrical Inspector.

The Special Electrical Inspector shall submit a **final signed report** to the registered design professional in responsible charge, contractor etc. and to the City of Phoenix Electrical Inspector providing final test results and stating whether the items requiring electrical 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 Certificate of Occupancy will not occur until all Special Inspection reports have been received and accepted by the City of Phoenix Electrical Inspector.