



SPECIAL INSPECTION AND TESTING AGREEMENT

Site Address:		Parcel Number(s):	
Owner Name:		Owner Address:	
Owner Phone/Email:		City/State: Zip:	
Project Contact Name:		Project Contact Cell Phone:	
Phone:		Email:	
Special Inspections Required:			

BEFORE A PERMIT CAN BE ISSUED: The owner, or the engineer or architect of record acting as the owner’s agent, shall complete (2) copies of this agreement, including the required acknowledgments, and attach structural tests and inspections schedule. A pre-construction 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 WABO registered and approved by the Building Department prior to performing any duties. 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 IBC Chapter 17. THE FOLLOWING CONDITIONS ARE ALSO APPLICABLE:

DUTIES AND RESPONSIBILITIES OF 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 IBC 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 architect or engineer.
2. **Report Non-conforming Items** -- The special inspector shall bring non-conforming 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 (360-336-6214) or in person, notify the project architect or engineer.
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 job site with the contractor for review by the Building Department’s inspector.
4. **Furnish Weekly Reports** -- The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Department, project architect/engineer, 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 non-conforming items.
 - c. Report on how non-conforming items were resolved or unresolved, as applicable.
 - d. Itemized changes authorized by the architect, engineer and Building Department if not included in non-conformance 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 IBC. 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.

CONTRACTOR RESPONSIBILITIES:

- 1. **Notify the Special Inspector** -- The contractor is responsible for notifying the special inspector or agency regarding individual inspections of items listed on the attached schedule *and* as noted on the Building Department approved plan as specified by the architect and/or engineer. 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 job site.
- 3. **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 Building Department's inspector upon request.

BUILDING DEPARTMENT RESPONSIBILITIES:

- 1. **Approve Special Inspection** -- 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. Inspector 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.

OWNER RESPONSIBILITIES:

- 1. The project owner or the architect or engineer of record acting as the owner's agent shall fund special inspection services.

ARCHITECT OR ENGINEER OF RECORD RESPONSIBILITIES:

- 1. The architect or engineer of record shall include special inspection requirements on the plans and specifications.

ACKNOWLEDGMENTS

I HAVE READ AND AGREE TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS AGREEMENT

Owner _____ **Date** _____

Signature _____ By _____ (Type or Print)

Contractor _____ **Date** _____

Signature _____ By _____ (Type or Print)

Special Inspector/Agency _____ **Date** _____

Signature _____ By _____ (Type or Print)

Architect/Engineer of Record _____ **Date** _____

Signature _____ By _____ (Type or Print)

Mount Vernon Building Department _____ **Date** _____

Signature _____ By _____ (Type or Print)