



WESTMINSTER

**BUILDING DIVISION**

**SPECIAL INSPECTION AND TESTING AGREEMENT**

Project Name: \_\_\_\_\_

Permit: \_\_\_\_\_

Address: \_\_\_\_\_

**General Program Guidelines**

This special inspection program is intended to clarify the respective responsibilities of all parties concerned regarding required special inspection during the construction of the above project. Before a permit can be issued for the above project, this original special inspection agreement must be read and signed by the owner, the engineer or architect of record, the contractor, and all special inspectors and/or special inspection agencies. This original signed agreement must then be returned to the Building Division for review and approval.

In addition to the completed special inspection agreement, each special inspector or inspection agency shall also submit the name(s) and qualifications (**resumes**) of the individual(s) actually performing the special inspections **for each applicable type of inspection** to the Building Division for approval in accordance with Chapter 17 of the 2015 International Building Code (IBC). Each special inspector shall be approved by the Building Official **prior to** performing any inspection duties.

After the special inspection program and special inspector(s) have been approved by the Building Division, a pre-construction conference with the contractor and the special inspector(s) and/or representative of each special inspection agency will be required to review special inspection requirements and procedures prior to permit issuance.

Special inspection and testing shall meet the minimum requirements of Chapter 17 of the 2015 IBC and as indicated by the attached special inspection and testing checklist. The following conditions are also applicable:

**A. Duties and Responsibilities of the Special Inspector**

**1. Notify Building Division Prior to Substituting Special Inspection Personnel**

Special inspection agencies shall notify the Building Division and gain Building Division approval **prior to** replacing or substituting for approved special inspection personnel. Special inspection personnel who have not been pre-approved by the Building Division must be approved **before** making any special inspections. In these cases, a representative of the special inspection agency may contact Mike Jones at 303-658-2080 or Lynn Tennant at 303-658-2085, to gain verbal approval of the change or substitution. If verbal approval is gained, documentation regarding the special inspector's qualifications must be received by the Building Division in a timely manner in order to formalize the approval.

## **2. Observe Work**

The special inspector shall observe the work for conformance with the Building Division approved (stamped) design drawings and specifications and applicable workmanship provisions of the 2015 IBC. Architect/engineer-reviewed shop drawings and/or placing drawings may be used only as an aid to inspection.

When continuous inspection is required, the special inspector shall be on site and in the general area at all times while work requiring inspection is **in progress**. When periodic inspections are permitted, the special inspector need only be present to observe the work requiring inspection prior to such work being covered or concealed.

The special inspector shall also be responsible for advising the contractor of applicable hot and cold weather precautions and restrictions, in accordance with the International Building Code and other nationally recognized standards, for all work requiring special inspection during the construction process. The special inspector shall notify the contractor immediately if he finds that work in progress is in violation of such applicable precautions and restrictions due to current weather conditions or methods of construction being used. The special inspector shall bring any noncompliance with such applicable precautions and restrictions to the immediate attention of the Building Division.

## **3. Report Non-Conforming Items**

The special inspector shall bring non-conforming items to the immediate attention of the contractor and note all such items in the field inspection report. If any item is not resolved in a timely manner or is about to be incorporated into the work, the special inspector shall document the item(s) in the field inspection report and shall also notify the Building Division in a timely manner.

## **4. Furnish Field Reports**

The special inspector shall complete and sign a field report form for each inspection to remain at the job site with the contractor for review by the City building inspector. These reports must include the following:

- a. Description of inspections and tests made with applicable locations;
- b. Listing of all non-conforming items;
- c. Report on how non-conforming items were resolved or unresolved as applicable; and
- d. Itemized changes authorized by the architect or engineer, and the Building Division giving reasons for such changes, if not included in non-conformance items.

## **5. Furnish Final Report**

The special inspector or inspection agency shall submit a final signed report to the Building Division 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 design drawings, specifications, approved change orders and the applicable workmanship provisions of the IBC items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous was required, inadequate compressive strength testing results, etc.) shall be specifically itemized in this report.

## **B. 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 Division approved plan. Adequate notice shall be provided so that 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 at the job site.

### **3. 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 City building inspector upon request.

## **C. Owner Responsibilities**

The project owner or the engineer or architect of record acting as the owner's agent shall fund special inspection services.

## **D. Engineer or Architect of Record Responsibilities**

The engineer or architect of record is responsible for any design changes in addition to acknowledgment and approval of shop drawings which may detail structural information, and for submission of such changes to the Building Division for approval. The engineer or architect of record is also responsible for specifying any additional special inspections which may be necessary for this particular project in the comments section of the attached special inspection and testing checklist.

**ACKNOWLEDGMENTS**

I have read and agree to comply with the terms and conditions of this agreement and the attached special inspection and testing requirements.

Owner: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Project Structural Designer: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Special Inspector  
or Inspection Agency: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Special Inspector  
or Inspection Agency: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Special Inspector  
or Inspection Agency: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Special Inspector  
or Inspection Agency: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*\*Please note that this document must be returned with original signatures \*\*\*\***

### Special Inspection and Testing Checklist

The City of Westminster Building Division requires special inspection in accordance with Chapter 17 of the 2015 International Building Code. The special inspections required for this project are designated by an 'X' in the box in the left-hand margin. These designated special inspections are the minimum required by the building Code. The architect or engineer of record may specify any additional special inspections which may be necessary for this particular project.

- Concrete.** During the taking of test specimens and placing of reinforced concrete.
  - Bolts installed in concrete.** Prior to and during installation of bolts and placing of concrete around such bolts.
  - Special moment-resisting concrete frame.** As required by 2009 International building Code.
- Reinforcing Steel,** pre-stressing steel tendons, helical piers, or caissons.
  - During all stressing and grouting of tendons in prestressed concrete.
  - During placing of reinforcing steel and prestressing tendons for all concrete required to have special inspection.
  - Reinforcing steel in concrete piers, footings and foundations
- Structural welding.**
  - During the welding of any member or connection, which is designed, to resist loads and forces required by the 2015 International Building Code.
  - During the welding of special moment resisting steel frames.
  - During the welding of reinforcing steel.
- High-strength bolting.** During all bolt installations and tightening operations.
- Structural masonry.**
  - For other than fully grouted open-end hollow-unit masonry, during preparation and taking of any required prisms or test specimens, placing of all masonry units, placement of reinforcement inspection of grout space, immediately prior to closing of cleanouts, and during all grouting operations.
  - For fully grouted open-end hollow unit masonry, during preparation and taking of any required prisms or test specimens, at the start of laying units, after the placement of reinforcing steel, grout space prior to each grouting operation, and during all grouting operations.
- Reinforced gypsum concrete.** When cast-in-place Class B gypsum concrete fill when used as part of the structural system.
- Spray-applied fireproofing.** As required by 2015 IBC Chapter 17.
- Post-tensioned slab.** During construction of post-tensioned slab installations and tensioning operations for post-tensioned tendons.
- Special excavation, filling and compaction.** During earth-work excavations, filling and compaction operations.
- Concrete, Grout and/or Mortar Testing.** As required by Chapter 17 of the 2015 IBC.