

# Special Inspection & Testing Agreement

## Community and Economic Development Department

420 College Street SE, Lacey, WA 98503

Phone: (360) 491-5642

Email: [build@cityoflacey.org](mailto:build@cityoflacey.org)



### Before you Begin

Prior to issuance of a permit, this form must be completed in its entirety and returned to the City for approval. The completed form must have the original signatures of acknowledgement of all parties.

For questions, contact the Community and Economic Development Department at (360) 491-5642.

### Step 1: Applicant Information

Permit #: \_\_\_\_\_  
Project: \_\_\_\_\_  
Address: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Architect: \_\_\_\_\_  
Engineer: \_\_\_\_\_  
Contractor: \_\_\_\_\_

### Step 2: Duties and Responsibilities

#### Special Inspection Firm and Special Inspectors:

Special Inspection Firm: \_\_\_\_\_

The Special Inspection firm will perform special inspection for the following types of work (separate forms must be submitted if more than one firm is to be employed):

- ☐ Reinforced Concrete ☐ Bolting in Concrete ☐ Pre-stressed Concrete  
☐ Shotcrete ☐ Structural Masonry ☐ Structural Steel & Welding  
☐ High-Strength Bolting ☐ Spray-Applied Fireproofing ☐ Smoke-Control Systems ☐ Grading ☐ Other: \_\_\_\_\_

\*Grading does not require WABO certification.

All individual inspectors to be employed on this project will be WABO certified for the type of inspection they are to perform. If inspection is for work that is not covered by the WABO categories, a detailed resume of the inspector and firm must be submitted. The resume must show the inspector and firm are qualified to perform the work and testing required by the project design and specifications.

The work shall be inspected for conformance with the plans and specifications approved by the City. Revisions and addenda sheets will not be used for inspection unless they have been approved by the city. The special inspector shall report to the City on any revisions that are not approved.

A daily record will be maintained on site itemizing the inspections performed, for the review of all parties. Any nonconforming items shall be brought to the immediate attention of the contractor for resolution. A weekly report shall be submitted to the City; detailing the inspections and testing performed, listing any nonconforming items and resolution of nonconforming items. Unresolved nonconforming items will be detailed on a discrepancy report and presented to the Building department.

A final report shall be submitted to the Building department prior to the Certificate of Occupancy being issued. This report will indicate that inspection and testing was completed in conformance with the approved plans, specifications and approved revisions or addenda. Any unresolved discrepancies must be detailed in the final report.

The special inspector and special inspection firm serve in the role as "deputy" City of Lacey inspectors and as such are responsible to the City of Lacey Building Department in the performance of the required work.

**Contractor:**

The contractor shall provide the special inspector or agency adequate notification of work requiring inspection.

The city approved plans and specifications must be made available at the job site for the use of the special inspector and the city inspector. The contractor shall maintain all daily inspection reports, on site, for review.

The special inspection functions are considered to be in addition to the normal inspections performed by the city and the contractor is responsible for contracting the City to schedule regular inspections. No concrete shall be poured or other work covered until approval is given by the city inspector.

**Building Department:**

The building department shall review any revisions and addenda. Approved copies will be given to the contractor to maintain as part of the approved plan set.

The city inspector will monitor the special inspection functions for compliance with the agreement and the approved plans.

The city inspector shall be responsible for approving various stages of construction to be covered and work to proceed.

**Design Professionals:**

The architect and engineer will clearly indicate on the plans and specifications for the specific types of special inspection required and shall include a schedule for inspection and testing. The architect and engineer will coordinate their revision and addenda process in such a way as to insure all required city approvals are obtained, prior to work shown on the revisions being performed.

**Owner:**

The project owner, or the architect or engineer acting as the owners agent, shall employ the special inspector or agency.

**Enforcement:**

A failure of the special inspector or firm to perform in keeping the requirements of the IBC, the approved plans and this document may void this agreement and the Building Officials approval of the special inspector. In such a case a new special inspector and/or firm would need to be proposed for approval. A failure of the design and/or construction parties to perform in accordance with this agreement may result in a STOP WORK notice being posted on the project, until nonconforming items have been resolved.

**Step 4: Acknowledgements**

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

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

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

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

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

Special Inspector or Inspection Agency: \_\_\_\_\_ Date: \_\_\_\_\_

**Accepted for the City of Lacey Building Department**

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