



SPECIAL INSPECTION AND TESTING AGREEMENT

Purpose: To permit applicants of projects requiring special inspections and/or testing per Section 1701 of the Oregon Structural Specialty Code (OSSC).

Project Name: _____ Permit Number: _____

Project Address: _____

PRIOR TO ISSUING A PERMIT: The owner, engineer or architect of record, acting as the owner's agent, shall complete two (2) copies of this agreement. Attachments of structural test and inspection schedules, including the required acknowledgments, may be required upon determination of the Building Official. A pre-construction meeting with the parties involved may be required in order to review special inspection requirements and procedures.

APPROVAL OF SPECIAL INSPECTORS: Each special inspector shall be approved by the Building Official prior to performing any duties. Each special inspector shall submit their qualifications to the Building Department. Every special inspector is subject to a personal interview by the Building Official for pre-qualification. Special inspectors shall display approved identification when performing the function of a special inspector.

All special inspection and testing shall meet the requirements of the OSSC Section 1701. In addition, the following conditions are applicable:

A. Duties and Responsibilities of the Special Inspector

a. Observe work

The special inspector shall observe the work for conformance with the Building Department's approved stamped design drawings, specifications and applicable workmanship provisions of the Oregon Structural Specialty Code. Architect/Engineer-reviewed shop and/or placing drawings may be used only as an aid to inspection.

Special inspections shall be performed on a continuous basis. The special inspector must be 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 Official based on a separate written plan that is previously reviewed and approved by the Building Official and the project engineer or architect.

b. 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 both immediately notify the Building Official and the engineer or architect, and post a discrepancy notice.

c. 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. A copy of the daily report shall remain at the job site with the contractor for review by the Building Department inspector.

d. Furnish weekly reports

The special inspector or inspection 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:

1. Description of daily inspections and tests made with applicable locations;
2. Listing of all nonconforming items;
3. Report on how nonconforming items were resolved or unresolved as applicable; and
4. Itemized changes authorized by the architect, engineer and Building Official if not included in nonconformance items.

e. Furnish final report

The special inspector or inspection agency shall submit a final report to the Building Official stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of their knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the Oregon Structural Specialty Code. 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

a. 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's approved plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

b. Provide access to approved plans

The contractor is responsible for providing the special inspector access to the approved plans at the job site.

c. Retain special inspection records

At the job site, the contractor is responsible for retaining all special inspection records submitted by the special inspector, and for providing these records for review by the Building Department's inspector upon request.

C. Building Department Responsibilities

a. Approve special inspection

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

b. Monitor special inspection

Work requiring special inspection and the performance of special inspectors shall be monitored by the Building Department's inspector. Approvals from both the departmental and special inspector must be obtained prior to placement of concrete or similar construction activities.

c. 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, understood and therefore agree to comply with the terms and conditions of this agreement.

Owner: _____ By: _____ Date: _____

General Contractor: _____ By: _____ Date: _____

Special Inspector/
Inspection Agency: _____ By: _____ Date: _____

Special Inspector/
Inspection Agency: _____ By: _____ Date: _____

Special Inspector/
Inspection Agency: _____ By: _____ Date: _____

Special Inspector/
Inspection Agency: _____ By: _____ Date: _____

Principal Project Engineer/
Architect: _____ By: _____ Date: _____

Project Engineer/
Architect: _____ By: _____ Date: _____

Project Engineer/
Architect: _____ By: _____ Date: _____

ACCEPTED BY THE BUILDING DEPARTMENT

By: _____ Date: _____