

SPECIAL INSPECTION AND TESTING AGREEMENT

Community Development Department

City of Stanwood • 10220 270th St NW • Stanwood, WA 98292 •

Phone (360) 629-2181

In accordance with the International Building Code (IBC) Chapter 17, where application is made for construction as described in this section, the Owner or the Licensed Design Professional responsible for, and acting as the owner's agent, shall employ one or more Special Inspectors to provide inspections during construction.

Property Address: _____	
Lot #: _____	Parcel ID No.: _____ Subdivision: _____
Project Description: _____	
Primary Contact: ☐ Owner ☐ Architect ☐ Engineer ☐ Contractor	
Owner Name: _____	Office No.: _____
Email Address: _____	Cell No.: _____
Mailing Address: _____	City: _____ State: _____ Zip: _____
Architect Name: _____ Office No.: _____	
Email Address: _____	Cell No.: _____
Mailing Address: _____	City: _____ State: _____ Zip: _____
Professional License Number: _____	Expiration Date: _____
Engineer Name: _____ Office No.: _____	
Email Address: _____	Cell No.: _____
Mailing Address: _____	City: _____ State: _____ Zip: _____
Professional License Number: _____	Expiration Date: _____
Contractor Name: _____ Office No.: _____	
Email Address: _____	Cell No.: _____
Mailing Address: _____	City: _____ State: _____ Zip: _____
L&I Contractor License Number: _____	Expiration Date: _____

Before a permit can be issued: The owner, Architect, or Engineer of record acting as the owner's agent, shall complete this agreement, including the required acknowledgements, and attach structural tests and inspection schedule(s). A pre-construction conference with the parties involved may be required to review the special inspection requirements and procedures.

SPECIAL INSPECTION AND TESTING SHALL MEET THE MINIMUM REQUIREMENTS OF THE 2018 IBC. THE FOLLOWING CONDITIONS ARE ALSO APPLICABLE:

1. **Duties and Responsibilities of the Special Inspector:**
 - a. **Observe Work:** The Special Inspector shall observe the work for conformance with the City of Stanwood on approved (stamped) design drawings, specifications, and applicable workmanship provisions of the IBC. The Architect/Engineer-reviewed shop drawings and/or project drawings may be used only as an aid to inspection.
 - b. **Report Non-Conforming Items:** The Special Inspector shall bring non-conforming items to the 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 City of Stanwood by telephone or in person and notify the project Architect or Engineer.
 - c. **Furnish Daily Reports:** Each Special Inspector shall complete and sign an inspection report for each day's inspections to remain at the job site with the contractor for review by the City of Stanwood.
 - d. **Furnish Weekly Reports:** the Special Inspector or Agency shall furnish weekly reports of tests and inspections directly to the City of Stanwood, project Architect/Engineer, and others as designated. These reports must include the following:
 - i. Description of daily inspections and tests made, with applicable locations.
 - ii. Listing of all non-conforming items.
 - iii. Report on how non-conforming items were resolved or unresolved, as applicable.
 - iv. Itemize all changes authorized by the Architect/Engineer of Record and City of Stanwood if not included in non-conformance items.
 - e. **Furnish Final Report:** The Special Inspector or Inspection Agency shall submit a final signed report to the City of Stanwood stating that all items requiring special inspection and testing were fulfilled and reported, and to the best of their knowledge, in conformance with the approved design drawings, specifications, approved 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 inspection was required, etc.) shall be specifically itemized in this report.
2. **Contractor Responsibilities**
 - a. **Notify the Special Inspector:** The Contractor is responsible for notifying the Special Inspector or Agency regarding individual inspection items on the summary schedule *and* as noted on the City of Stanwood approved plans as specified by the Architect and/or Engineer of record.
 - b. **Provide Access to Approved Plans:** The Contractor is responsible for providing the Special Inspector access to approved plans at the job site.

- c. **Retain Special Inspection Records:** The Contractor is also responsible for retaining at the job site all Special Inspection records submitted by the Special Inspector and providing these records for review by the City of Stanwood, upon request.
- 3. **City of Stanwood**
 - a. **Approve Special Inspector:** The City of Stanwood shall approve all Special Inspectors prior to performing any inspection.
 - b. **Monitor Special Inspection:** Work requiring special inspection and the performance of Special Inspectors shall be monitored by the City of Stanwood. Their approval must be obtained prior to placement of concrete or similar activities in addition to that of the Special Inspector.
- 4. **Owner Responsibilities**
 - a. **Funding:** The project owner or the Architect or Engineer of record acting as the owner's agent shall fund the Special Inspection Services.
- 5. **Architect or Engineer of Record Responsibilities**
 - a. **Drawings:** The Architect or Engineer of record shall include special inspection requirements on the design drawings and specifications.
 - b. **Schedule Inspections:** Provide a summary schedule of required inspections which would outline frequency of inspections for items which may require multiple inspections that may include but are not limited to concrete and grout testing, compaction, testing of backfill and/or roadbeds as recommended by the geo-tech engineer, and structural welding as work progresses.
- 6. **Indicate items requiring special inspection, structural testing or structural observations by checking the appropriate box:**
 - ☐ STRUCTURAL STEEL (IBC 1705.2.1 & 1705.12.1)
 - ☐ STEEL CONSTRUCTION OTHER THAN STRUCTURAL STEEL (IBC 1705.2.2)
 - ☐ CONCRETE CONSTRUCTION (IBC 1705.3)
 - ☐ MASONRY CONSTRUCTION (IBC 1705.4)
 - ☐ WOOD CONSTRUCTION (IBC 1705.5, 1705.11.1, & 1705.12.2)
 - ☐ SOILS CONSTRUCTION (IBC 1705.6)
 - ☐ DRIVEN DEEP FOUNDATIONS (IBC 1705.7)
 - ☐ CAST-IN-PLACE DEEP FOUNDATIONS (IBC 1705.8)
 - ☐ HELICAL PILE FOUNDATIONS (IBC 1705.9)
 - ☐ SPRAYED FIRE-RESISTANT MATERIALS (IBC 1705.14)
 - ☐ MASTIC AND INTUMESCENT FIRE-RESISTANT COATINGS (IBC 1705.15)
 - ☐ EXTERIOR INSULATION AND FINISH SYSTEMS (EIFS) (IBC 1705.16)
 - ☐ FIRE-RESISTANT PENETRATIONS AND JOINTS (IBC 1705.17)
(Only required for high-rise buildings or those assigned to Risk Category III or IV per IBC Table 1604.5)
 - ☐ SMOKE CONTROL (IBC 1705.18)
 - ☐ ARCHITECTURAL COMPONENTS (IBC 1705.12.5)
(Only required for buildings located within Seismic Design Category D, E, or F)

- ☐ PLUMBING, MECHANICAL & ELECTRICAL COMPONENTS (IBC 1705.12.6)
(Only required for buildings located within Seismic Design Category C, D, E, or F)
- ☐ SEISMICALLY ISOLATED SYSTEMS (IBC 1705.12.8)
(Material alternatives or unusual design applications)
- ☐ SPECIAL CASES (IBC 1705.1.1)
- ☐ MISCELLANEOUS AREA
(These inspections may be recommended by the Architect/Engineer and are to be approved by the Building Department)

Acknowledgements

I HAVE READ AND AGREE TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS AGREEMENT *(Attach more sheets for signatures if necessary)*

Owner Name:	Date:
Signature:	

Contractor Name:	Date:
Signature:	

☐ Submit written statement of responsibility in accordance with IBC Section 1704.4

Special Inspector Company Name	Date:
Address:	

- ☐ Submit WABO certification for special inspection agency and inspectors, (or)
- ☐ Submit Special Inspection Agency documentation for Building Official approval.

Architect/Engineer of Record:	Date:
Signature:	

If used:

Structural Observer:	Date:
Signature:	

☐ Structural Observations required in accordance with IBC Section 1704.6