

SPECIAL INSPECTION AGREEMENT

BUILDING DIVISION

(REV. 04/15/26)

Owner and Owner's Representative Responsibilities

Under Chapter 17 of the International Building Code (IBC), the owner, or registered design professional in responsible charge acting as the owner's agent, is required to hire an independent testing and/or inspection agency to perform the required Special Inspections.

The design professional shall prepare this form and submit it to the building division at the time of building permit application. The preparer must submit the type and extent of each special inspection to be performed, along with the name and qualifications of the individual(s) assigned to the project. The inspectors assigned to any project within the City of Missoula must be currently registered with the building division and certified for the tasks assigned; [see minimum qualifications and list of Approved Special Inspectors](#). After the permit is issued, a pre-construction meeting with the parties involved is *recommended* to evaluate requirements and procedures; email BLDG@ci.missoula.mt.us to schedule.

Special Inspector Duties and Responsibilities

1. **Observe work and report nonconforming items.** The special inspector shall observe all work for conformance with the city stamped plans, design specifications, and the currently adopted IBC.
 - a. The special inspector must be on-site observing the work requiring special inspection as follows:
 - i. **Continuous Special Inspection** - The constant monitoring by a special inspector, carried out continuously where the work to be inspected is being performed.
 - ii. **Periodic Special Inspection** - The intermittent observation by a special inspector present in the area where the work is being performed and observes the completed task before it is covered.
 - b. The Special Inspector will bring nonconforming items to the immediate attention of the contractor and note all such items in their report. If any item is not resolved promptly or is about to be incorporated into the work, the special inspector shall immediately notify the building division by telephone or in person, the engineer or architect, and their agency. Work must stop until deficiencies are corrected.
2. **Records:**
 - a. Each Special Inspector shall complete and sign the *Special Inspection Record* for each day's inspections. This record is to remain at the job site for review by the building inspector.
 - b. The special inspection agency shall retain all inspection records and provide them to the Building Division, project engineer, architect, or other designated parties upon request. Reports must include the following:
 - i. Date, description, and location of the inspection(s) or test(s) performed.
 - ii. Itemized changes authorized by the architect, engineer, and building division.
3. **Final Summary Report:** The special inspection agency shall submit a signed final summary report to the building division stating that all required inspections and tests are approved, and to the best of their knowledge, are in conformance with the city stamped plans, design specifications, approved change orders and the currently adopted IBC.
THIS REPORT IS REQUIRED BEFORE ANY OCCUPANCY WILL BE AUTHORIZED.

Contractor Responsibilities

1. Notify the special inspection agency when items requiring special inspection are ready for observation. **A minimum 24 hour notice shall be provided so they may become familiar with the project details.**
2. Provide the special inspector access to the site, approved plans, and documents.
3. Retain the Special Inspection Record on-site for review by the building inspector.
4. Track and ensure all required city and special inspections and tests have been performed and approved before covering.

Building Division Requirements

1. Current qualifications of special inspection agency inspectors MUST be on file with the building division.
[See list of Approved Special Inspectors]
2. Work requiring Special Inspection and the performance of Special Inspectors will be monitored by the building inspector.
City Building inspector approval must be obtained PRIOR to the first placement of concrete.
3. All special inspection final reports must be received and approved before a certificate of occupancy is issued.

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Project Name:

Project Address:

Building Permit Number:

Phase:

Date:

BEFORE A PERMIT CAN BE ISSUED: The registered design professional shall prepare this Special Inspection Agreement which shall include the names of each inspector and confirming their registration with the Building Division. This form is to be submitted to the City via email (BLDG@ci.missoula.mt.us) prior to the issuance of a building permit. If changes are made as to who will perform the special inspections, a new form shall be submitted to the Building Division for approval.

STATEMENT OF SPECIAL INSPECTIONS: In addition to this Agreement, a "Statement of Special Inspections" shall be provided per IBC 1704.3. This Statement shall be made as part of the approved plans, and be placed in a conspicuous location, such as the first or second page of the construction plans. Complete table below for all items listed in the statement of Special Inspections.

SPECIAL INSPECTORS: All special inspectors shall [be registered with the Building Division](#) prior to performing any duties. The special inspector shall provide proof of certification/experience as a special inspector for each inspection item. [See minimum qualifications.](#)

SPECIAL INSPECTION REPORTS: Special inspection reports are to meet the requirements of IBC 1704.2.4. The Special Inspector shall be responsible in furnishing summary reports for each inspection. The reports shall be sent to the email listed above, noting the Building permit number and Project Address. Items not in conformance or discrepancies shall be addressed accordingly by completing a discrepancy notice to the City, Project Engineer and Contractor and mitigated before covering. Unresolved items or any discrepancies in inspection coverage (i.e. missing inspections, periodic inspections conducted instead of required continuous inspections were required, etc.) shall be specifically itemized in the final report. **A final report shall be submitted stating that all special inspection and structural testing items were completed and are in conformance with the approved design drawings and specifications**

GENERAL SPECIAL INSPECTION ITEMS (per IBC Chapter 17)

Areas requiring special inspections:	Name of Agency:	Name of Inspector:	Building Division Registration	
Fabricators (IBC 1704.2.5 & 1705.11)			YES	NO
Other than Structural Steel				
Steel Floor & roof decks (IBC 1705.2.2)			YES	NO
Steel joists & girders (IBC Table 1705.2.3)			YES	NO
Cold-formed Trusses > 60ft (IBC 1705.2.4)			YES	NO
Cold-formed (IBC 1705.12.2 & 1705.13.3)			YES	NO
Structural Steel (IBC 1705.2.1 & 1705.13.1)				
Welding (per N5.4 & N5.5 of AISC 360-16) (for SDC 'D-F', also J6 of AISC 341-16)			YES	NO
High-strength bolts (per N5.6 of AISC 360-16) (for SDC 'D-F', also J7 of AISC 341-16)			YES	NO
Details (per N5.8 of AISC 360-16) (for SDC 'D-F', also J8 of AISC 341-16)			YES	NO
Composite Members (per Chapter C-N) (for SDC 'D-F', also J9 of AISC 341-16)			YES	NO
H-Piles (for SDC 'D-F', also J10 of AISC 341-16)			YES	NO

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Concrete Construction (per IBC Table 1705.3)				
Reinforcement, embeds, anchors			YES	NO
Formwork			YES	NO
Materials			YES	NO
Shotcrete			YES	NO
Post-tensioned/Pre-stressed Concrete			YES	NO
Erection of precast concrete			YES	NO
Masonry Construction				
Prior to Construction (Art. 1.4B & 1.5, TMS-602)			YES	NO
As Construction Begins (Table 4, TMS-602)			YES	NO
Prior to Grouting (Table 4, TMS-602)			YES	NO
During Construction (Table 4, TMS-602)			YES	NO
Wood Construction				
High-Load Diaphragms (IBC 1705.5.1)			YES	NO
Wood Trusses > 60ft (IBC 1705.5.2)			YES	NO
Mass Timber Construction (IBC Table 1705.5.3)			YES	NO
Structural Wood (IBC 1705.12.1 & 1705.13.2)			YES	NO
Soils (IBC Table 1705.6)			YES	NO
Driven Deep Foundations (IBC Table 17053.7)			YES	NO
Cast-in Deep Foundations (IBC Table 17053.8)			YES	NO
Helical Pile Foundations (IBC Table 17053.9)			YES	NO
Structural Integrity (IBC Table 17053.10)			YES	NO
Spray Fire-Resistant Materials (IBC 1705.15)			YES	NO
Mastic & Intumescent Coatings (IBC 1705.16)			YES	NO
EIFS (IBC 1705.17)			YES	NO
Fire-Resistant Penetrations (IBC 1705.18)			YES	NO
Smoke Control (IBC 1705.19)			YES	NO
Sealing of Mass Timber (IBC1705.20)			YES	NO
Nonstructural Components			YES	NO
Roof & Wall Coverings (IBC 1705.12.3)			YES	NO
Designated Systems (IBC 1705.13.4 & 1705.14.3)			YES	NO
Architectural Components (IBC 1705.13.5)			YES	NO
MEP Components (IBC 1705.13.6 & 1705.14.2)			YES	NO
Storage Racks (IBC 1705.13.7)			YES	NO

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Seismic Isolation (IBC 1705.13.8 & 1705.14.4)			YES	NO
Other (IBC 1705.1.1)			YES	NO
Other (IBC 1705.1.1)			YES	NO

Declaration by Architect/Engineer

I, _____ the *design professional in responsible charge* for this project, declare that the above listed special inspection and structural testing items are required for this project in accordance with IBC Chapter 17 and shall be responsible for submitting summary reports to the Building Division. (Include seal in box)

Signature:

Date:

Company:

Email:

Phone:

Declaration by Owner

Declaration by Owner I, _____ the Owner of the project, declare that the above listed firm(s) or individual(s) are hired by me to perform special inspections and structural testing for the project pursuant to IBC 1704.2.

Signature:

Date:

Contractor Responsibility

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2. Provide special inspector access to the site, approved plans, and documents.
3. Retain the Special Inspection Record on-site for review by the building inspector.
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Declaration By General Contractor

I, _____ the General Contractor of the project, agree to comply with the "Contractor Responsibility" items noted in this document and I understand the Special Inspections required by IBC Section 1704 are required in addition the regular city inspections and Special Inspections ARE NOT a substitute for regular city inspections.

Signature:

Date:

Company:

Contact Person:

Phone:

Email:

ATTACH SIGNED DECLARATION BY SPECIAL INSPECTOR FOR EACH INSPECTOR LISTED

I DECLARE I AM PROVIDING SPECIAL INSPECTIONS AS INDICATED ON THE SPECIAL INSPECTION AGREEMENT	
Name:	Agency:
Phone:	Email:
Signature:	Date:
I DECLARE I AM PROVIDING SPECIAL INSPECTIONS AS INDICATED ON THE SPECIAL INSPECTION AGREEMENT	
Name:	Agency:
Phone:	Email:
Signature:	Date:

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Continuation of Signatures...

I DECLARE I AM PROVIDING SPECIAL INSPECTIONS AS INDICATED ON THE SPECIAL INSPECTION AGREEMENT

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EVERY SPECIAL INSPECTOR MUST COMPLETE AND SIGN DECLARATION