



Special Inspection Agreement

Project Name: _____

Project Location: _____

Chapter 17 of the 2006 International Building Code (IBC) has specific requirements for Structural Tests and Special Inspections. These tests and inspections are in addition to the inspections required by IBC 109. These tests and inspections are to be made by an agency approved by the building official. (Approved Agency)

The Approved Agency must be employed by the owner or the registered design professional in responsible charge acting as the owner's agent.

When special inspection is required by IBC 1704, 1707, or 1708, the registered design professional in responsible charge shall prepare a Statement of Special Inspections, for submittal by the permit applicant. This statement shall include the following:

1. The materials, systems, components and work required to have special inspection.
2. The type and extent of each inspection.
3. The type and extent of each test
4. Identification as to whether it will be a continuous or periodic special inspection.

Prior to the issuance of a building permit, a preconstruction meeting shall be held at the Building Officials office. The following are required to attend this meeting:

1. The Building Official, Plans Examiner and Building Inspector.
2. The Registered Design Professional in Responsible Charge or representative.
3. The General Contractor or representative.
4. The Approved Agency or representative.

The special inspector shall provide written inspection reports to the building official and the design professional in responsible charge.

A special inspection does not waive the requirement for inspections by the building inspector. The contractor is responsible to schedule all inspections required by IBC 109, with the building department.

A Final Report of Special Inspection shall be provided to the building official. This report shall document the special inspections and corrections of any discrepancies noted in the inspections. The report must be submitted to the building official, for approval, seven days prior to the request for final inspection.

Statement of Special Inspections

The areas marked below shall have special inspections	Continuous	Periodic	Design Professional Initials
<input type="checkbox"/> Inspection of Fabricators (1704.2) <input type="checkbox"/> Other			
<input type="checkbox"/> Steel Construction (1704.3) <input type="checkbox"/> Materials <input type="checkbox"/> Welding <input type="checkbox"/> Steel frame details <input type="checkbox"/> High-strength bolts <input type="checkbox"/> Structural steel (1707.2 & 1708.4) <input type="checkbox"/> Other			
<input type="checkbox"/> Concrete Construction (1704.4 & 1708.3) <input type="checkbox"/> Reinforcing steel <input type="checkbox"/> Concrete Placement <input type="checkbox"/> Pre-stressed <input type="checkbox"/> Sampling & Strength tests <input type="checkbox"/> Bolts in concrete <input type="checkbox"/> Shotcrete <input type="checkbox"/> Precast <input type="checkbox"/> Other			
<input type="checkbox"/> Masonry Construction (1704.5) <input type="checkbox"/> Essential facility glass units & veneer — Level 1 <input type="checkbox"/> Nonessential facility — Level 1 <input type="checkbox"/> Essential facility — Level 2 <input type="checkbox"/> Other			
<input type="checkbox"/> Wood Construction (1704.6) <input type="checkbox"/> High-load diaphragms <input type="checkbox"/> Structural wood (1707.3) <input type="checkbox"/> Other			
<input type="checkbox"/> Soils (1704.7) <input type="checkbox"/> Site preparation <input type="checkbox"/> In-place density <input type="checkbox"/> Fill Placement <input type="checkbox"/> Other			
<input type="checkbox"/> Pile Foundations (1704.8) <input type="checkbox"/> Other			
<input type="checkbox"/> Pier Foundations (1704.9 & 1707.5) <input type="checkbox"/> Other			

Statement of Special Inspections

The areas marked below shall have special inspections	Continuous	Periodic	Design Professional Initials
<input type="checkbox"/> Spray fire-resistant materials (1704.10) <input type="checkbox"/> Other			
<input type="checkbox"/> Fire-resistant coatings (1704.11) <input type="checkbox"/> Other			
<input type="checkbox"/> Exterior insulation & finish (EIFS) (1704.12) <input type="checkbox"/> Other			
<input type="checkbox"/> Special cases (1704.13) <input type="checkbox"/> Other			
<input type="checkbox"/> Smoke control (1704.14) <input type="checkbox"/> Other			
<input type="checkbox"/> MEP Components (1705.3 & 1707.8) <input type="checkbox"/> Emergency electrical <input type="checkbox"/> Hazardous piping <input type="checkbox"/> Hazardous ductwork <input type="checkbox"/> Vibration isolation systems			
<input type="checkbox"/> Architectural Components (1705.3, 1707.6 & 1707.7) <input type="checkbox"/> Exterior wall panels <input type="checkbox"/> Veneer (>5psf) <input type="checkbox"/> Suspended ceilings <input type="checkbox"/> Access floors <input type="checkbox"/> Storage racks (>8ft) <input type="checkbox"/> Other			
<input type="checkbox"/> Cold-formed steel (1707.4) <input type="checkbox"/> Welding <input type="checkbox"/> Fastening <input type="checkbox"/> Other			
<input type="checkbox"/> Seismically isolated structures (1708.6)			

Statement of Special Inspections			
The areas marked below shall have special inspections	Continuous	Periodic	Design Professional Initials
<input type="checkbox"/> Post-installed anchorages (i.e. epoxy, expansion, etc.) <input type="checkbox"/> List ICC-ES Reports _____ _____ _____ _____			
<input type="checkbox"/> Seismic Design Category <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F			
<input type="checkbox"/> Seismic-Force-Resisting Systems <input type="checkbox"/> Structural Steel <input type="checkbox"/> Structural Wood <input type="checkbox"/> Cold-Formed Steel Framing <input type="checkbox"/> Seismic Isolation Systems <input type="checkbox"/> Other			
<input type="checkbox"/> Designated Seismic Systems <input type="checkbox"/> Importance factor > 1 <input type="checkbox"/> Architectural <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Other			
<input type="checkbox"/> Structural Observation (1709) <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Other (please specify) <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____			

Special inspection of fabricators is required unless approved by Santa Clara City. At completion of fabrication, approved fabricators are required to submit a certificate of compliance to the building official per IBC 1704.2.2.

If structural observations are to occur, the plans must clearly note who will perform the observations and list the stages of construction at which it will occur per IBC 106.3.4.

Observation reports must be submitted to the building official noting any deficiencies that may exist per IBC 1709.1.

The owner agrees to the following:

1. The owner or the design professional in responsible charge is responsible for obtaining tests and/or special inspections, required by IBC Chapter 17, by an agency approved by the building official.
2. That all materials, systems and components identified in the Statement of Special Inspection shall be tested and/or inspected in accordance with Chapter 17 of the International Building Code and that written results of those tests and/or inspections are provided to the building official and the design professional in responsible charge.
3. The Approved Agency is appointed by the building official to carry out the necessary functions for stop work orders in accordance with the provisions of Section 114 of the International Building Code and the policies and procedures of Santa Clara City Building Inspection Department.
4. Testing services will not be performed by Santa Clara City.

Ground-fault protection of equipment shall be provided for solidly grounded wye electrical services of more than 150 volts to ground but not exceeding 600 volts phase-to-phase for each service disconnect rated 1000 amperes or more. The ground-fault protection system shall be performance tested when first installed on site. A written record of this test shall be made and shall be available to the authority having jurisdiction. (Building Official)

Tests of the complete emergency electrical systems, required by NEC 700, shall be witnessed, at the time of installation, by the authority having jurisdiction. (Building Official)

STATEMENT OF SPECIAL INSPECTIONS

ACKNOWLEDGMENTS

(Acknowledged by the signatures shown below)

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

Owner (Responsible for hiring
Special Inspection Agency)

By _____

Date _____

Contractor

By _____

Date _____

Project Engineer of Record

By _____

Date _____

Email _____

Phone _____

Fax _____

Architect

By _____

Date _____

Special Inspection & Testing Agency

By _____

Date _____

IF APPLICABLE:

Electrical Engineer

By _____

Date: _____