



Special Inspection and Testing Agreement Instructions

Applications for building permits requiring special inspections per Chapter 17 of the 2024 International Building Code (IBC) must complete the attached agreement form and certificate prior to the issuance of building permits.

- The project owner, architect or engineer of record, contractor, and special inspector or firm must sign and date the agreement where indicated. Designated special inspectors shall provide evidence of qualifications and should carry approved identification at all times when performing special inspections.
- The owner, architect or engineer of record, acting as the owner's agent, shall complete the Special Inspection Certificate form including the required seals and signatures.

Approval of Special Inspections: Each special inspector shall be approved by the Building Safety Division prior to performing any duties. Each special inspector shall submit his/her qualifications to the Building Safety Division and is subject to a personal interview for pre-qualification. Special inspectors shall possess approved identification when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of the 2024 IBC, Chapter 17. The following conditions are also applicable:

A. Special Inspector Responsibilities

1. Observe Work

The special inspector shall observe the work for conformance with the Building Safety Division approved design drawings and specifications and applicable workmanship provisions of the IBC. Architect/Engineer reviewed shop drawings and/or placement drawings may be used only as an aid to be inspected. Special inspections are to be performed on a continuous basis, meaning that the special inspector is on site in the general area at all times observing the work requiring special inspection. Periodic inspections, must have prior approval by the Building Safety Division based on a separate written plan reviewed and approved by the Building Safety Division and the architect or engineer of record.

2. Report Nonconforming Items

The special inspector shall bring nonconforming items to the immediate attention of the contractor and note all such items in a 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 Safety Division by telephone or in person, notify the

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architect or engineer of record, and post a discrepancy notice.

3. Furnish Daily Reports

All special inspectors shall complete and sign both the special inspection record and the daily inspection report form. The records and reports are to remain at the jobsite with the contractor for review by the Building Safety Division's inspector.

4. Furnish Weekly Reports

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Safety Division, architect or engineer of record, and others as designated. Proposed changes to the approved plans must be submitted to the Building Safety Division before the work can be covered and must bear an original seal/signature of the architect or engineer of record. The weekly reports must include the following:

- Description of daily inspections and tests made with applicable locations;
- List of all nonconforming items and report on how nonconforming items were resolved or unresolved as applicable;
- Itemized changes authorized by the architect or engineer of record and the Building Safety Division, if not included in the list of nonconforming items.

5. Furnish Final Report

The special inspector or inspection agency shall submit a final signed report to the Building Safety Division and the architect or engineer of record noting all items requiring special inspections and testing were fulfilled, reported, and to the best of his/her knowledge in conformance with the approved design drawings, specifications, change orders, and the applicable workmanship provisions of the IBC. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

B. Contractor Responsibilities

1. Notify the Special Inspector

The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule and as noted on the Building Safety Division approved plan. Adequate notice shall be provided so that 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 at the jobsite.

3. Retain Special Inspection Records

The contractor is responsible for retaining all special inspection records submitted by the special inspector at the jobsite and providing these records for review to the Building Safety inspector upon request.

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C. Building Safety Division Responsibilities

1. Approve Special Inspection

The Building Safety Division shall approve all special inspectors and special inspection requirements.

2. Monitor Special Inspection

Work requiring special inspections and the performance of special inspectors shall be monitored by the Building Safety inspector. His/her approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

3. Issue Certificate of Occupancy

The Building Safety Division may issue a Certificate of Occupancy only after all special inspection reports and the final report have been submitted and accepted.



Building Permit Number: _____

Project Name: _____

Project Address: _____

Acknowledgements

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

Owner:

_____	_____
Print Name	Signature

Contractor:

_____	_____
Print Name	Signature

Special Inspector or Inspection Agency:

_____	_____
Print Name	Signature

Project Architect or Engineer:

_____	_____
Print Name	Signature

Accepted for the Building Safety Division:

_____	_____
Name and Title	Date



Special Inspection Certificate Instructions

- **Certificate of Inspection by Owner/Agent:** The project owner or owner's agent is to identify the project architect, engineer, and general contractor and sign the form.
- **Special Inspection Responsibility Certificate:** The project owner, architect or engineer of record is to designate the special inspection firm and individuals performing the special inspections. In the space provided seal, sign, and date the form, as applicable. This section is not to be completed by the special inspection firm.
- **Certificate of Compliance:** The last section is to be completed by the project owner, architect or engineer of record at the completion of the project. In the space provided, seal, sign, and date the form. Provide to the Building Safety inspector at the final inspection for the project.

Provide the Special Inspection Certificate with original seal and signature to the Building Safety Division prior to permit issuance.

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Special Inspection Certificate

Project Name:		Date:	
Project Address:		Permit Number:	
Special Inspection Type:			
☐ Special Grading, Excavating, and Filling ☐ Bolts in Concrete ☐ Concrete ☐ Expansion – Epoxy Anchors ☐ Insulating Concrete Fill ☐ Pilings, Drilled Piers, and Caissons ☐ Reinforced Gypsum Concrete ☐ Reinforcing and Pre-stressing Concrete Tendons ☐ Shotcrete ☐ Ductile Moment – Resisting Concrete Frame ☐ Structural Masonry ☐ Reinforcing Steel ☐ Structural Wood	☐ Structural Steel ☐ High Strength Bolting ☐ Structural Welding ☐ Spray Applied Fireproofing ☐ Medical Gas – Vacuum Lines ☐ EIFS – Exterior Insulation and Finish System ☐ Type I Grease Duct Wrap ☐ Fire Resistant Penetrations and Joints ☐ Electric Service Entrance 1000 AMPS or greater (UL-891) Potential Test ☐ Ground-Fault Protection of Equipment ☐ Smoke Control System ☐ Special Cases ☐ Other:		
Certificate of Inspection by Owner/Agent:			
Per the International Building Code (IBC), Chapter 17, certain aspects of the proposed construction work are to receive special inspection, by the Architect, Engineer or Special Inspector employed by me. I certify that the construction described on this form will receive such special inspection.			
Project Architect (print name):		Project Contractor (print name) :	
Project Engineer (print name):		Owner/Agent (print and sign name):	
Special Inspection Responsibility Certificate:			
I certify that I am familiar with the design of the above named project and in accordance with IBC Chapter 17. I do hereby assume full responsibility for designating the special inspectors and reviewing special inspection reports as listed above. Inspection reports will be filed with the Building Safety Division as required under IBC, Sec. 1704.2.4. The following individual(s) will be field inspector(s) and will be present at the job site to render a full, complete, and competent special inspection.			
Qualified Special Inspector Name - One per line	Specialty	Seal and Signature	
Certificate of Compliance:		Seal and Signature	
I certify to the best of my knowledge that the design requirements of the approved construction documents for which special inspections were required have been complied with. A guarantee that the project contractor has fulfilled his contractual obligation is neither intended nor implied.			
Architect, Engineer, or Owner Responsible for Special Inspection: Print and Sign Date			

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