

SPECIAL INSPECTION AND TESTING AGREEMENT

Project Name: _____

Project Address: _____

Permit Number: _____

Before A permit can be issued: The owner, Architect or Engineer of record acting as the owner's agent, shall complete (2) copies of this agreement, including the required acknowledgements, and attach structural tests and inspections schedules. A pre-construction conference with the parties involved may be required to review the special inspection requirements and procedures.

Approval of special inspectors: Special inspectors shall be approved by the Building Official prior to performing any duties.

SPECIAL INSPECTION AND TESTING SHALL MEET THE MINIMUM REQUIREMENTS OF 2021 IBC. THE FOLLOWING CONDITIONS ARE ALSO APPLICABLE.

A. Duties and Responsibilities of Special Inspector

1. Observe work

The special inspector shall observe the work for conformance with the Building Official's approved (stamped) design drawings and specifications and applicable workmanship provisions of the IBC the Architect/ Engineer-reviewed shop drawings and/ or placing drawings may be used only as an aid to inspection.

2. Report Non-conforming Items

The special inspector shall bring non-conforming items to the attention of the Contractor and note all such items in the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the Building Official by telephone (425-888-7643) or in person, notify the project Architect or Engineer.

3. Furnish Daily Reports

Each special inspector shall complete and sign an inspection report for each day's inspections to remain at the job site with the contractor for review by the Building Official.

4. Furnish Weekly Reports

The special inspector or agency shall furnish weekly reports of tests and inspections directly to the Building Official, project Architect/ Engineer, and others as designated. These reports must include the following:

- a. Description of daily inspections and test made, with applicable locations
- b. Listing of all non-conforming items
- c. Report on how non-conforming items were resolved or unresolved, as applicable
- d. Itemize all changes authorized by the Architect/ Engineer of Record and Building Official if not included in non-conformance items.

5. Furnish final Report

The special inspector or inspection agency shall submit a final signed report to the Building Official stating that all items requiring special inspection and testing were fulfilled and reported, and to the best of his/ her knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the IBC. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

B. Contractor Responsibilities

1. Notify The Special Inspector

The contractor is responsible for notifying the special inspector or agency regarding individual inspection items on the summary schedule *and* as noted on the Building Official's approved plan as specified by the Architect and or Engineer of record

2. Provide Access to Approved Plans

The contractor is responsible for providing the special inspector access to approved plans at the job site.

3. Retain Special Inspection Records

The contractor is also responsible for retaining at the job site all special inspection records submitted by the special inspector, and providing these records for review by the Building Official upon request.

C. Building Official Responsibilities

1. Approve Special Inspector

The Building Official shall approve all special inspectors and inspection requirements.

2. Monitor Special Inspection

Work requiring special inspection and the performance of special inspectors shall be monitored by the Building Official. His/ Her approval must be obtained prior to placement of concrete or similar activities in addition to that of the special inspector.

3. Issue Certificate of Occupancy

The Building Official may issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and accepted.

D. Owner Responsibilities

The project owner or the Architect or Engineer of record acting as the owner's agent shall fund the special inspection services.

E. Architect or Engineer of Record Responsibilities

1. The Architect or Engineer of record shall include special inspection requirements on the design drawings and specifications.

2. Provide a summary schedule of required inspections which would outline frequency of inspections for items which may require multiple inspections which may include but are not limited to concrete and grout testing, compaction, testing of backfill and or road beds as recommended by the geo-tech engineer, and structural welding as work progresses.

**SPECIAL INSPECTION & STRUCTURAL OBSERVATION ITEMS
REQUIRED BY CHAPTER 17 OF THE 2021 IBC**

**Indicate items requiring special inspection, structural testing, or
structural observations by checking the appropriate box.**

- ☐ STRUCTURAL STEEL (IBC 1705.2.1 & 1705.13.1)
- ☐ STEEL CONSTRUCTION OTHER THAN STRUCTURAL STEEL
(IBC 1705.2.2, 1705.2.3 & 1705.2.4)
- ☐ CONCRETE CONSTRUCTION (IBC 1705.3 & 1705.3.1)
- ☐ MASONRY CONSTRUCTION (IBC 1705.4)
- ☐ WOOD CONSTRUCTION (IBC 1705.5, 1705.12.1 & 1705.13.2)
- ☐ SOILS CONSTRUCTION (IBC 1705.6)
- ☐ DRIVEN DEEP FOUNDATIONS (IBC 1705.7)
- ☐ CAST-IN-PLACE DEEP FOUNDATIONS (IBC 1705.8)
- ☐ HELICAL PILE FOUNDATIONS (IBC 1705.9)
- ☐ SPRAYED FIRE-RESISTANT MATERIALS (IBC 1705.15)
- ☐ MASTIC AND INTUMESCENT FIRE-RESISTANT COATINGS (IBC 1705.16)
- ☐ EXTERIOR INSULATION AND FINISH SYSTEMS (EIFS) (IBC 1705.17)
- ☐ FIRE-RESISTANT PENETRATIONS AND JOINTS (IBC 1705.18)
 - Only required for high-rise buildings, those assigned to Risk Category III or IV, or in fire areas containing Group R occupancies with an occupant load greater than 250 per IBC Table 1604.5.
- ☐ SMOKE CONTROL (IBC 1705.19)
- ☐ ARCHITECTURAL COMPONENTS (IBC 1705.13.5)
 - Only required for buildings located within Seismic Design Category D, E, or F

☐ **PLUMBING, MECHANICAL & ELECTRICAL COMPONENTS (IBC 1705.13.6)**

- Only required for buildings located within Seismic Design Category C, D, E, or F

☐ **SEISMICALLY ISOLATED SYSTEMS (IBC 1705.13.8)**

☐ **SPECIAL CASES (IBC 1705.1.1)** – material alternatives or unusual design applications

☐ **Storage Racks (IBC 1705.13.7)**

☐ **MISCELLANEOUS AREAS** -- These inspections may be recommended by the Architect/Engineer and are to be approved by the Building department.

Acknowledgements

I HAVE READ AND AGREE TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS AGREEMENT. (Attach more sheets for signatures if necessary)

Owner _____ **Date** _____

Signature _____ **By** _____

Contractor _____ **Date** _____

Signature _____ **By** _____

**Special Inspector/
Agency** _____ **Date** _____

Signature _____ **By** _____

**Architect/ Engineer
Of Record** _____ **Date** _____

Signature _____ **By** _____

ACCEPTED FOR THE BUILDING DEPARTMENT

By _____ **Signature** _____ **Date** _____