SPECIAL INSPECTION AND TESTING NOTICE/AGREEMENT

The above referenced project requires special inspection of testing per Section 1704 of the International Building Code. Please acknowledge and return this Agreement to the appropriate department.

PART I – GENERAL PROVISIONS

1. This Policy Manual for Special Inspection under the International Building Code in the City and County of Spokane sets forth the accepted and recommended practices associated with special inspection.

2. The Special Inspector, the special inspection agency and testing lab, hereinafter referred to as the Special Inspector, must be approved by the appropriate department.

3. The Special Inspector is responsible for immediately notifying the Building Official of any concerns and/or problems encountered.

4. Copies of all routine reports shall be submitted by the Special Inspector directly to the Building Official on a weekly basis.

5. The Special Inspector shall submit the names and qualifications of on-site inspectors and lab technicians to the Building Official for approval using the Employment Acknowledgement Form.

6. The Special Inspector shall use only those construction documents which have been approved by the Building Official.

7. The contractor is responsible for reviewing the approved plans for additional inspection requirements that may be noted.

8. The contractor is responsible for notifying the Special Inspector as to when items listed in the Tests and Inspections Schedule will be ready for inspection.

PART 2 – SPECIFIC REQUIREMENTS

1. The following must be accomplished prior to issuance of a permit:

   a. The owner or his designated representative shall, on the advice of the responsible design professional, complete, sign and submit two copies of this Agreement to the Building Official for his approval.

   b. The Special Inspector shall submit completed Employment Acknowledgment Forms. All areas listed on the Test and Inspection Schedule must be covered by a qualified Special Inspector.

2. The following must be accomplished prior to issuance of a Certificate of Occupancy:

   a. All Special Inspector reports must have been received by the Building Official.

   b. The Special Inspector shall submit a final report to the Building Official stating that all items requiring testing and inspection were fulfilled and reported, and that all work was done in accordance with the approved plans. Items not tested and/or inspected shall be noted in this report. A copy of this report must be maintained on the job site until the Certificate of Occupancy has been issued.
PART 3: TESTS AND INSPECTIONS SCHEDULE

1. The following checklist has been completed by the Building Official and indicates which tests and inspections are required to be performed by a Special Inspector.

☐ CONCRETE – During the taking of the test specimens and placing of reinforced concrete and pneumatically placed concrete.

☐ BOLTS INSTALLED IN CONCRETE – During installation of bolts and placing of concrete around such bolts when stress increases permitted by Table 1704.4 of the International Building Code are utilized.

☐ REINFORCED STEEL AND PRESTRESSING STEEL – During all stressing and grouting of prestressed concrete and during placing of reinforcing steel, placing of tendons and prestressing steel for all concrete required to have special inspection by CONCRETE.

☐ WELDING – Steel elements as required by Section 1704.3 and Table 1704.3 of the International Building Code and all structural welding, including welding of reinforcing steel.

☐ HIGH-STRENGTH BOLTING – During all bolt installations and tightening operations.

☐ FABRICATORS – Not approved per International Building Code Section 1704.2.2

☐ STRUCTURAL MASONRY – During preparation of masonry wall prisms, sampling and placing of all masonry units, placement of reinforcement, inspection of grout space, immediately prior to closing of cleanouts, and during all grouting operations.

☐ WOOD CONSTRUCTION

☐ PILE FOUNDATIONS

☐ WALL PANELS AND VENEERS

☐ SPRAYED FIRE-RESISTANT MATERIALS

☐ EXTERIOR INSULATION AND FINISH SYSTEM (EIES)

☐ SOILS, SPECIAL GRADING, EXCAVATION AND FILLING – During earthwork excavations, grading and filling operations inspections.

☐ SPECIAL CASES – Work which, in the opinion of the Building Official involves unusual hazards or conditions.

☐ SMOKE CONTROL

☐ SEISMIC RESISTANCE – Per International Building Code Section 1705, 1707, etc.

2. The owner hereby certifies that the special inspector(s) named in this agreement have been engaged to perform tests and inspections, as indicated in the checklist above, during construction to satisfy all applicable portions of the International Building Code.
PART 4: DESIGNATION OF SPECIAL INSPECTION(S)

List special inspector(s) intended to be employed by the owner, include name, address and phone number for all individuals who will be doing on-site or lab work relating to the required tests and inspections.

Name: ____________________________
Address: ___________________________
City, State, Zip: ____________________
Phone Number: _____________________

Name: ____________________________
Address: ___________________________
City, State, Zip: ____________________
Phone Number: _____________________

Name: ____________________________
Address: ___________________________
City, State, Zip: ____________________
Phone Number: _____________________

Name: ____________________________
Address: ___________________________
City, State, Zip: ____________________
Phone Number: _____________________

Name: ____________________________
Address: ___________________________
City, State, Zip: ____________________
Phone Number: _____________________
PART 5: ACKNOWLEDGMENT

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

OWNER: ________________________________

BY: ___________________________ DATE: ______

CONTRACTOR: ________________________________

BY: ___________________________ DATE: ______

ARCHITECT: ________________________________

BY: ___________________________ DATE: ______

ENGINEER: ________________________________

BY: ___________________________ DATE: ______

PART 6: ACCEPTANCE BY BUILDING OFFICIAL

I accept the special inspector(s) listed in Part 4 for the purpose of performing required tests and inspections listed in Part 3 of this Agreement.

BUILDING OFFICIAL: ________________________________

BY: ___________________________ DATE: ______
SPECIAL INSPECTOR AND TESTING LAB
EMPLOYMENT ACKNOWLEDGEMENT FORM

Please complete one form for each INDIVIDUAL performing the Special Inspection or Testing work on each project.

Date: ______________________

Project Address: _________________________________________________________________

Project Name: ___________________________  Project Number: _____________

Inspection Lab or Firm Name: _______________________________________________________

Address: _______________________________  Phone: ____________________________

Name of Individual Performing Work: _____________________________________________

ICC Number: _______________________

STATEMENT OF UNDERSTANDING

I, ____________________________, hereby affirm that I have been employed by ____________________________ For a duration of (hours, days, weeks) ________________

To perform special inspections of _________________________________________________

______________________________

Individual’s Signature
SPECIAL INSPECTION PERFORMANCE REPORT
(to the Building Official)
FOR INDIVIDUAL INSPECTIONS

LOCATION OF OBSERVATION AND PERTINENT FACTS:

Project Name: ____________________________
Address: __________________________________
City/County Project No.: _____________________
Date and Time of Inspection: __________________
Size and Type of Structure: ___________________
Inspection Being Made: _______________________

☐ NO discrepancies observed
☐ Discrepancies observed and CORRECTED – Explain below
☐ Discrepancies observed and NOT corrected – FOLLOW UP REQUIRED – the Building Official MUST be IMMEDIATELY NOTIFIED of these discrepancies – Explain below

Explanation/remarks: _________________________

__________________________________________
__________________________________________
__________________________________________

☐ Further explanation, evidence (reports, photos, etc.) and the names of witnesses attached.

Special Inspector: ___________________________ Phone: ________________
Certification #: ____________________________ Type: ________________

________________________   ______________________
Special Inspector Signature Report Date

FOR USE BY BUILDING OFFICIAL

Received by: _______________________________ Date: ___________________
SPECIAL INSPECTION PERFORMANCE REPORT
(to the Building Official)
FOR CONTINUOUS INSPECTIONS

LOCATION OF OBSERVATION AND PERTINENT FACTS:

Project Name: __________________________________________________________

Address: __________________________________________________________________

City/County Project No.: ________________________________________________

Date of Inspection: _____________________________________________________

Time of Inspection: FROM: ________ TO: ________

Size and Type of Structure: ______________________________________________

Inspection Being Made: _________________________________________________

DESCRIPTION AND LOCATION OF WORK COMPLETED:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

☐ Further explanation, evidence (reports, photos, etc.) and the names of witnesses attached.

Special Inspector: ___________________________ Phone: _______________________

Certification #: _____________________________ Type: _________________________

_________________________________ Special Inspector Signature

_________________________________ Report Date

FOR USE BY BUILDING OFFICIAL

Received by: _____________________________ Date: ___________________________