

SPECIAL INSPECTION AND TESTING AGREEMENT

Clackamas County Department of Transportation
Building Codes Department

To permit applicants of projects requiring special inspection and/or testing per Chapter 17 of the State of Oregon Structural Specialty Code (OSSC).

Project Name/Address: _____ Building Permit No.: _____

BEFORE A PERMIT CAN BE ISSUED: The owner, or the engineer or architect of record acting as the owner's agent, shall complete two (2) copies of this agreement 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.

APPROVAL OF SPECIAL INSPECTORS: Each special inspector shall be approved by the building department prior to performing any duties. Each special inspector shall submit his/her qualifications to the building department and is subject to a personal interview for pre-qualification. Special inspectors shall display approved identification, as stipulated by the building department, when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of OSSC Chapter 17. The following conditions are also applicable:

A. Duties and Responsibilities of the Special Inspector

1. 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 OSSC. 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 department and the Architect and/or Engineer of Record.

2. 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 department by telephone or in person, notify the engineer or 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 building department's inspector.

4. Furnish weekly reports

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the building department, Architect and Engineer of Record, and others as designated. These reports must include the following:

- a. Description of daily 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, engineer and building department if not included in on-conformance items.

5. Furnish 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 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

Oregon Building Officials Association
Special Inspection Program (SIP)

applicable workmanship provisions of the OSSC. 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.

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 department 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 building department's inspector upon request.

C. Building Department Responsibilities

1. Approve special inspection

The building department shall approve all special inspections and special inspection requirements.

2. 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.

3. Issue Certificate of Occupancy

The building department may issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and accepted.

D. Owner Responsibilities

The owner or the Engineer/Architect of Record acting as the owner's agent shall fund special inspection services.

E. Engineer or Architect of Record Responsibilities

The Engineer or Architect of Record shall include special inspection requirements on the plans and specifications.

ACKNOWLEDGEMENTS

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

Owner: _____ By: _____ Date: _____

Contractor: _____ By: _____ Date: _____

OBOA (Circle One)
Registered Agency: _____ Category A B C By: _____

Date: _____
Project Engineer/
Architect: _____ By: _____ Date: _____

OBOA Registered Special Inspector: _____ **ACCEPTED FOR THE BUILDING**
DEPARTMENT

By: _____ Date: _____ By: _____ Date: _____