



# *Lander County Building & Planning Department*

## **SPECIAL INSPECTION AND TESTING AGREEMENT**

PROJECT NAME \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_

PERMIT NUMBER \_\_\_\_\_

DATE RECEIVED STAMP

### **Instructions:**

**BEFORE A PERMIT CAN BE ISSUED:** The owner, the engineer, or architect of record, acting as the owner's agent, shall complete two (2) copies of this agreement and the attached Special- inspection and Testing Schedule, including the required acknowledgments. 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 building division prior to performing any duties. Special inspectors shall submit their qualifications and are subject to personal interviews for pre-qualification. 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 minimum requirements of the International Building Code Section 1704. The following conditions are also applicable:

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

1. **Signify presence at Job Site.** Special inspectors should notify contractor personnel of their presence and responsibilities at the job site. If required by building official, they shall sign in on the appropriate form posted with building permit.
2. **Observe assigned work.** The special inspector shall observe assigned work for conformance with building division approved (stamped) design drawing and specifications and applicable workmanship provisions of the Uniform Building Code. Architect/ Engineer-revised shop drawing may be used only as an aid to inspection.

For continuous special inspections, the special inspector shall be on site at all times observing the work requiring special inspection. Periodic inspection, if any, must have prior approval based on separate written plan reviewed and approved by the building division and the engineer or record.

3. **Report nonconforming item.** 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 division by telephone or in person, notify the engineer or architect, and post a discrepancy notice.
4. **Provide timely reports.** The special inspector should complete written inspection report for each inspection visit and provide the report on a timely basis determined by the building official. The special inspector or inspection agency shall furnish these reports directly to the building official, engineer or architect of record, and others as designated. These reports should be organized on a daily format and may be submitted weekly at the option of the building official. These reports should include:
  - a. Description of daily inspection and tests made with applicable locations,
  - b. Listing of all nonconforming items were resolved or unresolved as applicable,
  - c. Report on how nonconforming items were resolved or unresolved as applicable,
  - d. Itemized changes authorized by the architect, engineer, and building official if not included in nonconforming items.
5. **Submit final report.** The special inspector or inspection agency shall submit a final signed report to the building official stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with approved design drawings, specification, approved change orders, and applicable workmanship provision of the Uniform Building Code. Items on the conformance, unresolved items, or any discrepancies in inspection coverage (i.e. missed inspection, periodic inspections when continuous inspection were required, etc.) shall be specifically itemized in the report.

**B. Owner Responsibilities:**

1. The project owner, the engineer or architect of record or an agent of the owner is responsible for employing special inspection services. The special inspector/ agency shall not be in the employ of the contractor, subcontractor or material supplier. (IBC Sec. 1704.1) In the case if

an owner/ contractor, the special inspector/ agency shall be employed as specified by building official.

2. The project owner/ agent hereby agrees that he/she shall not terminate his/her contract for special inspection services with the below name firm until he/she has obtained the services of another inspection firm and submitted a new Special Inspection Agreement Form for approval and acceptance by the building official.

**C. Engineer or Architect of Record Responsibilities:**

1. **Prepare special inspection program.** The Engineer or architect of record shall list the items for which special inspection is required; and shall indicate any items for which IBC or building official approves periodic inspection and the frequency of such inspection.
2. **Respond to field discrepancies.** The engineer or architect of record shall respond to uncorrected field discrepancies in design, material, or workmanship observed by the special inspector.
3. **Review shop drawings and submit design changes.** The engineer or architect of record shall acknowledge and approve shop drawings that may detail structural information, shall submit to the special inspection agency written approval of any verbally approved deviation from the approved plans, and shall submit revised plans for the building official as required.

**D. Contractor Responsibilities:**

1. **Notify the special inspector.** The contractor is responsible for notifying the special inspection agency regarding individual inspections for items listed on the attached schedule and as a noted on the building department approved plans. Adequate notice shall be provided so 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.
3. **Retain special inspection record.** Upon request, the contractor is also responsible for retaining at the job site all special inspection records completed by the special inspector.

**E. Building Division Responsibilities:**

- a. **Approved special inspection program.** The building division shall approve all special inspectors and special requirements.
- b. **Enforce special inspection.** Work required special inspection and performance of special inspectors shall be monitored by the building inspector. His/her approval, in addition to that of the special inspector, must be obtained prior to placement of concrete, covering of structural steel, or other similar activities.
- c. **Review inspection reports.** The building official should review special inspection progress and final reports.
- d. **Perform final inspection.** The building official should perform the final inspection and approval for a project (IBC Sec. 109.3.10) after the final special inspection report has been reviewed and approved. The building official may issue a certificate of occupancy after all special inspection report and the final report have been submitted and accepted.

## ACKNOWLEDGMENTS

I HAVE READ AND AGREE TO COMPLY WITH THE TERMS AND CONDITION  
OF THE AREEMENT.

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**Owner:** (print name and title)

(Signature and date)

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**Project Engineer/ Architect:** (print name and title)

(Signature and date)

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**Solar Engineer:** (print name and title)

(Signature and date)

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**Contractor:** (print name and title)

(Signature and date)

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**Special Inspection Agency:** (print name and title)

(Signature and date)

## ACCEPTED FOR BUILDING DIVISION

By: (printed name): \_\_\_\_\_

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

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

**REGISTERED PROFESSIONAL SPECIAL INSPECTION  
AGENCY QUILIFICATION FORM**

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

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

**STATEMENT OF UNDERSTANDING**

I, \_\_\_\_\_  
(Print name of Registered Professional)

Herby affirm that I have been employed by \_\_\_\_\_  
\_\_\_\_\_  
(Name of Special Inspection Agency)

\_\_\_\_\_  
\_\_\_\_\_  
(Address, city, state and zip code and telephone number)

To supervise the performance of special inspection at the above stated project and that I am aware that in supervision this inspection, I am acting as an agent for the jurisdiction and responsible to the Building Official. I am aware that my duties include assurance of compliance with approved (stamped) plans, specification, the International Building Code and local ordinances and recognized construction practices which do not conflict with any of the aforementioned documents. I will submit written report to the Building Official as required.

\_\_\_\_\_  
(Registered Professional Signature)  
(Affix professional wet seal and date)

# INDIVIDUAL SPECIAL INSPECTOR QUALIFICATION

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

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

**Each special inspector shall complete this form and enclose photocopy of the current special inspection pocket certificate card(s) for each inspection category desired.**

I, \_\_\_\_\_

(Print name of Registered Professional)

Herby affirm that I have been employed by \_\_\_\_\_

\_\_\_\_\_  
(Name of Special Inspection Agency)

\_\_\_\_\_  
\_\_\_\_\_  
(Address, city, state and zip code and telephone number)

To perform special inspection at the above state project and that I am aware that in supervising this inspection, I am acting as an agent for the jurisdiction and responsible to the Building Official. I am aware that my duties include assurance of compliance with the approved (stamped) plans, specification, the International Building Code and local ordinances and recognized construction practices which do not conflict with any of the aforementioned documents. I will submit written reports to the Building Official as required.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Structural Masonry \_\_\_\_\_

ICC (certificate no.)

\_\_\_\_\_  
(Expiration date)

Structural Steel & Welding \_\_\_\_\_

ICC (certificate no.)

\_\_\_\_\_  
(Expiration date)

Spray- Applied Fireproofing \_\_\_\_\_

ICC (certificate no.)

\_\_\_\_\_  
(Expiration date)

Reinforced Concrete \_\_\_\_\_

ICC (certificate no.)

\_\_\_\_\_  
(Expiration date)

Pre-stressed Concrete \_\_\_\_\_

ICC (certificate no.)

\_\_\_\_\_  
(Expiration date)

## TASK LIST FOR SPECIAL INSPECTORS

### A. General requirements [for all inspection disciplines]

Includes the general duties and responsibilities of the inspector as follows: Review approved plans and specification for special- inspection requirements. Comply with special- inspection requirements of the enforcing jurisdiction. Notify the contractor of deviations from approved plans and specifications. If the deviations are uncorrected, notify architect or engineer of record and building official. Submit progress reports to the architect or engineer of record and building official, describing tests which were performed and compliance of work. Submit final summary report stating whether work requiring special inspection was in conformance with the approved plans and applicable provision of the building code.

### B. Reinforced Concrete

#### 1. General Requirements [See item A above]

#### 2. Concrete Quality

Verify that individual batch tickets indicate delivery of the approved mix as specified. Verify time limits of mixing, total water added, and proper consistency and workability for placement. Determine the required type, quantity and frequency of test to be performed on fresh and hardened concrete. Observe sampling of concrete, field testing of fresh concrete and making of and test specimens. Provide or arrange for proper specimen identification, site storage, protection, and transportation to the testing laboratory. Provide or arrange for communication of field-testing results to the architect or engineer of record and to the building official.

#### 3. Reinforcement

Verify that reinforcing steels are of the type, grade, and size specified and are in conformance with acceptable quality standards. Ensure that reinforcing steel is free of oil, dirt, and rust, and that steel is properly coated and/or sheathed as specified. Verify that reinforcing steels are located within acceptable tolerances, and are adequately supported and secured to prevent displacement during concrete placement. Verify that minimum concrete cover is provided. Verify that placement of reinforcing steel (or ducts) complies with required spacing, profile and quantity requirements, as indicated by both the approved plans installation drawings. Verify that hooks, bends, ties, stirrups, and supplemental reinforcements are fabricated and placed as specified. Verify proper installation of approved mechanical connections per the manufacturer's instruction and/or evaluation reports. Ensure that all welds of reinforcing steel and weldments are as specified, and have been inspected and approved by and approved welding inspector.

**4. Formwork, Joints and Embeds**

Verify that formwork will provide concrete elements of the specified size and shape. Verify that the location and preparation of construction joints are on accordance with the approved plans, specification and building code requirements. Verify that the type, quantity, size, spacing, and location of embedded items are specified.

**5. Concrete Placement, Protection and Curing.**

Verify acceptable condition of the place of deposit before concrete is placed. Verify that methods of conveying and depositing concrete avoid contamination and segregation of the mix. Verify that concrete is being properly consolidated during placement. Verify that concrete is protected from temperature extremes determine that proper curing is initiated.

**C. Restressed Concrete** [All items listed above under Reinforced Concrete are considered prerequisite to the knowledge for special in section of pre-stressed concrete.]

**1. General requirements** [see item A above]

**2. Concrete Quality.**

Includes verification concrete ingredients, delivery of the approved mix, mix-time limits and water content; determination of the required type, quantity and frequency of tests to be performed; sampling and field test of fresh concrete; making and handling for the test specimens; and verification of on concrete strength prior to tendon stressing.

**3. Reinforcement**

Includes verification of pre-stressing steel type, grade, size and quality; tendon system fabrication; pre-stressing steel condition; location and placement of pre-stressing steel, tendons, or ducts; fabrication and placement of hooks, bends, toes, stirrups and supplemental reinforcements and lap slices, proper installation of mechanical connection , weldments and rock, and soil anchors.

**4. Pre-stressing and Grouting**

Include inspection for proper equipment calibration, stressing/tensioning sequence, jacking forces, and acceptable elongations; requirements for protection of tendons and anchorages; size and placement of post-stressing ducts; and compliance with specifications for grout material, strengths and grouting pressures.



**5. Formwork, Joist and Embeds**

Verification that formwork will provide concrete elements of specified size and shape; location and preparation of construction joist are as specified and comply with the building code; and the type, quantity, size, spacing, and location of embedded items are as specified.

**6. Concrete Placemen, Protection and Curing**

Includes verification of acceptable replacement conditions; methods of conveying and depositing concrete to avoid contamination and segregation of the mix; concrete is being properly consolidation during placement; concrete is protected for temperature extremes; and proper curing is initiated.

**D. Structural Masonry**

**1. General Requirements** [See items A above]

**2. Masonry Quality**

Verification that masonry materials are the type specified; mortar and grout are properly mixed, placed within time limits and properly stored; masonry unit prism strength meets specifications and that appropriate type and frequency of material strengths tests are performed; and field testing and sampling are observed and samples are correctly identified, stored, protected and transported to the laboratory.

**3. Reinforcement**

Inspects to ensure quality, tolerance, clearances, placement, spacing and quantity of reinforcing steel comply with codes and specifications; verifies reinforcement details are fabricated and placed as specified; and verifies approved lap splices are installed as specified.

**4. Masonry Placement**

Includes substrate condition, mortar joints, masonry unit placement per approved plans; type, quantity, size, spacing and location of embedded items; weldment inspection; location and preparation of construction joints; and protection of masonry from temperature extremes and adverse weather conditions.

**5. Grout Placement**

Inspection of grout spaces prior to placement, provision of cleanouts, masonry unit condition; utilization of proper methods of conveying and depositing grout; grout lift and time limit requirements and adequate consolidation of grout.

**E. Structural Steel and Welding**

**1. General Requirements** [See item A above]

**2. Material Sampling, Testing and Verification**

Includes identification and inspection of structural steel and welding materials; determination of type, quantity and frequency of destructive and non-destructive tests to be performed; and sampling.

**3. High-strength Bolting**

Verification that faying surfaces at connection utilizing high-strength bolts are in compliance with applicable standards; correct type, size and location of bolts and bolt holes, nuts and washers are specified for type of connection; bolts are installed using approved method and sequence of tightening; and bolt tension test are performed per applicable standards.

**4. Structural, Reinforcing and Steel Welding**

Verify that structural steel erection sequences tolerances, orientation and frame member sizes comply with plans and specification; column base plates are seated and fastened correctly; and specified clearance is provided for grouting.

**5. Erection (plan review)**

Verify that structural steel erection sequences tolerances, orientation and frame member sizes comply with plans and specifications; column base plates are seated and fastened correctly; and specified clearance is provided for grouting.

**F. Spray-Applied Fireproofing**

**1. General Requirements** [see item A above]

**2. Materials, Preparation, Application and Testing**

Verification that materials are type, specified, properly stored and approved; verification that the substrate has been properly prepared and free of conditions that may prevent adhesion; identification of members to be fireproofed. The minimum required tests and observation of sampling, field testing and fabrication of test specimens.



# SPECIAL INSPECTION AND TESTING

**1. Concrete**

- Continuous placement inspection
- Exception \_\_\_\_\_
- \_\_\_\_\_ Cylinders per \_\_\_\_\_ CY
- Test: \_\_\_\_\_ @7 \_\_\_\_\_ @28 \_\_\_\_\_ Hold

**2. Bolts installed in concrete**

- All Bolts
- Location \_\_\_\_\_

**3. Special moment-resisting concrete frame**

- As indicated
- Location \_\_\_\_\_

**4. Reinforcing steel and pre-stressing tendons**

- Placements inspection
- Stressing and grouting of tendons

**5. Structural Welding**

- Periodic visual inspection*
- Single pass fillet welds <5/16"
  - Steel deck
  - Welded studs
  - Cold formed studs and joists
  - Stair and railing system
  - Reinforcing steel

- Special moment-resisting frames:*
- UT all CJP groove welds
  - UT all CJP groove welds > 5/16"
  - UT all PP groove welds in column splices
  - UT all PP groove welds in column splices >3/4"
  - Column flanges at beam flange welds
  - NDT rate reduction per IBC 1708.4 applies
  - Other \_\_\_\_\_

**6. High-strength bolting**

- Snug tight:  All  As indicated
- Full Pretension  All  As indicated

**7. Structural masonry**  $f'_m =$  \_\_\_\_\_, Stresses \_\_\_\_\_

- Verification of  $f'_m$ :  Prism Tests  
 Prism test record  
 Unit strength

- Continuous inspection
  - Periodic inspection \_\_\_\_\_
- |        |                          |                          |
|--------|--------------------------|--------------------------|
| Test:  | Before                   | During                   |
| Prisms | <input type="checkbox"/> | <input type="checkbox"/> |
| Units  | <input type="checkbox"/> | <input type="checkbox"/> |
| Grout  | <input type="checkbox"/> | <input type="checkbox"/> |
| Mortar | <input type="checkbox"/> | <input type="checkbox"/> |

**8. Reinforced gypsum concrete**

- Continuous inspection of mixing and placement
- Periodic inspection \_\_\_\_\_
- Strength testing \_\_\_\_\_

**9. Insulating concrete fill**

- period inspection \_\_\_\_\_
- Strength testing \_\_\_\_\_

**10. Spray-applied fire-resistive materials**

- Periodic inspection \_\_\_\_\_
- Testing per IBC 174.11.5 and ASTM E736

**11. Piling, drilled pier and caisson**

	Continuous	Periodic
Pile driving	<input type="checkbox"/>	<input type="checkbox"/>
Drilling	<input type="checkbox"/>	<input type="checkbox"/>
Testing	<input type="checkbox"/>	<input type="checkbox"/>

**12. Shotcrete**

- Continuous placement inspection
  - Pre-construction panel
  - In-place cores
- Strength testing:**
- Test Panel
  - In-place cores

**13. Special grading, excavation and filling**

- Periodic inspection
- Subgrade test \_\_\_\_\_
- Compaction tests
- Verify bearing strata \_\_\_\_\_

**14. Smoke control system**

- Periodic inspection during ductwork erection
- During system testing

**15. Special Cases**

- Shear wall/ diaphragm nailing
- Anchorage to existing concrete/ masonry**
- Installing inspection
- Proof load testing
- Shoring
- Under pinning

**16. Other specific(s) Notes:**

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