



City of Carnation  
4621 Tolt Ave ♦ PO Box 1238  
Carnation, WA 98014  
(425) 333-4192

## Special Inspection and Structural Observation Agreement

**Introduction.** The Building Official for the City of Carnation has developed this agreement as a means of implementing the requirements of Chapter 17 of the State Building Code and to incorporate the structural review process as an integral element of the plan review and permit process. When the design values specified by the structural engineer or architect exceed those designated in the UBC as the minimum for normal construction materials, or when a performance-based design is utilized to resolve greater than normal design stresses in an element of a structure, special inspection and structural observation procedures shall be utilized to augment the normal inspections required in section 109 of the IBC. The determination of when special inspection or structural observation is necessary shall be made by the structural designer or the Building Official and shall be based on the provisions of sections 1704 and 1705 of the IBC.

**Special Inspection** shall mean the periodic or continuous inspection of specified work by a qualified person. The special inspector shall demonstrate, to the satisfaction of the Building Official, that he or she is certified and experienced in performance of the inspections called for by this agreement

**Structural Observation** shall mean the visual observation of the structural system, for general conformance to the approved plans and specifications, at significant construction stages and at completion of the structural system, by the structural engineer. Structural observation does not preclude or waive the requirement for the inspections included in section 109 of the IBC.

**Inspection and Observation Program** shall mean this agreement, which shall be prepared by the architect or engineer of record, and executed by all parties specified. Approval of this agreement may only be granted by the Building Official or his/her designated representative. This agreement shall designate the portions of the work that require special inspection or structural observation, the name or names of the individuals nominated to perform these inspections, and the reporting procedures to be utilized to record the results of the required inspections.

**Other Inspections.** In addition to the inspections specified in sections 109 and Chapter 17, the Building Official may require special inspections or structural observation of any construction work to ascertain compliance with the provisions of the IBC and other laws or regulations which are enforced by the City of Carnation.

### Duties and Responsibilities of the Special Inspector.

#### **1. Observe Work**

- A. The special inspector shall observe the work for conformance with the building department approved (stamped) plans, design specifications, and applicable workmanship provisions of the IBC. Architect or engineer reviewed shop drawings and/or placement drawings may be used only as an aid to inspection. Special inspections are to be performed on a continual basis while the work is performed. This means that the special inspector is to be on site at all times, in the general area of the work requiring special inspection. Periodic inspections, if any, must have prior approval by the Building Official based on a separate written plan prepared by the project engineer or architect.
- B. Special inspections shall be performed exclusively by the qualified inspector(s) designated in this agreement. Inspections made by unqualified individuals or by individuals other than the designated inspector(s) may be rejected by the building department. Inspectors should make their presence known to the contractor, and offer their credentials to the building inspector upon request. The special inspector shall be familiar with the City approved plans and the work to be inspected.
- C. The special inspector shall confirm that he/she has the approval of the City to perform the inspections requested. This can be accomplished by reviewing the approved schedule of inspections on site, which is incorporated as a part of this agreement. Questions regarding the type of inspections and/or testing should be referred to the building department.

#### **Report Nonconforming Items**

- A. 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 into the structure, the special inspector shall immediately notify the building department by



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telephone or in person, notify the engineer or architect, and provide the contractor with a written notice of the discrepancy.

- B. The special inspector shall verify that all previously required inspections have been performed and approved. Approval to proceed can only be authorized by the building inspector. If the contractor has performed work for which approvals have not been recorded, contact the building department immediately.
- C. Work shall be performed and inspected in conformance with the City approved plans and shop drawings only. No changes in the approved work shall be inspected unless such changes have first been approved by the building department.
- D. The Building Official may refuse to accept inspections reported by a special inspector based upon evidence of incompetence, or willful or negligent failure to observe or report violations of the code or the approved plans, or of any other failure to perform professionally and effectively the duties assumed by the inspector.

## 2. **Furnish Daily Reports**

- A. The special inspector shall complete and sign a daily report of the work inspected. A copy of the report shall remain on the jobsite with the building permit for review by the contractor and the building inspector. A copy shall also be forwarded to the Building Official.
- B. A copy of the daily report shall be retained by the special inspector for incorporation in the final report at the conclusion of the required inspections.

## 3. **Furnish Weekly Reports**

When required by the Building Official, due to the complexity of the work or the duration of the work, the special inspector or the inspection agency shall furnish weekly reports of tests and inspections directly to the building department, the project engineer or architect, and others as designated. These reports must include the following:

- A. Description of the daily inspections and tests made with applicable locations.
- B. A description of all nonconforming items.
- C. A report on how nonconforming items were resolved or left unresolved, as applicable.
- D. A report of the results of all field or laboratory tests of materials or procedures.
- E. A description of any and all changes authorized by the architect, engineer, and building department if not included in nonconformance items.

## 4. **Furnish a Final Report**

The special inspector or inspection agency shall submit a final signed report to the building department stating that all items requiring special inspection and/or testing were fulfilled and reported, and that, to the best of his or her knowledge, the work was or was not completed 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, (ie, missed inspections, work covered prior to inspection, periodic inspections rather than continuous inspections, etc), shall be specifically itemized in this report.

**Structural Observation** Structural observation shall be provided when one or more of the following conditions exists.

- 1. The structure is defined as Occupancy Category III or IV per Section 1604.5, or
- 2. The structure is greater than 75 feet, or
- 3. When so designated by the architect or engineer of record, or
- 4. When such observation is specifically required by the Building Official.

The owner shall employ the engineer or architect responsible for the structural design, or another licensed engineer or architect designated by the engineer or architect responsible for the structural design, to perform structural observation as defined in Section 1702 of the IBC. The structural observer shall physically review the work specified in this agreement. Observed deficiencies shall be reported in writing to the owner or owners' agent, the architect, the special inspector, the contractor, and the Building Official.

Upon completion of the structural work, the structural observer shall re-inspect any deficiencies noted and then submit a written summary of the observations to the Building Official stating when the site visits were made and identifying any reported deficiencies which, to the best of the structural observers' knowledge, have not been



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resolved. The structural observer shall also complete the Structural Observation Certification, as provided by the City.

### INSPECTION AND OBSERVATION PROGRAM

Project Name: \_\_\_\_\_ Address: \_\_\_\_\_ Permit #: \_\_\_\_\_

Testing & Inspection Agency: \_\_\_\_\_

The person or persons named herein are nominated as qualified to perform the special inspections noted below as required inspections for this project. A copy of the appropriate certifications and work experience is enclosed for each person(s) so nominated. Unless the person is a licensed professional and/or a principle in the testing and inspection agency, he/she will be supervised by a principle of the agency.

Required Special Inspections

Inspector & Certification No.

- Concrete. During the taking of test specimens and placing of reinforced concrete. \_\_\_\_\_
- Bolts installed for hold downs or steel frames. \_\_\_\_\_
- Moment-resisting concrete frame or prestressed/ PT areas. \_\_\_\_\_
- Reinforcing steel and pre-stressed/PT steel tendons. \_\_\_\_\_
- Structural welding. \_\_\_\_\_
- High-strength bolting & bolts set with epoxy. \_\_\_\_\_
- Structural masonry. \_\_\_\_\_
- Reinforced gypsum concrete. \_\_\_\_\_
- Shotcrete. \_\_\_\_\_
- Spray-applied fire-resistive materials. \_\_\_\_\_
- Piling, drilled piers and caissons. \_\_\_\_\_
- Lateral resisting wood framing. \_\_\_\_\_
- Special grading, excavation and filling. \_\_\_\_\_
- Smoke-control system. \_\_\_\_\_
- Special work, as noted below. \_\_\_\_\_

**Structural observation conditions, special instructions, or additional tests and inspections:**

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**Contractor Responsibilities**

The contractor shall notify the special inspector or inspection agency when work requiring special inspection is scheduled to be performed, provide access to the work area and the approved plans, and retain the daily reports and other special inspection records for review by the building inspector.

**Owner Responsibilities**

The project owner or his/her agent of record shall fund the special inspection services, under the direction of the architect and/or engineer of record.

**Engineer or Architect of Record Responsibilities**

The engineer or architect of record shall designate the work requiring special inspection on the plans, and shall execute this agreement prior to the issuance of the permit.

**ACKNOWLEDGEMENTS**

I HAVE READ AND AGREE TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS AGREEMENT.

Owner or Agent: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

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

Project Engineer/ Architect: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Special Inspector/Agency: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

ACCEPTED AND APPROVED FOR THE BUILDING DEPARTMENT

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