

# SPECIAL INSPECTION AND TESTING AGREEMENT

## CITY OF CHAMPLIN BUILDING DEPARTMENT

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

Project Name/Address: \_\_\_\_\_

Building Permit No: \_\_\_\_\_

**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 acknowledgments. A preconstruction conference with the parties involved may be required to review the special inspection requirements and procedures.

**APPROVAL OF SPECIAL INSPECTORS:** the building department prior to performing any duties shall approve each special inspector. 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 U.B.C. 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 U.B.C. Architect/engineer reviewed shop drawings and/or placing drawing may be used only as an aid to inspection.

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 inspection 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 provision of the U.B.C. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e. missed inspection, periodic inspections when continuous was required, etc.) should 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. Owner responsibilities

The project owner 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.

d. Engineer or Architect of Record Responsibilities

The engineer or architect of record shall include special inspection requirements on the plans and specification.

### ACKNOWLEDGEMENTS

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: \_\_\_\_\_

ACCEPTED FOR THE BUILDING DEPARTMENT

By: \_\_\_\_\_ Date: \_\_\_\_\_

