



Staff Use Only	Permit Number:	Date Stamp
	Project Number:	
	Property Address:	

BEFORE A PERMIT CAN BE ISSUED, two (2) copies of this agreement, including the Statement of Special Inspection and the Special Inspection and Testing Schedule, with the required acknowledgements, shall be completed by the owner or registered design professional in responsible charge acting as the owner's agent. 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 may have no financial interest in projects for which they provide special inspection. Special inspectors shall be approved by the building department **prior to** performing any duties. Special inspectors shall submit their qualifications and are subject to personal interviews for prequalification. Special inspectors shall display approved identification, as stipulated by the building official, when performing the function of special inspector.

Special inspection and testing shall meet the minimum requirements of Sections 1704 through 1707 of the *International Building Code*. The following conditions are also applicable:

Duties and Responsibilities of the Special Inspector

1. **General Responsibilities.** Special Inspectors shall review approved plans and specifications for special inspection requirements. Special inspectors will comply with the special inspection requirements of the enforcing jurisdiction found in the Statement of Special Inspections, including work and materials.
2. **Signify presence at jobsite.** Special Inspectors shall notify contractor personnel of their presence and responsibilities at the job-site. If required by the Building Official, they shall sign in on the appropriate form posted with the building permit.
3. **Observe assigned work.** Special Inspectors shall inspect all work according to the Statement of Special Inspections for which they are responsible for conformance with the building department approved (stamped) plans and specifications and applicable provisions of IBC Section 1704.
4. **Report nonconforming items (discrepancies).** Special Inspectors shall bring all nonconforming items to the immediate attention of the contractor. If any such items is not resolved in a timely manner or is about to be incorporated into the work, the engineer or architect of record and the Building Official should be notified immediately and the item noted in the Special Inspector's written report (Section 1704.1.2). The Building Official may require this report to be posted in a conspicuous place on the jobsite. The Special Inspector should include in the report, as a minimum, the following information about each nonconforming item:
 - Description and exact location
 - Reference to applicable detail of approved plans/specifications
 - Resolution or corrective action taken
5. **Provide timely progress reports.** The Special Inspector shall complete written inspection reports for each inspection visit and provide the reports on a timely basis as determined by the Building Official. The Special Inspector or inspection agency shall furnish these reports directly to

the Building Official and to the design professional in charge (Section 1704.1.2). These reports should be organized on a daily form and may be submitted weekly at the option of the Building Official. In these reports, Special Inspectors should:

- Describe inspections and tests made with applicable locations
- Indicate nonconforming items (discrepancies) and how they were resolved
- List unresolved items, parties notified, and time and method of notification
- Itemize changes authorized by engineer or architect or record if not included in nonconforming items.

6. **Submit final report.** Special Inspectors or inspection agencies shall submit a final report to the building department stating that all items requiring special inspection and testing by the Statement of Special Inspection were fulfilled and reported and, to the best of their knowledge, in conformance with the approved plans and specifications (Section 1704.1.2). Some jurisdictions also require the design professional in responsible charge to sign the report before it is submitted to the building official. Items not conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspection when continuous was required, etc.) should be specifically itemized in this report.

Owner Responsibilities

1. The project owner, the engineer or architect of record, or an agent of the owner is responsible for funding special inspection services. Measures should be taken to ensure that the scope of work and duties of the Special Inspector as outlined in the Statement of Special Inspections are not compromised.

Registered Design Professional in Responsible Charge

The design professional in responsible charge should be a consenting party with written acknowledgment of special inspection and testing agreements. The design professional in responsible charge has many duties and responsibilities related to special inspection, including the following:

The Statement of Special Inspections has been submitted with the permit application. The content of the statement contains the following information:

1. Materials, systems, components, and work required to have special inspection. Duties of the Building Official and the registered design professional responsible for each part of the work are to be stated.
2. Type and extent of each special inspection and the name of the individual or firms performing the inspections
3. Type and extent of each test
4. Special inspection of required seismic resistance systems and components
5. Special inspection of required wind resistance systems and components
6. Provide name and contact information of Special Inspector or special inspection agency. Subject to the approval of the Building Official, special inspectors holding current certification by ICC in the discipline in which they will be inspecting can be considered qualified within the appropriate scope of accreditation for the disciplines to be inspected can be considered qualified. The choice of Special Inspectors or special inspection agencies should be included in the following considerations:
 - Project size and complexity – experience with similar projects
 - Project staffing – sufficient qualified inspectors
 - Site location – proximity of inspection and resting facilities
 - Off-site inspection – capabilities for inspection at remote locations

7. Completion of a special inspection and testing agreement and schedule as shown in the Appendix A examples is a simple method of fulfilling the requirement for preparation of a special inspection program that can be easily reviewed by the building official.
8. Respond to the discrepancies. The engineer or architect of record shall respond to special inspection reports of uncorrected nonconforming (discrepancies) items and shall approve remedial measures.
9. Review shop drawings and submit revisions to approved plans. The design professional in responsible charge shall acknowledge and approve shop drawings that may detail structural information. The design professional shall submit to the Building Official, and the Special Inspector/inspection agency, written approval of any verbally approved deviations from the approved plans and shall submit revised plans for Building Official approval (Section 106.3.4).

Contractor Responsibilities

Submit a written statement of responsibility to the Building Official and the owner **prior** to the commencement of the work on the system or component. The contractor's statement of responsibility is to contain the following:

1. Acknowledgement of awareness of the special requirements contained in the statement of special inspections
2. Acknowledgement that control will be exercised to obtain conformance with the construction documents approved by the Building Official
3. Procedure for exercising control within the contractor's organization, the method and frequency of reporting and the distribution of the reports, and
4. Identification and qualification of the person(s) exercising said control and their position(s) in the organization

Suggested job-site protocol for special inspections:

1. Adequate notice shall be provided so that the Special Inspector has time to become familiar with the project.
2. The contractor is responsible for providing the Special Inspector with access to approved plans.
3. When required by the Building Official, the contractor is 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.

Building Department Responsibilities

1. Review submittal documents for compliance with special inspection requirements as outlined in the Statement of Inspection. The Building Official is charged with the legal authority to review the plans, specifications, special program, and other submittal documents for compliance with code requirements.
2. Approve fabricator(s) used building components installed on-site.
3. Approve special inspection program. The Building Official is responsible of approving the special inspection program submitted by the design professional in responsible charge (Section 106.1) and may require a preconstruction conference to review the program with all applicable members of the construction team.
4. Monitor special inspection activities. The Building Official should monitor the special inspection activities at the jobsite to assure that qualified special inspectors are performing their duties when work requiring special inspection is in progress.
5. Issuance of stop work orders. The Building Official is recognized as having the authority to stop work at the jobsite.

6. Approval to proceed. There are certain points of completion where work shall not proceed until approval by the Building Official had been given.
7. Review inspection reports. The Building Official receives and reviews special inspection progress reports and final reports for conformance with the approved plans, specifications, and workmanship provisions of the code.
8. Perform final inspection. The Building Official should not perform the final inspection and approval for a project until the final inspection report has been reviewed and approved.

Acknowledgments

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

Owner:	By: _____	Date: _____
Registered Design Professional in Responsible Charge:	By: _____	Date: _____
Contractor:	By: _____	Date: _____
Special Inspector/Special Inspection Agency*:	By: _____	Date: _____
Others as required by Building Official:	By: _____	Date: _____
ACCEPTED FOR THE BUILDING DEPARTMENT		Date _____

*This signature may be that of the Responsible Professional Engineer within the special inspection agency.

STATEMENT OF SPECIAL INSPECTIONS SCHEDULE

This schedule should match the Statement of Special Inspections. Where the option between continuous and periodic inspections is possible, circle the option preferred.

1.	Steel Construction – Verification / Inspection See Table 1704.3 – Required Verification and Inspection of Steel Construction	Continuous during task	Periodic during task
	1. High-strength bolts, nuts, and washers <ul style="list-style-type: none"> a. <input type="checkbox"/> Markings b. <input type="checkbox"/> Manufacturer's certificate of compliance 	---	X X
	2. High-strength bolting <ul style="list-style-type: none"> a. <input type="checkbox"/> Bearing-type connections b. <input type="checkbox"/> Slip-critical connections 	---	X X
	3. Structural steel <ul style="list-style-type: none"> a. <input type="checkbox"/> Identification Markings b. <input type="checkbox"/> Manufacturer's certified mill reports 	---	---
	4. Weld filler <ul style="list-style-type: none"> a. <input type="checkbox"/> Identification Markings b. <input type="checkbox"/> Manufacturer's certificate of compliance 	---	---
	5. Welding— <ul style="list-style-type: none"> a. Structural steel <ul style="list-style-type: none"> i. <input type="checkbox"/> Complete and partial penetration groove welds ii. <input checked="" type="checkbox"/> Multi-pass fillet welds iii. <input type="checkbox"/> Single-pass fillet welds $> 5/16"$ iv. <input type="checkbox"/> Single-pass fillet welds $\leq 5/16"$ v. <input type="checkbox"/> Floor and roof deck welds 	X XX --- --- X X	--- --- --- --- ---
	6. Reinforcing Steel <ul style="list-style-type: none"> a. <input type="checkbox"/> Weldability of reinforcing steel other than ASTM A706 b. <input type="checkbox"/> Reinforcing steel – resisting flexural and axial forces in intermediate and special moment frames, and boundary elements of special reinforced concrete shear walls and shear reinforcement. c. <input type="checkbox"/> Shear reinforcement d. <input type="checkbox"/> Other reinforcing steel 	---	X --- X ---
	7. Steel Frame Joint Details <ul style="list-style-type: none"> a. <input type="checkbox"/> Details – bracing, stiffening, etc. b. <input type="checkbox"/> Member locations c. <input type="checkbox"/> Application of joint details at each connection. 	---	X --- ---
	8. Other		
2.	CONCRETE CONSTRUCTION – VERIFICATION / INSPECTION See Table 1704.4 – Required Verification and Inspection of Concrete Construction	Continuous during task	Periodic during task

1. <input type="checkbox"/> Reinforcing steel, including prestressing tendons, and placement	---	X
2. <input type="checkbox"/> Reinforcing steel welding	---	---
3. Bolts installed in concrete	X	---
4. Required mix design	---	X
5. <input checked="" type="checkbox"/> Fresh concrete sampling / testing	X	---
6. <input checked="" type="checkbox"/> Placement of concrete and shotcrete	X	---
7. <input checked="" type="checkbox"/> Curing – temperature and techniques	---	X
8. Prestressed concrete <ul style="list-style-type: none"> a. <input type="checkbox"/> Application of prestressing forces b. <input type="checkbox"/> Grouting of bonded tendons in seismic-force-resisting system. 	X X	---
9. <input type="checkbox"/> Erection of precast members	---	X
10. <input type="checkbox"/> Verification of in-situ concrete strengths	---	X
11. <input type="checkbox"/> Formwork shape, location, and dimensions	---	X
12. Other		
3. MASONRY LEVEL 1 – VERIFICATION / INSPECTION See Table 1704.5.1 – Level 1 Special Inspection	Continuous during task	Periodic during task
1. As construction beings ensure compliance of: <ul style="list-style-type: none"> a. <input type="checkbox"/> Proportions of site-prepared mortar b. <input type="checkbox"/> Construction of mortar joints c. <input type="checkbox"/> Location of reinforcement, connectors, d. <input type="checkbox"/> Prestressing technique e. <input type="checkbox"/> Grade and size of prestressing tendons and anchorages 	---	X X X X X
2. Inspection shall verify: <ul style="list-style-type: none"> a. <input type="checkbox"/> Size and location of structural elements b. <input type="checkbox"/> Type, size, and location of anchors, including other details of anchorage of masonry to structural members, frames or other construction. c. <input type="checkbox"/> Specified size, grade, and type of reinforcement d. <input type="checkbox"/> Welding for reinforcing bars e. <input type="checkbox"/> Protection of masonry during cold weather (temperatures below 40 degrees F) or hot weather (temperature above 90 degrees F) f. <input type="checkbox"/> Application and measurement of prestressing force 	---	X X X X X X
3. Prior to grouting, verify following to ensure compliance: <ul style="list-style-type: none"> a. <input type="checkbox"/> Grout space is clean b. <input type="checkbox"/> Placement of reinforcement and connectors and prestressing tendons and anchorages c. <input type="checkbox"/> Proportions of site-prepared grout and prestressing grout for bonded tendons d. <input type="checkbox"/> Construction of mortar joints 	---	X X X X
4. Grout placement verified to ensure compliance with code and construction document provisions <ul style="list-style-type: none"> a. <input type="checkbox"/> Grouting of prestressing bonded tendons 	X X	---
5. Preparation of any required grout specimens, mortar specimens and/or prisms shall be observed.	X	---

	6. Compliance with required inspection provisions of the construction documents and the approved submittals shall be verified.	---	X
	7. Other		
4. MASONRY LEVEL 2 – VERIFICATION / INSPECTION See Table 1704.5.3 – Level 2 Special Inspection	Continuous during task	Periodic during Task	
1. From the beginning of masonry construction, the following shall be verified to ensure compliance:			
a. <input type="checkbox"/> Proportions of site prepared mortar, grout, and prestressing grout for bonded tendons	---	X	
b. <input type="checkbox"/> Placement of masonry units and construction of mortar joints	---	X	
c. <input type="checkbox"/> Placement of reinforcement, connectors and prestressing tendons and anchorages	---	X	
d. <input type="checkbox"/> Grout space prior to grouting	X	---	
e. <input type="checkbox"/> Placement of grout	X	---	
f. <input type="checkbox"/> Placement of prestressing grout	X	---	
2. The inspection program shall verify:			
a. <input type="checkbox"/> Size and location of structural elements	---	X	
b. <input type="checkbox"/> Type, size, and location of anchors, including other details anchorage of masonry to structural members, frames or other construction	X	---	
c. <input type="checkbox"/> Specified size, grade, and type of reinforcement	---	X	
d. <input type="checkbox"/> Welding of reinforcing bars	X	---	
e. <input type="checkbox"/> Protection of masonry during cold weather (temperature below 40 degrees F) or hot weather (temperature above 90 degrees F)	---	X	
f. <input type="checkbox"/> Application and measurement of prestressing force	X	---	
3. Preparation of any required grout specimens, mortar	X	---	
4. Specimens and/or prisms shall be observed.			
5. Compliance with required inspection provisions of the construction documents and the approved submittals shall be verified.	---	X	
6. Other			
5. SOILS – VERIFICATION / INSPECTION See Table 1704.7	Continuous during task	Periodic during Task	
1. <input type="checkbox"/> Verify materials below footings are adequate to achieve the design bearing capacity	---	X	
2. <input type="checkbox"/> Verify excavations are extended to proper depth and have reached proper material	---	X	
3. <input type="checkbox"/> Verify classification and testing of controlled fill have been performed	---	X	
4. <input type="checkbox"/> Verify use of proper materials, densities, and lift thicknesses during placement and compaction of controlled fill	X	---	

	5. <input type="checkbox"/> Prior to placement of controlled fill, observe subgrade and verify that site has been prepared properly	---	X
	6. Other		
6.	PILE FOUNDATIONS – VERIFICATION / INSPECTION See Table 1704.8	Continuous during task	Periodic during Task
	1. Verify pile materials, sizes and length comply with requirements	X	---
	2. Determine capacities of test piles, and conduct additional load tests, as required	X	---
	3. Observe driving operations and maintain complete and accurate records for each pile	X	---
	4. Verify placement locations and plumbness, confirm type and size of hammer, record number of blows per foot of penetration, and required penetrations to achieve design capacity. Record tip and butt elevations and document pile damage. Required penetration is usually determined by the registered design professional for this work.	X	---
	5. For steel piles, verify additional inspections have been made in accordance with Section 1704.3 and Table 1704.3	---	---
	6. For concrete piles and concrete-filled piles, verify that additional inspections have been made in accordance with Section 1704.4 and Table 1704.4	---	---
	7. For specialty piles, perform additional inspections as determined by the registered design professional in responsible charge	---	---
	8. For augered uncased piles and caisson piles, perform inspections in accordance with Section 1704.9	---	---
	9. Other		
7.	PIER FOUNDATIONS – VERIFICATION / INSPECTION See Table 1704.9	Continuous during task	Periodic during Task
	1. Observe drilling operations and maintain complete and accurate records for each pier	X	---
	2. Verify placement locations and plumbness, confirm pier diameters, bell diameters (if applicable), lengths,	X	---

	embedment into bedrock (if applicable) and adequate end bearing strata capacity.		
	3. For concrete piles and concrete-filled piles, verify that additional inspections have been made in accordance with Section 1704.4 and Table 1704.4	---	---
	4. For masonry piles, verify that additional inspections have been made in accordance with Section 1704.5 and Tables 1704.5.1 and 1704.5.2	---	---
	5. Other		
8.	OTHER MATERIALS – VERIFICATION / INSPECTION		

9.	OTHER WORK – VERIFICATION / INSPECTION	