



SPECIAL INSPECTION AND TESTING AGREEMENT

To permit applicants of projects requiring special inspection and/or testing per Section 1701 of the Uniform Building Code (UBC).

Project Name/Address: _____ Building Permit #: _____

BEFORE A PERMIT CAN BE ISSUED: The owner, or the engineer or architect of record acting as the owner's agent, shall complete two (2) copies of this agreement and the attached structural tests and inspections schedule including the required acknowledgements. A preconstruction conference with the parties involved may be required to review the special inspection requirements and procedures.

APPROVAL OF SPECIAL INSPECTORS: Each special inspector shall be approved by the Building Department prior to performing any duties. Each special inspector shall submit his/her qualifications to the Building Department and is subject to a personal interview for prequalification. Special Inspectors shall display approved identification, as stipulated by the Building Department, when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of UBC Section 1701. The following conditions are also applicable:

A. Duties and Responsibilities of the Special Inspector

1. Observe work

The Special Inspector shall observe the work for conformance with the Building Department approved (stamped) design drawings and specifications and applicable workmanship provisions of the UBC. Architect/Engineer-reviewed shop drawings and/or placing drawings may be used only as an aid to inspection.

Special Inspections are to be performed on a continuous basis, meaning that the Special Inspector is on site in the general area at all times observing the work requiring special inspection. Periodic inspections, if any, must have prior approval by the Building Department based on a separate written plan reviewed and approved by the Building Department and the project engineer or architect.

2. Report nonconforming items

The Special Inspector shall bring nonconforming items to the immediate 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 Department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

3. Furnish daily reports

On request, each special inspector shall complete and sign both the special inspection record and the daily report form for each day's inspections to remain at the jobsite with the contractor for review by the Building Department's inspector.

4. Furnish weekly reports

The Special Inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Department, project engineer or architect, and others as designated. These reports must include the following:

- a. Description of daily inspections and tests made with applicable locations;
- b. Listing of all nonconforming items;
- c. Report on how nonconforming items were resolved or unresolved as applicable; and

- d. Itemized changes authorized by the architect, engineer and building department if not included in nonconformance items.

5. Furnish final report

The Special Inspector or inspection agency shall submit a final signed report to the Building Department 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 UBC. 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 inspections for items listed on the attached schedule *and* as noted on the Building Department approved plan. Adequate notice shall be provided so that the Special Inspector has time to become familiar with the project.

2. Provide access to approved plans

The contractor is responsible for providing the Special Inspector access to approved plans at the jobsite.

3. Retain special inspection records

The contractor is also responsible for retaining at the jobsite all special inspection records submitted by the Special Inspector, and providing these records for review by the Building Department's inspector upon request.

C. Building Department Responsibilities

1. Approve Special Inspection

The Building Department shall approve all Special Inspectors and special inspection requirements.

2. Monitor Special Inspection

Work requiring Special Inspection and the performance of Special Inspectors shall be monitored by the Building Department's inspector. His/Her approval must be obtained prior to placement of concrete or other similar activities in addition to that of the Special Inspector.

3. Issue Certificate of Occupancy

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

ACKNOWLEDGMENTS

I have read and agree to comply with the terms and conditions of this agreement.

Owner _____ By: _____ Date: _____

Contractor: _____ By: _____ Date: _____

Special Inspector or
Inspection Agency: _____ By: _____ Date: _____

Project Engineer/Architect: _____ By: _____ Date: _____

ACCEPTED FOR THE BUILDING DEPARTMENT

By: _____ Date: _____

SPECIAL INSPECTION AND TESTING SCHEDULE

Project Name/Address: _____ Building Permit # _____

Reinforced Concrete, Gunite, Grout and Mortar:

| Concrete | Gunite | Grout | Mortar | |
|----------|--------|-------|--------|------------------------|
| | | | | Aggregate Tests |
| | | | | Reinforcing Tests |
| | | | | Mix Designs |
| | | | | Reinforcing Placement |
| | | | | Batch Plant Inspection |
| | | | | Inspect Placing |
| | | | | Cast Samples |
| | | | | Pick-up Samples |
| | | | | Compression Tests |

Precast/Prestressed Concrete:

| Piles | Post Tens | Prc Tens | Cladding | |
|-------|-----------|----------|----------|------------------------|
| | | | | Aggregate Tests |
| | | | | Reinforcing Tests |
| | | | | Mix Designs |
| | | | | Reinforcing Placement |
| | | | | Batch Plant Inspection |
| | | | | Inspect Placing |
| | | | | Cast Samples |
| | | | | Pick-up Samples |
| | | | | Compression Tests |

Masonry:

- ___ Special Inspection Stresses Used
- ___ Preliminary Acceptance Tests (Masonry Units, Walls Prisms)
- ___ Subsequent Tests (Mortar, Grout, Field Wall Prisms)
- ___ Placement Inspection of Units

ADDITIONAL INSTRUCTIONS FOR OTHER TESTS AND INSPECTIONS:

Structural Steel/Welding:

- ___ Sample and Test (list specific members below)
- ___ Shop Material Identification
- ___ Welding Inspection Shop Field
- ___ Ultrasonic Inspection Shop Field
- ___ High-strength Bolting
 - Inspection Shop Field
 - A325 N X F
 - A490
- ___ Metal Deck Welding Inspection
- ___ Reinforcing Steel Welding inspection
- ___ Metal Stud Welding Inspection
- ___ Concrete Insert Welding Inspection

Fireproofing:

- ___ Placement Inspection
- ___ Density Tests
- ___ Thickness Test
- ___ Inspect Batching

Insulation Concrete:

- ___ Sample and Test
- ___ Placement Inspection
- ___ Thickness Test
- ___ Unit Weights

Fill Material:

- ___ Sample and Test
- ___ Placement Inspection
- ___ Thickness Test
- ___ Unit Weights

Structural Wood:

- ___ Shear Wall Nailing Inspection
- ___ Inspection of Glu-lam Fab.
- ___ Inspection of Truss Joist Fab.
- ___ Sample and Test Components

FORM COMPLETED BY: _____

TITLE _____