

	<b>BUILDING DEVELOPMENT POLICIES AND PROCEDURES ADMINISTRATIVE/GENERAL</b>	<b>Effective Date:</b> November 1, 2009
		<b>Supersedes Policy Dated:</b> N/A
	<b>PILOT PROGRAM</b> 1.14.3 Special Inspections - Submission of Electronic Documents	<b>Issued by:</b> Eric M. Mays, P.E.  Building Official

This is to implement a Pilot Program for the submission of electronic documents for the [Special Inspections Program](#). The following documents may be submitted electronically to the Special Inspections Section in lieu of providing the original paperwork:

- Field and Test Report
- Formwork Stripping Letter
- [Deficiency List](#)

The electronic document(s) shall be submitted in PDF Format to the Special Inspections Section at [SpecialInspections@pwcgov.org](mailto:SpecialInspections@pwcgov.org). The email and the document(s) must reference the Building Permit Number, Project Address and the Project Name.

The Special Inspection Engineer of Record's (SIER's) stamp, seal and signature, with date, will appear on the electronic documents. The stamp, seal and signature, with date, may be electronically applied to the documents or may be an image on the scanned document.

#### Attachments

- [Special Inspections Program](#)  
[www.pwcgov.org/government/dept/development/bd/Pages/special-inspections.aspx](http://www.pwcgov.org/government/dept/development/bd/Pages/special-inspections.aspx)
- [Deficiency List](#)  
[www.pwcgov.org/eBuildingDevelopmentForms/forms/DeficiencyList.pdf](http://www.pwcgov.org/eBuildingDevelopmentForms/forms/DeficiencyList.pdf)