

CITY OF CARSON CITY

Building Department

SPECIAL INSPECTION AND TESTING AGREEMENTS

To permit applicants of projects requiring special inspection and/or testing per International Building Code (I.B.C.), Section 1704.

PROJECT NAME

PROJECT ADDRESS

PERMIT NUMBER

Instructions:

Before a permit can be issued, the Owner, Contractor, Project Engineer/Architect and Special Inspection Agency shall complete two (2) copies of this Special Inspection and Testing Agreement Form (pages 12-16), the Registered Professional and individual Special Inspector Qualification Form (pages 17-18), and the Special Inspection and Testing Schedule Form (page 19).

A preconstruction conference with the parties involved may be required to review the special inspection requirements and procedures. Special inspectors shall display approved identification, as stipulated by the Building Official when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of I.B.C., Section 1704. The following conditions are also applicable (**see procedure manual for complete text**):

1. **Duties and Responsibilities of the Project Owner**

A. **Funding**

The project owner, the engineer or architect of record, acting as the owner's agent is responsible for funding special inspection services (see I.B.C., Section 1704 and Section 4 of this procedure manual).

B. **Employment**

The project owner/agent hereby agrees that he/she shall not terminate his/her contract for special inspection services with the below named firm until he/she has obtained the services of another inspection firm and submitted a new Special Inspection Agreement Form for approval and acceptance by the Building Official.

2. **Contractor Responsibilities**

A. **Notify the Special Inspector**

The contractor is responsible for notifying the special inspection agency regarding individual inspections for items listed on the attached schedule and as noted on the building department approved (stamped) plan(s). 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 City approved (stamped) plans at the job site.

C. **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 departments' inspector upon request.

It is the responsibility of the contractor to review the building departments' approved (stamped) plans for additional inspections or testing requirements that may be noted.

D. **Samples**

Only the special inspection agency or materials engineering laboratory shall be permitted to take laboratory samples and transport them to the facility.

3. **Duties and Responsibilities of the Special Inspection Agency and Special Inspector**

A. **Qualifications**

The special inspection and testing agency must first be approved by the Building Official. Only Nevada Registered Professional Engineer(s) and/or Architect(s) shall qualify as special inspection and testing agencies under I.B.C., Section 1704. Once approved, the firm's individual special inspector(s) must have current I.C.C. special Inspection Certification in the discipline in which he/she wishes to inspect.

B. **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 I.B.C. 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 Official based on a separate written plan reviewed and approved by the Building Official and the project engineer or architect.

C. **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 Official by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

D. 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.

E. Furnish Weekly Reports

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Official, project engineer or architect, and others as designated.

F. Furnish Final Report

The special inspection agency shall submit a final report wet stamped and signed to the Building Official, prior to the issuance of any certificate of occupancy including all daily, weekly, compliant and non-compliant discrepancy notices and the test results from the project, 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 (stamped) design drawings, specifications, approved change orders and the applicable workmanship provisions of the I.B.C. 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.

4. Building Department Responsibilities

A. Approved Special Inspection

The Building Official 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. His/her approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector. The Building Official may allow some inspections to be performed by the special inspector provided the special inspections are monitored.

C. Issue Certificate of Occupancy

The Building Official may issue a certificate of occupancy after all special inspection reports and the final report have been submitted and accepted.

ACKNOWLEDGMENTS

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

OWNER

CONTRACTOR

Printed Name and Title

Printed Name and Title

Signature Date

Signature Date

SPECIAL INSPECTION AGENCIES
REGISTERED PROFESSIONAL

PROJECT ENGINEER/ARCHITECT

Printed Name and Title

Printed Name and Title

Signature Date

Signature Date

ACCEPTED BY THE BUILDING OFFICIAL

Shawn Keating

Printed Name

Signature Date

**REGISTERED PROFESSIONAL
SPECIAL INSPECTION AGENCY
QUALIFICATION FORM**

Project Name: _____

Project Address: _____

STATEMENT OF UNDERSTANDING

I, _____, hereby affirm that I have been
Print Name of Registered Professional

employed by _____,
Name of Special Inspection Agency

Address

City, State, Zip Code

to supervise the performance of special inspection at the above stated project and that I am aware that in supervising this inspection. I am acting as an agent for the jurisdiction and responsible to the Building Official. I am aware that my duties include assurance of compliance with the approved (stamped) plans, specifications, the International Building Code and local ordinances and recognized construction practices which do not conflict with any of the aforementioned documents. I will submit written reports to the Building Official as required.

Registered Professional Signature and wet seal/date

INDIVIDUAL SPECIAL INSPECTOR QUALIFICATION FORM

Project Name: _____

Project Address: _____

Each special inspector shall complete this form and enclose a photocopy of their current special inspection pocket certificate card(s) for each inspection category desired.

STATEMENT OF UNDERSTANDING

I, _____, hereby affirm that I have been

Print Name

employed by _____,

Name of Special Inspection Agency

Address

City, State, Zip Code

to perform special inspection at the above stated project and that I am aware that in performing this inspection, I am acting as an agent for the jurisdiction and responsible to the Building Official. I am aware that my duties include assurance of compliance with the approved (stamped) plans, specifications, the International Building Code and local ordinances and recognized construction practices which do not conflict with any of the aforementioned documents. I will submit written reports to the Building Official as required.

Signature

SPECIAL INSPECTION CATEGORIES

STRUCTURAL MASONRY

I.C.C. Certificate No.

Expiration Date

STRUCTURAL STEEL & WELDING

I.C.C. Certificate No.

Expiration Date

SPRAY APPLIED FIREPROOFING

I.C.C. Certificate No.

Expiration Date

REINFORCED CONCRETE

I.C.C. Certificate No.

Expiration Date

PRESTRESSED CONCRETE

I.C.C. Certificate No.

Expiration Date

When ICC does not have a certification exam category for the proposed special inspection(s), or when special consideration for the registered professional.

CITY OF CARSON CITY - BUILDING DEPARTMENT

SPECIAL INSPECTION AND TESTING SCHEDULE

Project Name

Control No. and Date

Project Address

Testing/Inspection Agency

REINFORCED CONCRETE, GUNITE, GROUT AND MORTAR:
(Requires I.C.C. certification)

Concrete	Gunit	Grout	Mortar	
				Aggregate Tests
				Reinforcing Tests
				Mix Designs
				Reinforcing Placement
				Batch Plant Inspection
				Inspect Placing
				Cast Samples
				Pick-up Samples
				Compression Tests

PRECAST/PRESTRESSED CONCRETE:
(Requires I.C.C. certification)

Piles	Post-Tens	Pre-Tens	Cladding	
				Aggregate Tests
				Reinforcing Tests
				Tenden Tests
				Mix Designs
				Reinforcing Placement
				Insert Placement
				Concrete Placement
				Installation Inspection
				Cast Samples
				Pick-Up Samples
				Compression Tests

MASONRY:

- (Requires I.C.C. certification)
- Special Inspection Stresses Used
 - Preliminary Acceptance Tests (Masonry Units, Wall Prisms)
 - Subsequent Tests (Mortar, Grout, Field Wall Prisms)
 - Placement Inspection of Units

ADDITIONAL INSTRUCTIONS OR OTHER TESTS AND INSPECTIONS:

Form to be completed by project design engineer/architect

STRUCTURAL STEEL/WELDING:

- (Requires I.C.C. certification)
- Sample and Test
(List specific members below)
 - Shop Material Identification
 - Welding Inspection Shop Field
 - Ultrasonic Inspection Shop Field
 - High-Strength Bolting Insp. Shop Field
 - A325
 - A490 N X F
 - Metal Deck Welding Inspection
 - Reinforcing Steel Welding Inspection
 - Metal Stud Welding Inspection
 - Concrete Insert Welding Inspection

FIREPROOFING

- (Requires I.C.C. certification)
- Placement Inspection
 - Density Tests
 - Thickness Tests
 - Inspect Batching

INSULATING CONCRETE:

- Sample and Test
- Placement Inspection
- Unit Weights

FILL MATERIAL:

- Acceptance Tests
- Placement Inspection
- Field Density

STRUCTURAL WOOD:

- Shear Wall Nailing Inspection
- Inspection of Glu-lam Fab.
- Inspection of Truss Joist Fab.
- Sample and Test Components

OTHER:

- _____
- _____
- _____

Print Name and Title

Signature and Date