

**CITY OF SAND CITY
BUILDING SAFETY AND INSPECTION DEPARTMENT
SPECIAL INSPECTION AGREEMENT**

To permit applicants of projects requiring special inspection and/or testing per Section 1701 of the Uniform Building Code (U.B.C.)

Project Name/Address: _____

Building Permit Number: _____

SPECIAL INSPECTION IS REQUIRED AND WILL BE PROVIDED FOR:			
CHECK THE BOXES THAT APPLY			
	CONCRETE WORK WHERE FC EXCEEDS 2,500 PSI		BOLTS INSTALLED IN CONCRETE
	SPECIAL MOMENT-RESISTING CONCRETE FRAMES		STRUCTURAL WELDING
	REINFORCING STEEL/PRESTRESSING STEEL TENDONS		HIGH STRENGTH BOLTING
	STRUCTURAL MASONRY		REINFORCED GYPSUM CONCRETE
	INSULATING CONCRETE FILL		SPRAY-APPLIED FIREPROOFING
	PILING, DRILLED PIERS AND CAISSONS		SHOTCRETE
	SPECIAL GRADING, EXCAVATION AND FILLING		SMOKE CONTROL SYSTEM
	SPECIAL CASES		OTHER

BEFORE A PERMIT CAN BE ISSUED: The owner, or the engineer or architect of record acting as the owner's agent, shall complete this agreement. A preconstruction conference with the parties involved may be required to review the special inspection requirements and procedures.

APPROVAL OF SPECIAL INSPECTORS: Each special inspector shall be approved by the Building Department prior to performing any duties. Each special inspector shall submit his/her qualifications to the Building Department and subject to a personal interview for prequalification. Special inspectors shall display approved identification, as stipulated by the Building Department, when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of U.B.C. Section 1701. The following conditions are also applicable:

A. Duties and Responsibilities of the Special Inspector:

1. Observe work

The special inspector shall observe the work for conformance with the Building Department approved (stamped) design drawings and specifications and applicable workmanship provisions of the U.B.C. Architect/engineer reviewed shop drawings and/or placing drawings may be used only as an aid to inspection.

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, if any, must have prior approval by the Building Department based on a separate written plan reviewed and approved by the Building Department and the project engineer or architect.

2. Report nonconforming items

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 Department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

3. Furnish daily reports

On request, each special inspector shall complete and sign both the special inspection record and the daily report form for each day's inspections to remain at the jobsite with the contractor for review by the Building Department's inspector.

4. Furnish weekly reports

The special inspector or inspecting agency shall furnish weekly reports of tests and inspections directly to the Building Department, project engineer or architect, and others as designated. These reports must include the following:

- a. Description of daily inspections and tests made with applicable locations;
- b. Listing of all nonconforming items;

- c. Report on how nonconforming items were resolved or unresolved as applicable; and
- d. changes authorized by the architect, engineer and Building Department if not included in nonconformance items.

5. Furnish final report

The special inspector or inspection agency shall submit a final signed report to the Building Department stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the U.B.C. 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 Department 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 also responsible for retaining at the jobsite all special inspection records submitted by the special inspector, and providing these records for review by the Building Department's inspector upon request.

C. Building Department Responsibilities

1. Approve special inspections

The Building Department shall approve all special inspectors and special inspection requirements.

2. Monitor special inspection

Work requiring special inspection and the performance of special inspectors shall be monitored by the Building Department's 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 Department may issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and accepted.

ACKNOWLEDGEMENTS

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

Owner _____ by: _____ Date: _____

Contractor _____ by: _____ Date: _____

Special Inspection Agency _____ by: _____ Date: _____

Project Engineer: _____ by: _____ Date: _____

ACCEPTED FOR THE BUILDING DEPARTMENT

Title _____ by: _____ Date: _____