



## SPECIAL INSPECTION AND TESTING AGREEMENT

This form is required for projects needing special inspection and/or testing per Chapter 17 of the International Building Code (IBC).

**Project Address:** \_\_\_\_\_ **Permit Number:** \_\_\_\_\_

**BEFORE A PERMIT CAN BE ISSUED:** The owner, or the design professional in responsible charge, acting as the owner's agent, shall complete two copies of this agreement and the attached Special-inspection and Testing Schedule, 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:** Special inspectors may have no financial interest in the projects for which they provide special inspections. Special inspectors shall be approved by the building department prior to performing any duties. Special inspectors shall submit their qualifications and are subject to personal interviews for pre-qualification. Special inspectors shall display approved identification, as stipulated by the building official, when performing the function of special inspector.

Special inspection and testing shall meet the minimum requirements of the International Building Code Section 1704. The following conditions are also applicable:

### A. Special Inspector Responsibilities:

- 1. Signify presence at job site.** Special inspectors should notify contractor personnel of their presence and responsibilities at the job site. If required by the building official, they shall sign in on the appropriate form posted with the building permit.
- 2. Observe assigned work.** The special inspector shall observe assigned work for conformance with the building department approved (stamped) design drawings, specifications, and applicable workmanship provisions of the International Building Code. Architect/engineer-reviewed shop drawings may be used only as an aid to inspection.

For continuous special-inspection, the special inspector shall be on site at all times observing the work requiring special inspection. Periodic inspections, if any, must have prior approval based on a separate written plan reviewed and approved by the building department and the engineer or architect of record.

- 3. 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.
- 4. Provide timely reports.** The special inspector shall complete written inspection reports for each inspection visit and provide the reports on a timely basis determined by the building official. The special inspector or inspection agency shall furnish these reports directly to the building official, engineer or architect of record, and others as designated. [IBC Sec. 1704.1.2] These reports should be organized on a daily format and may be submitted weekly at the option of the building official. These reports should include:
  - a. Description of daily inspections and tests made with applicable locations,
  - b. Listing of nonconforming items,
  - c. Report on how nonconforming items were resolved or unresolved as applicable,
  - d. Itemized changes authorized by the architect, engineer, and building official if not included in nonconforming items
- 5. Provide Final Inspection Report.** The special inspector shall submit a written final report documenting required special inspections and correction of any discrepancies noted in the inspections prior to the final building inspection.

**B. Owner Responsibilities:**

1. The project owner, an agent of the owner, or the design professional in responsible charge acting as the owner's agent, is responsible for employing special-inspection services. The special inspector/agency shall not be in the employ of the contractor, subcontractor or material supplier. [IBC Sec 1704.1] In case of an owner/contractor, the special inspector\agency shall be employed as specified by the building official.

**C. Design Professional in Responsible Charge Responsibilities:**

*Design Professional in Responsible Charge definition:* An individual who is registered or licensed to practice their respective design profession as defined by the statutory requirements of the professional registration laws of the state or jurisdiction in which the project is to be constructed; who is engaged by the owner to review and coordinate certain aspects of the project, as determined by the building official, for compatibility with the design of the building or structure.

1. **Prepare statement of special inspections.** The registered design professional in responsible charge shall prepare a statement of special inspections in accordance with IBC Section 1705 for submittal by the applicant. The statement of special inspections shall identify the following:
  - a. The materials, systems, components and work required to have special inspection or testing by the building official or by the registered design professional responsible for each portion of the work.
  - b. The type and extent of each special inspection.
  - c. The type and extent of each test.
  - d. For each type of special inspection, identification as to whether it will be continuous special inspection or periodic special inspection.

**D. 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 plans. Adequate notice shall be provided so 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.
3. **Retain special inspection records.** Upon request, the contractor is also responsible for retaining, at the job site, all special inspection records completed by the special inspector.

**E. Inspection of Fabricators:**

1. **Fabrication of structural assemblies and members.** Where fabrication of structural load-bearing members and assemblies is being performed on the premises of a fabricator's shop, IBC Section 1704.2 shall require special inspection of the fabricated items.
2. **Fabrication and implementation procedures.** The special inspector shall verify that the fabricator maintains detailed fabrication and quality control procedures that provide a basis for inspection control of the workmanship and the fabricator's ability to conform to approved construction documents and reference standards. The special inspector shall review the procedures for completeness and adequacy relative to code requirements for fabricator's scope of work.

**F. Approved Fabricator Responsibilities:**

1. **Fabrication exempt inspections.** Special inspections are not required where work is done on the premise of a fabricator registered and approved to perform such work without special inspection. If work is done on site that requires special inspection, special inspection will be required.
2. **Approval of fabricator.** Approval shall be based upon review of the fabricator's written procedural and quality control manuals and periodic auditing of fabrication practices by an approved special inspection agency.
3. **Completion of fabrication.** Upon completion of fabrication, the approved fabricator shall submit certificate of compliance to the building official stating that the work was performed in accordance with the approved construction documents.

**G. Building Department Responsibilities:**

- 1. Approve special-inspection program.** The building department shall approve all special inspectors and special-inspection requirements.
- 2. Enforce special inspection.** Work requiring special inspection and the building inspector shall monitor the performance of special inspectors. His/Her approval, in addition to that of the special inspector, must be obtained prior to placement of concrete, covering of structural steel, or other similar materials.
- 3. Review inspection reports.** The building official should review special-inspection progress and final reports.
- 4. Perform final inspection.** The building official should perform the final inspection and approval for a project [IBC Sec. 109.3.1] after the final special-inspection report has been reviewed and approved.

**Project Address:** \_\_\_\_\_ **Permit Number:** \_\_\_\_\_

**ACKNOWLEDGMENTS**

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

_____ Special Inspection Agency***	_____ Signature	_____ Printed Name	_____ Date	_____ Email
_____ Owner*	_____ Signature	_____ Printed Name	_____ Date	_____ Email
_____ Design Professional in Responsible Charge**	_____ Signature	_____ Printed Name	_____ Date	_____ Email
_____ Contractor	_____ Signature	_____ Printed Name	_____ Date	_____ Email
_____ Approved Fabricator***	_____ Signature	_____ Printed Name	_____ Date	_____ Email
_____ Inspected Fabricator***	_____ Signature	_____ Printed Name	_____ Date	_____ Email
_____ City of Aspen Building Department:	_____ Signature	_____ Printed Name	_____ Date	_____ Email

\*See a list of who may sign as the owner on page 2.

\*\*The Design Professional in Responsible Charge is not required to sign if they perform the duties as described in item C above.

\*\*\* Either the Approved Fabricator or Inspected Fabricator must sign. If all work is performed in the shop of an Approved Fabricator, the Special Inspection Agency signature is not required (no field work).