



PROJECT: _____ **PERMIT NUMBER:** _____

Pursuant to City of Stanwood’s Municipal Code and Chapter 17 of the International Building Code (IBC), your project has incorporated elements that require governance of quality, workmanship, and materials through special inspections with an independent testifying/inspection agency. Prior to issuance of a building permit this agreement must be completed by the design professional in charge of the project and returned to the City of Stanwood Community development for incorporation into the permanent project record.

<p>Statement of Special Inspections Required</p>	<p>The IBC requires that a statement of special inspections prepared by the registered design professional in responsible charge. The statement must include a complete list of materials and work requiring special inspections, the inspections to be performed and a list of the independent agency retained to perform special inspection duties.</p>
<p>Approved Agency Required</p>	<p>The owner or the registered design professional in responsible charge acting as the owner’s agent shall employ one or more special inspectors to provide inspections during construction on the types of work listed under IBC Section 1705. The contractor is prohibited from employing special inspection agencies. The special inspector must be either ICBO or ICC certified for inspection of the particular type of construction or operation requiring special inspection. Inspection agencies employing special inspectors must be certified by the Washington Association of Building Officials (WABO), under the Special Inspection Registration Program (SIRP).</p> <p>Registered Special Inspection Agencies can be found at: http://www.wabo.org/special-inspection-agencies</p>
<p>Approval of Fabricators</p>	<p>Where fabrication of structural load-bearing members and assemblies is being performed on the premises of a fabricator's shop, special inspection of the fabricated items is required.</p> <p>Fabrication shops that are registered with Washington Association of Building Officials or American Institute of Steel Construction, as approved fabricators, do not require special inspection but rather are part of an ongoing quality assurance program.</p>

SPECIAL INSPECTION AGENCY INFORMATION

Special Inspection Agency 1	Name: _____ Address: _____ City, State & Zip: _____ Phone: _____ Email: _____ Areas of Responsibility: (Check all that apply) <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19																				
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SPECIAL INSPECTION PROGRAM

The following pages detail items to be included in the project’s special inspection program. Please check all items that are applicable to your project. Note that those applicable items should be identified on the coversheet of the approved plans.

1	Steel Construction - Section 1705.2: Special inspections and tests shall be in accordance with IBC Sections 1705.2 through 1705.2.4 & Table 1705.2.3
2	Concrete Construction - Section 1705.3: Special inspections and tests shall be in accordance with IBC Sections 1705.3 through 1705.3.2 & Table 1705.3
3	Masonry Construction - Section 1705.4: Special inspections and tests shall be in accordance with IBC Sections 1705.4 through 1705.4.2
4	Wood Construction - Section 1705.5: Special inspections and tests shall be in accordance with IBC Sections 1705.5 through 1705.5.2
5	Soils - Section 1705.6: Special inspections and tests shall be in accordance with IBC Section 1705.6 & Table 1705.6
6	Driven Deep Foundations - Section 1705.7: Special inspections and tests shall be in accordance with IBC Section 1705.7 & Table 1705.7
7	Cast-in-Place Deep Foundations - Section 1705.8: Special inspections and tests shall be in accordance with IBC Section 1705.8 & Table 1705.8
8	Helical Pile Foundations - Section 1705.9: <i>Continuous</i> Special inspections and tests shall be in accordance with IBC Section 1705.9
9	Fabricated Items - Section 1705.10: Special inspections and tests shall be in accordance with IBC Sections 1704.2.5 through 1704.2.5.1
10	Wind Resistance - Section 1705.11: Special inspections shall be in accordance with IBC Sections 1705.11 through 1705.11.3
11	Seismic Resistance - Section 1705.12: Special inspections shall be in accordance with IBC Sections 1705.12 through 1705.12.9
12	Seismic Resistance – Section 1705.13: Tests shall be in accordance with IBC Sections 1705.13 through 1705.13.4
13	Sprayed Fire-Resistant Materials – Section 1705.14: Special inspections and tests shall be in accordance with IBC Sections 1705.14 through 1705.14.6.3
14	Mastic and Intumescent Fire-Resistant Coatings – Section 1705.15: Special inspections and tests shall be in accordance with IBC Section 1705.15
15	Exterior Insulation and Finish Systems – Section 1705.16: Special inspections shall be in accordance with IBC Sections 1705.16 through 1705.16.1
16	Fire-Resistant Penetrations and Joints – Section 1705.17: Special inspections shall be in accordance with IBC Sections 1705.17 through 1705.17.2

17	Smoke Control – Section 1705.18: Tests shall be in accordance with IBC Sections 1705.18 through 1718.2
18	Special Cases – Section 1705.1.1: Special inspections and tests shall be in accordance with 1705.1.1 for proposed work that is, in the opinion of the Building Official, unusual in nature.
19	Structural Observations – Section 1704.6: Where required by the provisions of Section 1704.6.1 through 1704.6.3, the Owner or Owner’s Authorized Agent shall employ a registered design professional to perform structural observations. Structural observation does not include or waive the responsibility for the inspections in Section 110, special inspections in Section 1705, or other sections of the IBC.

SPECIAL INSPECTION AND TESTING CONDITIONS

Prior to permit issuance, the Owner, or the Engineer or Architect of record acting as the owner’s agent, shall complete two (2) copies of this agreement, the special inspections qualification form and the attached structural tests and inspections schedule including the required acknowledgements. A pre-construction conference with the parties involved may be required to review the special inspection requirements and procedures.

Owner Responsibilities	<ol style="list-style-type: none"> 1. Funding: The project Owner, or the Engineer or Architect of record acting as the owner’s agent, is responsible for funding special inspection services.
Contractor Responsibilities	<ol style="list-style-type: none"> 1. Notify the Special Inspector: The Contractor shall notify the special inspector or agency regarding individual inspections for items listed on the attached schedule and as noted on the building division approved (stamped) plan(s). Adequate notice shall be provided so that the special inspector has time to become familiar with the project. 2. Notify the City of Stanwood: The Contractor shall notify the City prior to covering structural components. Special inspection is intended to supplement and not replace required City inspections. Placement of concrete or concealment of structural components is not allowed without prior City approval 3. Provide Access to Approved Plans: The Contractor is responsible for providing the special inspector access to the approved (stamped) plans at the job site. Inspectors will not reference drawings other than those approved by the City of Stanwood. 4. Inspection Record Retention: The Contractor is responsible for retaining all special inspection records submitted by the special inspector at the job site. Upon request, records shall be made available for review by City of Stanwood inspectors.

<p>Special Inspector Responsibilities</p>	<ol style="list-style-type: none"> 1. Observe Work: The Special Inspector shall observe the work for conformance with the 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. <p>Special inspections are to be performed on a continuous basis, i.e. the Special Inspector shall be on-site at all times observing the work requiring special inspection. Periodic inspections, when applicable, must be identified in a separate written plan and submitted for review and approval by the City in advance.</p> 2. Report Non-Conforming Items: The Special Inspector shall bring non-confirming items to the immediate attention of the Contractor and note all such items in the daily report. If any items are not resolved in a timely manner, the Special Inspector shall immediately notify the City of Stanwood by telephone or in person, notify the Engineer/Architect, and post a discrepancy notice. 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 City. 4. Furnish Weekly Reports: The Special Inspector shall furnish weekly reports of tests and inspections directly to the City, Engineer/Architect, and others as designated. Weekly reports shall include the following: <ol style="list-style-type: none"> a) Description of daily inspections and tests performed with associated 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 Engineer/Architect or City if not included in conformance items. 5. Furnish Final Report: The Special Inspector shall submit a final report to the City stating that all items requiring special inspection and testing were fulfilled and reported in conformance with the approved (stamped) design drawings, specifications, approved change orders, and applicable workmanship provisions of the IBC. Items not in conformance, unresolved items, or any discrepancies in inspection coverage (i.e. missed inspections, periodic inspection in lieu of continuous inspection, etc.) should be specifically identified in the final report.
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Building Division Responsibilities	<ol style="list-style-type: none"> 1. Approved Special Inspection: The City shall approval all special inspection requirements. 2. Monitor Special Inspection: City inspectors will monitor work requiring special inspection and the performance of the Special Inspector. City approval must be obtained prior to placement of concrete or similar activities in addition to that of the Special Inspector. 3. Perform Required Inspections: Special inspections are supplemental to required City inspections. The City will perform inspection of construction prior to concealment of elements requiring inspection or placement of concrete, upon notification a minimum of one-day in advance. Scheduling of concrete or grout shall not occur prior to City inspection approval. 4. Issue Certificate of Occupancy: The City may issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and accepted.
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ACKNOWLEDGMENT

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

Owner Signature: _____ Date: _____

Printed Name: _____

Contractor Signature: _____ Date: _____

Printed Name: _____

Engineer/Architect Signature: _____ Date: _____

Printed Name: _____

STRUCTURAL OBSERVATION AGREEMENT

The Owner shall employ _____ the Engineer of Record,
who agrees to provide services as described below for the project located at
_____, Stanwood, WA for Permit Number _____.

Structural observation is defined as the visual observation of the structural system by a registered design professional for general conformance to the approved construction documents. Prior to commencement of observations, the structural observer shall submit to the building official a written statement identifying the frequency and extent of the structural observations.

At the conclusion of the work included in the permit, the structural observer shall submit to the building official a written statement that the site visits have been made and identify any reported deficiencies that, to the best of the structural observer's knowledge, have not been resolved. The statement shall indicate that each completed stage is in general conformance with the structural requirements of the building code and the approved plans and specifications.

Structural observation does not include or waive the responsibility for the inspections in Section 110, special inspections in Section 1705, or other sections of the IBC.

Owner Signature: _____ Date: _____

Printed Name: _____

Engineer/Architect Signature: _____ Date: _____

Printed Name: _____

Engineer Seal:

