



KITTITAS COUNTY
COMMUNITY DEVELOPMENT SERVICES
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B-010
BULLETIN

SPECIAL INSPECTION AGREEMENT

FOR MORE INFORMATION VISIT THE CDS WEBSITE AT: WWW.CO.KITTITAS.WA.US/CDS

In accordance with International Building Code Chapter 17, where application is made for construction as described in this section, the **owner** or the **registered design professional** in responsible charge acting as the owner's agent shall employ one or more special inspectors to provide inspections during construction.

APPLICANT: _____ **PERMIT NUMBER:** _____

TAX I.D. NUMBER: _____

PROJECT DESCRIPTION: _____

SITE ADDRESS: _____

PHONE NUMBER: _____ **PLANS EXAMINER:** _____

BEFORE A PERMIT WILL BE ISSUED: Two (2) copies of this agreement shall be completed by the owner or the registered design professional in responsible charge of this project, acting as the owner's agent. In addition, two (2) copies of a **Statement of Special Inspections** must also be submitted. A pre-construction meeting with the parties involved is required to review the special inspection requirements and procedures prior to permit issuance.

STATEMENT OF SPECIAL INSPECTIONS: The permit applicant shall submit a **Statement of Special Inspections** prepared by the registered design professional in responsible charge in accordance with Section 106.1 as a condition for permit issuance. This statement shall be in accordance with Section 1705.

APPROVAL OF SPECIAL INSPECTORS: The Kittitas County Community Development Services (CDS) is responsible to approve the special inspection agency and individual special inspectors who will complete the required inspections for the project listed under this agreement (Section 1703). Each special inspection agency and individual special inspectors must be approved by the Building Official prior to permit issuance and prior to performing any duties.

The owner or owner's authorized agent shall obtain special inspection services from a special inspection agency registered with the Washington Association of Building Officials (WABO). Each special inspection agency shall be registered with the WABO, under the Special Inspection Registration Program (SIRP) Standard No. 1701. The inspectors assigned to any project within Kittitas County shall be currently registered with WABO, and certified for the disciplines assigned.

Special inspection and testing shall meet the minimum requirements of the International Building Code Chapter 17.

EXCEPTION TO WABO SPECIAL INSPECTOR REQUIREMENTS:

At the discretion of the Building Official, a non-WABO certified special inspection agency and/or non-WABO certified inspector(s) may be approved to perform the required inspections for the project listed under this agreement. The Building Official's decision to approve a non-WABO certified special inspection agency and/or non-WABO certified inspectors will be based on several factors, including:

1. The size of the project;
2. The occupancy classification and type of construction;
3. The number of stories above grade;
4. The complexity of construction and critical design elements and complexity of seismic or wind resistance systems.

A. Duties And Responsibilities of the Special Inspection Agency and Inspectors:

1. General Requirements

The special inspector(s) shall review approved plans and specifications for special inspection requirements. Special inspectors will comply with the special inspection requirements of the Statement of Special Inspections including work and materials.

2. Signify Presence

The special inspector(s) shall notify contractor personnel of their presence when entering the job-site on a daily basis and responsibilities at the job-site.

3. Observe Assigned Work

The special inspector(s) shall observe the work for compliance with CDS approved (stamped) plans, specifications, and all applicable provisions of the International Building Code (IBC).

The Statement of Special Inspections shall list whether the required inspection are "continuous" or "periodic".

Continuous Special Inspection – Means that the same inspector is on site day-to-day observing the work requiring special inspections. This term is often referred to as a "resident" inspector.

Periodic Special Inspection – Some inspections may be made on a periodic basis to satisfy the requirements of continuous inspection, provided these periodic scheduled inspections are performed as outlined in the project plans and approved by the Building Official.

4. Report Non-Conforming Items (discrepancies)

The inspector(s) shall bring all non-conforming items to the immediate attention of the contractor, and note all such items on the daily report. If any item is not resolved in a timely manner or is about to be incorporated into the work, the special inspector shall immediately notify CDS by telephone or in person; notify the engineer and/or architect of record in responsible charge of the project and; **post a written discrepancy/ stop work report** (Section 1704.1.2). The discrepancy/ stop work report shall be posted in a conspicuous place on the job-site. Work shall not continue on this portion of the structure until all non-conformance issues are resolved and the discrepancy/ stop work report is removed.

The special inspector(s) shall include in the report, as a minimum, the following information about each nonconforming item:

- Description and exact location of nonconforming item.
- Reference to applicable detail of approved plans and/or specifications.
- Name and title of each individual notified and method of notification.
- Resolution or corrective action taken.

5. Maintain Daily Reports

The special inspector(s) shall complete and sign a daily report for each day's inspections. The daily report(s) shall remain at the job site with the contractor for CDS inspector to review. The reports shall include the following:

- Description of the inspections, with locations and test performed.
- Listing of any non-conforming items. Include how nonconforming items were resolved.
- List unresolved items, parties notified, and time and method of notification.
- Itemize and list changes authorized by the engineer or architect of record if not included in the nonconforming items.

6. Furnish Weekly Reports

The inspection agency shall furnish weekly reports of the tests and inspections performed directly to CDS, project engineer, architect, and/or others as designated (Section 1704.1.2). The weekly report shall include a copy of each daily report completed the prior week. Weekly reports shall include the same information as required for daily reports. The weekly report can be emailed to CDS by prior approval.

7. Submit Final Report

The special inspection agency shall submit a final signed report to CDS stating that all items requiring special inspection and testing by the Statement of Special Inspection were fulfilled, reported and in conformance with the approved (stamped) drawings, specifications, approved change orders and the applicable Sections of the IBC (Section 1704.1.2). 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.

- The final report shall be reviewed, signed and stamped by the principal of the special inspection agency who is a registered design professional in the State of Washington.
- In addition, the final report shall be reviewed by the design professional in responsible charge of the project and; said individual shall issue a formal letter to the owner and CDS stating that all items requiring special inspection and testing by the Statement of Special Inspection were fulfilled, reported and in conformance with the approved (stamped) drawings, specifications, approved change orders and the applicable Sections of the IBC (Section 1704.1.2).

B. Owner's Responsibilities

1. Retain Special Inspection Services

The project owner or an authorized agent of the owner is responsible to obtain and fund special inspection services by contract with an agency approved by CDS. The contractor will **not** retain, pay, or supervise the special inspection agency.

- Submit two (2) copies of this signed special inspection agreement.
- The permit applicant shall submit a **Statement of Special Inspections** prepared by the registered design professional in responsible charge in accordance with Section 106.1 as a condition for permit issuance. This statement shall be in accordance with Section 1705.
- Where required by the provisions of Section 1709.2 or 1709.3, the owner shall employ a registered design professional to perform **Structural Observations** as defined in Section 1702.

C. Registered Design Professional in Responsible Charge

The design professional in responsible charge of the project should be a consenting party by written acknowledgement of this special inspection and testing agreement. The design professional in responsible charge of this project has many duties and responsibilities related to special inspection as outlined below:

1. Statement of Special Inspections

Where special inspection or testing is required by Section 1704, 1707, or 1708, the registered design professional in responsible charge shall prepare a **Statement of Special Inspections** in accordance with Section 1705 for submittal by the permit applicant (Section 1705.1). The Statement of Special Inspections shall identify the following:

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- The materials, systems, components and work required to have special inspection or testing by the Building Official or by the registered design professional in responsible for each portion of the work.
 - The type and extent of each special inspection.
 - The type and extent of each test.
 - Additional requirements for special inspection or testing for seismic or wind resistance as specified in Section 1705.3, 1705.4, 1707 or 1708.
 - For each type of special inspection, identification as to whether it will be continuous special inspection or periodic special inspection.

Include the **Statement of Special Inspections** on the project plans. Verify that all components of the structure have been designed in accordance with Section 1707 and 1708.

2. **Structural Observations**

Conduct **Structural Observations** as required by IBC Section 1709. At the conclusion of the work included in the permit, the structural observer shall submit to the Building Official a written statement that the site visits have been made and identify any reported deficiencies that, to the best of the structural observer's knowledge, have not been resolved.

2. **Respond to Field Discrepancies.**

The engineer or architect of record shall respond to special inspection reports of uncorrected non-complying (discrepancies) items and shall provide remedial measures.

3. **Shop Drawings and Plan Changes**

Review shop drawings and submit revisions to approved plans. The design professional in responsible charge shall acknowledge and approve shop drawings that may detail structural information. The design professional shall submit to the Building Official and, the special inspection agency, written approval for any deviations from the approved plans and specifications and shall submit revised plans to the Building Official for approval (Section 106.3.4).

D. Contractor's Responsibilities

1. **Contractor Responsibility**

Each contractor responsible for the construction of a main wind- or seismic-force-resisting system, designated seismic system or a wind- or seismic-resisting component listed in the **Statement of Special Inspections** shall submit a written **Statement of Responsibility** to the Building Official and the owner prior to the commencement of work on the system or component. The contractor's **Statement of Responsibility** shall contain the following:

- Acknowledgement of awareness of the special requirements contained in the Statement of Special Inspections;
- Acknowledgement that control will be exercised to obtain conformance with the construction documents approved by the building official;
- Procedures for exercising control within the contractor's organization, the method and frequency of reporting and the distribution of the reports; and
- Identification and qualifications of the person(s) exercising such control and their position(s) in the organization.

1. **Notify the Testing Agency**

The contractor is responsible to notify the special inspection agency regarding individual inspections for items listed on the **Statement of Special Inspections** and as noted on the CDS approved plan(s). Adequate notice shall be provided so that the special inspection agency has sufficient time for scheduling personnel to perform the required inspections.

2. **Access To Approved Plans**

The approved plans and specifications shall be readily accessible at the job site to both CDS inspectors and special inspector personnel.

3. **Inspection Reports At The Job Site**

The contractor is responsible for retaining, at the job site, all special inspection records submitted by the special inspector, and providing these records for review by the CDS inspector upon request.

4. Inspection Reports To CDS Office

The contractor is responsible for ensuring that the CDS office is provided with an official copy of all special inspection reports on a weekly basis after the inspection(s) are completed.

E. Kittitas County Community Development Services (CDS) Responsibilities

1. Verify Compliance

The CDS shall review submittal documents for compliance with special inspection requirements as outlined in the **Statement of Special Inspections** per IBC Chapter 17. The Building Official is charged with the legal authority to review the plans, specifications, special inspection program and other submittal documents for compliance with code requirements.

2. Approve Special Inspectors

The CDS shall approve the special inspection agency, all special inspectors and special inspection requirements.

Each special inspection agency and individual special inspector must be approved by the Building Official prior to permit issuance and prior to performing any duties. No testing services will be performed by the CDS.

3. Monitor Special Inspections

Work requiring special inspections, and the performance of special inspectors, shall be monitored by the CDS inspector. The CDS approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

4. Issue Certificate of Occupancy

The CDS will only issue a Certificate of Occupancy after all special inspection reports and the final reports have been submitted and accepted by the Building Official.

ACKNOWLEDGMENTS

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

Owner/Agent: _____ Date: _____

Signed By: _____ Print Name: _____

Special
Inspection Agency: _____ Date: _____

Signed By: _____ Print Name: _____

- Submit WABO certification for special inspection agency and inspectors, **(or)**
 - Submit special inspection agency documentation for Building Official approval (see page 2).
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Contractor: _____ Date: _____

Signed By: _____ Print Name: _____

- Submit written statement of responsibility in accordance with IBC Section 1706.
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Engineer of
Record: _____ Date: _____

- Statement of Special Inspections completed and submitted in accordance with IBC Section 1705.
- Structural Observations required in accordance with IBC Section 1709.

Structural Observer: _____ Print Name: _____

Signed By: _____ Print Name: _____

Names of Special Inspectors	Scope of Work
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Inspector name: _____	Scope of Work: _____
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Inspector name: _____	Scope of Work: _____
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Inspector name: _____	Scope of Work: _____
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Inspector name: _____	Scope of Work: _____
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Inspector name: _____	Scope of Work: _____
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- Submit copies of inspector certifications provided for each discipline .