



Requirements and Procedures for the Optional Building Certification Program for One- and Two-Family Dwellings

INFORMATION BULLETIN NO. 102 (April 1, 1996 – Revised January 20, 2005)

Department of Codes Administration (DCA)

City of Kansas City, Missouri

<http://www.kcmo.org/codes/>

I. PURPOSE:

The purpose of this customer service initiative is to allow home builders in Kansas City, Missouri, (KCMO) the opportunity to use authorized third-party inspectors to perform certain required inspections in lieu of the Department of Codes Administration (DCA) performed inspections. This optional program is designed to help expedite one- and two-family construction (Occupancy Group R3) projects and to give the builder more flexibility as to when some of the required inspections are performed. This program may be utilized on all projects built under the conventional construction provisions of the International Residential Code (IRC), including single-family structures, duplexes and townhomes.

II. GENERAL REQUIREMENTS AND PROCEDURES:

Optional, third-party certification inspections will be accepted by DCA, if the certifying architect's, professional engineer's, or professional building designer's name appears on a DCA maintained list of individuals authorized, at the time of inspection, to certify inspection reports for inspections performed by themselves or qualified individuals under their supervision.

How does one become eligible to be on the list of individuals authorized to certify certain building inspections in KCMO?

In order to be placed on the list of authorized professional engineers, architects, and professional building designers, an individual must satisfy both of the following requirements:

- Be a registered professional engineer or registered architect, or certified professional building designer.
- Have attended an educational seminar given by DCA to professional engineers, architects, and professional building designers desiring to certify certain building inspections in KCMO in lieu of DCA performed inspections.

May someone other than the professional engineer, registered architect, or professional building designer attend the required seminar?

Yes, however, each architect, professional engineer, or professional building designer desiring to certify inspections in KCMO will be required to attend as well.

When would a professional engineer's or architect's name be removed from the list of individuals authorized to certify certain building inspections in KCMO?

One could be removed from the list if any of the following occurs:

- Failure to maintain certification as a professional engineer, architect, or professional building designer.
- Failure to attend any required educational seminars given by DCA on the certification option for certain building inspections.
- Failure to follow required procedures outlined in the educational seminar and in written DCA policies regarding third-party inspections.

Who may perform inspections?

Any qualified person employed by and under the supervision of a person on the DCA maintained list of authorized individuals. To avoid a conflict of interest, certification inspections may not be performed for a contractor if the inspector or the certifying person is associated with or affiliated with the contractor (i.e., partnership, corporation, or on the contractor's payroll). The certifying person must also be on DCA's list of authorized individuals to perform these optional certification inspections at the time of the inspection.

What types of certification inspections may be performed?

Certification inspections in lieu of DCA performed building inspections will only be allowed for the following types of inspections:

- Controlled Fill
- Footing
- Foundation Wall (prior to placing concrete)
- Backfill (including waterproofing/dampproofing for foundations)
- Slabs (on grade, elevated and structural)
- Retaining Wall
- Throat (Masonry Fireplace)

Certifications will not be allowed for framing and final inspections unless approval is received in advance from the Building Official (Director of Codes Administration).

For the aforementioned categories of inspections, what needs to be inspected for each?

See DCA Information Bulletin No. 104 on Required Building Inspections for One- and Two-Family Dwellings.

Is the third-party inspector responsible for enforcement of the City's erosion control regulations?

Yes, the third-party inspector is required to check for compliance of erosion control devices with each inspection. See Information Bulletin #128 for details.

How will I know if the project is required to have an approved plan for the permit?

Look at the copy of the building permit. If the application was made on or after July 5, 1995, then an approved plan is required. Note: approved plans not required for the following inspections: a) slab on grade, b) backfill, and c) controlled fill.

What information must appear on the certification document?

Only the Building Certification form provided by DCA is to be used. The form will be provided to the authorized third-party inspector upon acceptance into the program. A separate certification form is to be completed for each individual inspection. All items certified shall be so marked on the certification form. The certification shall be completed in full and shall bear the signature and seal of the authorized third-party inspector.

Failure to include any required information or statements on a submitted building certification form may result in it being disapproved by DCA.

When is the certification form to be submitted?

To assure that the permit holder's rough-in inspections to be performed by DCA are not delayed, certifications for any previously performed 3rd-party inspections shall be submitted to DCA within 10 business days after the third-party inspection, but no later than two business days prior to the inspection request.

How can I get a copy of the approved or rejected certification form results?

The inspection results will be entered into our database and can be viewed online via KivaNet at www.kcmo.org/codes. If needed, a copy can be requested by contacting DCA's Special Inspections branch.

III. CONCRETE SLABS:

The purpose of this document is to clarify the inspection requirements on the above-referenced.

Concrete slabs are broken down into three basic categories.

- A. Slabs On Grade
- B. Slabs on Compacted Fill
- C. Structural Slabs

A slab may be considered a slab on grade if it is on original, undisturbed soil or if the fill is compacted to assure uniform support of the slab. This fill must not exceed twenty-four (24) inches for clean sand or gravel and eight (8) inches for earth. No inspection is required for a slab on grade.

If the builder is unable to comply with the requirements for category A, Slabs On Grade, then he or she must select either category B or C.

With category B, Slabs On Compacted Fill, please refer to item IV, below.

Category C, Structural Slabs, may also be used as an option. This category, however, requires that structural plans and structural calculations, stamped by a registered professional engineer, registered architect, or certified professional building designer be submitted to DCA for review and approval prior to the construction of the slab. These approved plans are required to be at the job site and available for inspection during construction. At no time are you allowed to design a structural slab in the field and then certify the inspection without first having routed the design through this office for approval. DCA reminds you of the statement that you are required to make on your certification report that what was inspected was “in conformance with the requirements of the approved building plans, approved site plan, and the Kansas City, Missouri, Building and Rehabilitation Code.” Failure to inspect in accordance with a set of structural plans at the job site stamped Approved by DCA will result in your certification report being rejected by DCA.

IV. COMPLETION, TESTING, AND INSPECTION REQUIREMENTS FOR COMPACTED FILL FOR BUILDING:

The purpose of this document is to clarify construction/inspection requirements for compacted fill material supporting footings and concrete slabs.

All slabs that do not rest on undisturbed soil are allowed to be supported by up to eight (8) inches of compacted soil or up to twenty-four (24) inches of compacted clean sand or gravel.

If you exceed these allowable limits for slabs, or you are constructing a footing that does not rest on undisturbed soil, you have the option of compacting the earth during the fill operation. Please note that a registered professional engineer or their qualified representative shall be present during the entire fill operation. For the inspection of controlled fill, a qualified representative is a person possessing one of the following qualifications:

- Current NICET Level II certification in geotechnical engineering technology/construction, or
- Registered Geologist, or
- Engineer-in-Training with one year related experience, or
- Geologist-in-Training with one year related experience.

The fill shall be placed and compacted in lifts not to exceed 8” for soils or 24” for sand or gravel, or more frequently as directed by the professional engineer. The inspector shall witness the compaction operation for each lift. The inspector shall perform the minimum amount of testing necessary to determine that the required load-bearing capacity has been achieved. The compaction reports shall indicate the load-bearing capacity achieved, the density and the moisture content of the fill material (if applicable), and the horizontal and vertical location of each test. All compaction reports are to be submitted to DCA, along with the standard DCA Building Certification form, prior to the placement of concrete. All documents submitted are to be stamped and signed by the registered professional engineer.

V. QUALITY CONTROL INSPECTION:

If inspections are being performed by qualified individuals who are employed by you and under your supervision, monthly quality control inspections will be required to be performed by you on these individuals and their work. These spot supervisory checks will be conducted to assure compliance with requirements of the KCMO Building and Rehabilitation Code, the approved building plans, the approved site plan, and other permit requirements. The actual number of monthly quality control inspections to be performed will be determined by the certifying person, however, in no case to be less than one per inspector. The results of all quality control inspections are to be submitted to this office for DCA’s review and information. A standardized format has been developed for this reporting. The DCA Quality Control Inspections Report form shall be used. The form will be provided to the authorized third-party inspector upon acceptance into the program.

DCA will continue to perform any of these eligible inspections upon request.

Should you have any questions, please contact the Supervisor of Special Inspections, any Special Inspections Engineer, any Inspection Field Supervisor or the Division Manager of Inspections at 513-1500, option 2.