

SPECIAL INSPECTION AND TESTING AGREEMENT*

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

This project requires special inspection, and/or materials testing per Chapter 17 of the UBC. Prior to issuance of a permit, the applicant shall complete Part of this form. Part II shall be completed by the project architect/engineer and the Building Department as part of the plan review process. Before permit issuance all parties must sign this agreement. Please note that failure to comply with special inspection requirements could be expensive in terms of retrofit design and construction as well as delays in the Project.

BEFORE A PERMIT CAN BE ISSUED: The owner, or the engineer or architect of record acting as the owner's agent, shall submit two complete copies of this agreement *including the required signatures*. 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 and/or testing agency shall be approved by the Building Department prior to performing any duties. Each special inspector and/or testing agency shall submit qualifications to the Building Department. Appropriate criteria for qualification could involve one of the following:*

1. *A current listing by the Office of the State Architect under the LEA program.*
2. *Submittal of a written operating plan certifying that the laboratory complies with the Recommended Practice for Inspection and Testing Agencies for Concrete, Steel and Bituminous Materials as used in Construction ASTM E 329 . current edition. This submittal must include:*
 - a. *Applicable names, certifications and resumes for the managing engineer, inspectors and supervisory technicians for laboratory and field.*
 - b. *List of major equipment including model capacity and calibration appropriate for the services to be provided.*
 - c. *Statement of qualifications and experience for review and approval by Building Department.*
3. *A submittal containing a combination of documents similar to those outlined in one and two above, and a statement of qualifications for review by the Building Official.*

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 U.B.C. Section 1701. The following conditions are also applicable:

A.Duties and Responsibilities of the Special Inspector *NOTE: In addition to the items below, appropriate job tasks and guidelines are as noted by ICBO publication MODEL PROGRAM FOR SPECIAL INSPECTION and ANCTIA publication GUIDE LINES FOR SPECIAL INSPECTION CONSTRUCTION.*

1.Observe work

The special inspector shall observe the work for conformance with the Building Department approved (stamped) de-sign drawings and specifications and applicable workmanship provisions of the U.B.C. 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 program 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 document nonconforming items and actions taken on Daily Report.

3.Furnish daily reports

Unless otherwise approved, each special inspector shall complete and sign a special inspection daily report form for each day's inspections to remain at the jobsite with the contractor for review by the Building Department's inspector.

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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 U.B.C. 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 and work to be inspected

The contractor is responsible for providing the special inspector access to approved plans and to the work to be inspected 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 program

All special inspectors and special inspection programs are subject to Building Department approval.

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 Special/inspection reports and the final/special/inspection report must be submitted and accepted by the Building Department before any Certificate of Occupancy can be issued.

This informational handout has been compiled by the Sacramento Valley Chapter ICBO Committee on Special August, 1992. The introduction/duties/responsibilities sections are from ICBO's 1989 MODEL PROGRAM FOR SPECIAL INSPECTION (except as shown in ita/ics). Individual Building Departments should review this handout for adequacy prior implementation.

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PART II - INSPECTION REQUIRED

In accordance with Chapter 17 of the UBC, as adopted by this jurisdiction, Special Inspection is required as noted below:

Preconstruction meeting: Required Waived

ITEM	DESCRIPTION	CONTINUOUS	PERIODIC
1	SPECIAL GRADING, EXCAVATION & FILLING		
2	PILING, DRILLED PIERS AND CAISSONS		
3	REINFORCING STEEL AND PRESTRESSING STEEL TENDONS		
4	BOLTS INSTALLED IN CONCRETE		
5	CONCRETE		
6	STRUCTURAL MASONRY		
7	WELDING: A. SPECIAL MOMENT-RESISTING STEEL FRAMES		
	WELDING: B. ALL STRUCTURAL WELDING, INCLUDING REINFORCING STEEL		
8	HIGH-STRENGTH BOLTING		
9	SPECIAL MOMENT-RESISTING CONCRETE FRAME		
10	REINFORCED GYPSUM CONCRETE		
11	INSULATING CONCRETE FILL		
12	SPRAY APPLIED FIREPROOFING		
13	SHOTCRETE		
14	SMOKE-CONTROL SYSTEM		
15	SPECIAL CASES		
16	STRUCTURAL OBSERVATION PER SECTION 1702 REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO		

The special inspection agency(s) named in Part I have been authorized to perform the special inspection and testing services designated in this agreement, and in accordance with the Uniform Building Code (UBC) requirements, and to report all activities to the Building Official, and other parties as listed. It is understood that special inspections are required in addition to the normal inspections performed by this Building Inspector.

SIGNATURES	CONTACT REP.	TELEPHONE NO.
OWNER		
ARCHITECT		
ENGINEER		
CONTRACTOR		
OTHER		

ACCEPTED FOR THE BUILDING DEPARTMENT:

BY: _____ **DATE:** _____

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DAILY INSPECTION REPORT

SPECIAL INSPECTOR		FIRM	
PERMIT NUMBER			
LOCATION			
TO THE CHIEF BUILDING OFFICIAL:			
I hereby certify that the following portions of the work completed the week of _____ which required continuous inspection was inspected and, in my opinion, complies with the provisions of the approved plans and specifications.			
	Masonry		Re-Bar Placement
	Concrete or Mix		Concrete Placement
	Welding		Tendon Stressing
	Hi-Ten Bolts		Tendon Placement
			Other
Description & Location of Work Completed:			
Non Conforming Items:			
Test Taken:			
Test Results:			
Date			
		(Special Inspector's Signature)	

