

**SPECIAL PLANS EXAMINER/INSPECTION
ACKNOWLEDGEMENT FORM**

The referenced project requires special plans examination and/or inspection in accordance with county policy, and the requirements of the Washington State Nonresidential Energy Code (NREC). Please acknowledge below and return to the Spokane County Division of Buildings. **This form is required to be submitted prior to the issuance of the permit.** If separate agencies/individuals are performing plans examination and inspection services, separate forms will be required.

Date: _____

Project Address: _____

Project Name: _____ Project No. _____

Project Owner: _____ Phone: _____

SPEI/Utility/Etc: _____ Phone: _____

Address: _____

Contact Name/Phone: _____

STATEMENT OF UNDERSTANDING

We hereby acknowledge that we have been engaged by _____
_____ for the purposes of conducting plan
review and/or field inspection (check as applicable) on the referenced project pursuant to
the provisions of the 1994 Washington State NREC as it relates to the above stated project
and that we are aware that as a special plans examiner/inspector, duties and responsibilities
include (check below as applicable):

- Review of project plans for conformance with the requirements of the Washington State NREC; and/or*
- Observation of work for conformance with the approved design drawings, specifications and the NREC.*

All discrepancies shall be brought to the immediate attention of the designer/contractor for correction, then, if uncorrected, to the proper design authority and to the building official. **In addition, a final signed report is required to be submitted prior to the issuance of a certificate of occupancy.** This report must state whether the work and the project was, to the best of our knowledge, completed in conformance with the approved plans and specifications and the applicable provisions of the Washington State NREC. **Any work identified as not being in conformance is required to be brought into conformance, as is acceptable to the special inspector, prior to the issuance of a certificate of occupancy.**

SPEI/Utility/Etc Signature _____

Owner _____ Architect _____

Building Official _____