

## STATEMENT OF SPECIAL INSPECTION

*This Statement of Special Inspections Agreement is for permit applicants' use on projects requiring special inspections in accordance with Chapter 17 of the International Building Code (IBC). This Statement of Special Inspections Agreement and the incorporated schedule sets forth the requirements for this Project's special inspection program.*

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Building Permit No.:** \_\_\_\_\_

**BEFORE WORK BEGINS:** Two (2) copies of this Agreement shall be completed by the Owner or the registered Design Professional in Responsible Charge acting as the Owner's agent and submitted to City of Port Townsend Development Services Division

This Agreement must reflect the Statement of Special Inspections prepared by the Registered Design Professional in Responsible Charge and submitted with the permit application. (IBC 1704.3)

**APPROVAL OF SPECIAL INSPECTORS:** Special Inspectors must be approved by the Building Official prior to performing any duties. Special Inspectors shall submit their qualifications and are subject to personal interviews for prequalification. Special Inspectors shall have no financial interest in projects for which they provide special inspections. Special Inspectors shall display appropriate identification when performing the function of Special Inspector. Special inspections and testing must meet the minimum requirements of IBC Chapter 17.

### **A. Duties and Responsibilities of the Special Inspector**

1. The Special Inspector shall review approved plans and specifications for special inspection requirements. The Special Inspector shall comply with the special inspection requirements of the Building Official found in the Statement of Special Inspections, including work and materials.
2. The Special Inspector shall notify Contractor personnel of their presence and responsibilities at the job site. They shall sign in on the appropriate form posted with the building permit.
3. The Special Inspector shall inspect all work according to the Statement of Special Inspections for compliance with the 'Building Official Approved' (stamped) plans and specifications, and the applicable provisions of the IBC Chapter 17.
4. The Special Inspector shall complete written inspection reports for each inspection visit and provide the reports on a timely basis. The Special Inspector shall furnish these reports to the Building

Official and to the Design Professional in Responsible Charge. (IBC 1704.2.4) Inspection reports should be organized and issued daily, however may be issued weekly when approved by the Building Official.

5. The Special Inspector shall bring all nonconforming items to the immediate attention of the Contractor. If any such item is not resolved in a timely manner or is about to be incorporated into the work, the Special Inspector shall immediately notify the Design Professional in Responsible Charge and the Building Official and note the item in the Special Inspector's written inspection report. (IBC Section 1704.2.4) The Special Inspector shall 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.
- Name and title of each individual notified and method of notification.
- Resolution or corrective action taken.

6. In addition to nonconforming items, the inspection reports must also include the following:

- Description of inspections and tests performed with location.
- Itemize changes authorized by the Design Professional in Responsible Charge if not included in the nonconforming items.

7. The Special Inspector shall submit a final signed report to the Building Official stating that all items requiring special inspection and testing by the Statement of Special Inspections were fulfilled and reported, and to the best of the special inspector's knowledge, conform to the approved plans and specifications. (IBC 1704.2.4) Items not in conformance, unresolved items, or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspection when continuous was required, etc.) must be specifically itemized in the final report.

## **B. Owner Responsibilities**

1. Provide name and contact information of the Special Inspector for prior approval by the Building Official. Subject to the approval of the Building Official, Special Inspectors holding current certification by the ICC in the discipline in which they will be inspecting may qualify. IAS accredited special inspection agencies providing inspections within the scope of accreditation for the disciplines to be inspected may also qualify.

2. The Owner, the Design Professional in Responsible Charge, 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.

3. Owners should consider the following when choosing Special Inspectors:

- Project size and complexity - experience with similar projects.
- Inspection staffing - sufficient qualified inspectors.
- Site location - proximity of inspection and testing facilities.

- Off-site inspection - capabilities for inspection at remote locations.

### **C. Registered Design Professional in Responsible Charge Responsibilities**

1. The Design Professional in Responsible Charge must acknowledge this Statement of Special Inspections Agreement indicating their agreement to comply with the same.
2. Submit the Statement of Special Inspections with the permit application and included on plans submitted for review. The Statement of Special Inspections must contain the following information:
  - Materials, systems, components, and work requiring special inspection or testing by the Building Official or by the Registered Design Professional responsible for each portion of the work.
  - Type and extent of each special inspection.
  - Type and extent of each test.
  - Additional requirements for special inspection or testing for seismic or wind resistance by system and component.
  - For each type of special inspection, indicate whether it will be continuous or periodic special inspection.
3. The Design Professional in Responsible Charge shall respond to Special Inspector reports of uncorrected non-complying items (discrepancies) and shall approve remedial measures.
4. Review shop drawings and submit revisions to approved plans. The Design Professional in Responsible Charge shall acknowledge and approve any shop drawings that detail structural information. The Design Professional in Responsible Charge shall submit to the Building Official and the Special Inspector written approval of any verbally approved deviations from the approved plans, and shall submit revised plans for Building Official approval. (IBC 107.3.4 and 107.4)

### **D. Contractor Responsibilities**

1. The Contractor shall submit a written statement of responsibility to the Building Official and the Owner prior to commencement of the work on the system or component. The Contractor's statement of responsibility must contain the following:
  - Acknowledgement of this Agreement and the special inspection requirements contained in the Statement of Special Inspections.
  - Acknowledgement that control will be exercised to obtain compliance with the construction documents approved by the Building Official.
  - Procedures for exercising control within the Contractor's organization, for the method and frequency of reporting, and for distribution of the associated reports.
  - Identification and qualifications of the person(s) exercising the required controls, and their position(s) in the organization.

**2. Job site protocol for special inspections:**

- Advance notice shall be provided so that the Special Inspector has adequate time to become familiar with the project.
- The Contractor is responsible for providing the Special Inspector with access to approved plans.
- The Contractor is responsible for retaining, at the job site, all special inspection records submitted by the Special Inspector and providing these records for review to the City Building Inspector upon request.

**E. Building Official Responsibilities**

1. Review submittal documents for compliance with special inspection requirements as outlined in the Statement of Special Inspections. The Building Official is charged with the legal authority to review the plans, specifications, special inspection program, and other submittal documents for compliance with code requirements.
2. Approve fabricators used for building components installed on site.
3. The Building Official is responsible for approving the special inspection program submitted by the Design Professional in Responsible Charge (IBC 107.1) and may require a pre-construction conference to review the program with all applicable members of the construction team. The Building Official will monitor the special inspection activities at the job site to ensure that qualified Special Inspectors are performing their duties when work requiring special inspection is in progress.
4. The Building Official has the authority to stop work at the job site.
5. There are certain points in the construction and inspection process where work shall not proceed until the Building Official has approved the work.
6. The Building Official receives and reviews special inspection reports and final reports for compliance with the approved plans, specifications, and workmanship provisions of the code.
7. Perform final inspection and issue final inspection report.

## ACKNOWLEDGMENTS

I have read, and agree to comply with, the terms and conditions of this document:

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registered Design Professional in Responsible Charge: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Special Inspector/Special Inspection Firm: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ACCEPTED BY THE BUILDING OFFICIAL: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_