



# SPECIAL INSPECTION PROGRAM

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Project Name \_\_\_\_\_ Bldg Permit Number \_\_\_\_\_

Site Address \_\_\_\_\_

## Prior to Permit Issuance

The Owner, Engineer or Architect of Record acting as the Owner’s agent, shall complete two (2) copies of this agreement, including the required acknowledgments. 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 Division prior to performing any duties. Special Inspectors shall display approved identification, as stipulated by the Building Division, when performing the function of a Special Inspector.

Special inspection and testing shall meet the minimum requirements of the International Building Code (IBC) Chapter 17 and the International Residential Code (IRC) Section R109.2. The following conditions are also applicable.

- The company performing inspections must be WABO certified. The individual completing inspections must also be WABO certified in the type of work that is being inspected.
- The Special Inspector shall observe the work assigned for conformance to the approved design drawings and specifications.
- The Special Inspector shall furnish inspection reports to the building official, the Engineer or Architect of Record, and other designated persons. All discrepancies shall be brought to the immediate attention of the Contractor for correction, then, if uncorrected, to the proper design authority and to the building official.
- The Special Inspector shall submit a final signed Certificate of Compliance stating whether the work requiring special inspection was, to the best of the inspector’s knowledge, in conformance to the approved plans and specifications and the applicable workmanship provisions of the code. The final report shall include any items that have not been corrected prior to the final inspection.

## Work requiring Special Inspection

Special Inspections will be required for the following categories of work in accordance with Chapter 17 of the IBC and IRC Section R109.2.

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| Fabrication of Structural Load Bearing Members | Wood Construction                                 |
| Steel Frame                                    | Soils   |
| Concrete                                       | Bolts installed in concrete                       |
| Special moment resisting concrete frames       | Reinforcing steel and prestressing steel tendons  |
| Structural welding                             | High strength bolting                             |
| Structural Masonry                             | Reinforced gypsum concrete                        |
| Insulating concrete fill                       | Spray applied fire-resistive materials            |
| Piling, drilled piers and caissons             | Shotcrete   |
| Special grading, excavation and filling        | Smoke-control system                              |
| Exterior Insulation and Finish Systems (EIFS)  | Special cases determined by the Building Official |



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### Duties and Responsibilities of Special Inspector

#### Observe the work

The Special Inspector shall observe the work for conformance with the Building Division approved (stamped) design drawings and specifications and applicable workmanship provisions of the IBC/IRC, Engineer/Architect 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 Division based on a separate written plan, reviewed and approved by the Building Division and the project Architect or Engineer.

#### 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 Division by telephone (425) 486-8152 or in person, and notify the project Architect or Engineer.

#### 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. Both forms are to remain at the job site with the Contractor for review by the Building Division's inspector.

#### Furnish Daily Reports

The Special Inspector or Inspection Agency shall furnish weekly reports of tests and inspections directly to the Building Division, 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 of how non-conforming items were resolved or unresolved, as applicable: and
- d. Itemized changes authorized by the Architect, Engineer, and Building Division, if not included in the non-conformance items.

#### Furnish Final Certificate of Compliance

The Special Inspector or Inspection Agency shall submit a final signed Certificate of Compliance to the Building Division 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/IRC. 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

#### 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 Division approved plans as specified by the Architect and/or Engineer.

#### Provide Access to the Approved Plans

The Contractor is responsible for providing the Special Inspector access to approved plans at the job site.

#### Retain the 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 Division's Inspector upon request.



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**Monitor Special Inspection**

Work requiring special inspection and the performance of Special Inspectors shall be monitored by the Building Division’s Inspector. The Contractor shall provide adequate notice for inspection requests to both the Building Division Inspector and the Special Inspector. All work requiring special inspection must be approved prior to concealing or covering said work.

**Building Division Responsibilities**

**Approve Special Inspection**

The Building Division shall approve all Special Inspectors and special inspection requirements.

**Issue Certificate of Occupancy or Certificate of Completion**

The Building Division may issue a Certificate of Occupancy or Certificate of Completion after all special inspection reports and the final report have been submitted and accepted.

**Owner Responsibilities**

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**

The Architect or Engineer of Record shall include special inspection requirements on the plans and specifications.

**Acknowledgements**

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

Owner name \_\_\_\_\_  
Please print or type

Signature \_\_\_\_\_ Date \_\_\_\_\_

Contractor name \_\_\_\_\_  
Please print or type

Signature \_\_\_\_\_ Date \_\_\_\_\_

Special Inspector/Agency name \_\_\_\_\_  
Please print or type

Signature \_\_\_\_\_ Date \_\_\_\_\_

Architect/Engineer of Record \_\_\_\_\_  
Please print or type

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Accepted by City of Bothell, Building Services Division**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Building Services Division