



Special Inspections & Testing Agreement

Purpose: Special inspections are observations, tests, and inspections that require special expertise to substantiate the adequacy of a structure's elements, connections, or installation. This Special Inspections & Testing Agreement defines the minimum responsibilities of the parties involved in special inspections as required by Chapter 17 of the International Building Code and includes the Statement of Special Inspections which lists the special inspections applicable to this project.

Instructions: The information required in this agreement and the Statement of Special Inspections shall be completed as required, signed by the parties list on Page 4, and submitted during initial permit application.

PROJECT INFORMATION

Project Name: _____			
Address: _____			
Description: _____			
Group(s): _____	Type(s) of Construction: _____	Height: _____	Number of Stories: _____
Permit Number: _____		Code Edition Year: _____	Prepared Fill: <input type="checkbox"/> Yes <input type="checkbox"/> No
Sprinkler: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Alarm: <input type="checkbox"/> Yes <input type="checkbox"/> No	Risk Category: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV	

DEFINITIONS

International Building Code (IBC): The building code for new commercial construction referenced by the Commerce City Building Code which specifies the requirements for special inspections.

Project owner: A person, agent, operator, entity, firm, or corporation having any legal or equitable interest in the project or property under construction.

Registered design professional in responsible charge (RDPRC): A registered architect or professional engineer licensed in Colorado retained by the project owner to design and prepare construction documents in accordance with the Commerce City Building Code and whose signature and seal appear on the city-approved construction documents.

Special inspections agency: An established and recognized agency regularly engaged in conducting tests or furnishing inspection services that employ special inspectors and the special inspections engineer of record.

Special inspector: A qualified person approved by the Building Safety Division who conducts special inspections under the direction of the special inspections engineer of record.

Special inspections engineer of record (SIER): A Colorado-licensed professional engineer, approved by the Building Safety Division, responsible for performing special inspections and/or supervising special inspectors.

Special Inspections Final Certification Report: A city form completed by the SIER and submitted to the Building Safety Division at the conclusion of the project under construction which affirms special inspections or testing were fulfilled in

conformance with the approved drawings, specifications, change orders, and IBC workmanship provisions.

Statement of Special Inspections (SSI): A form, which begins on Page 3 of this document, prepared by the RDPRC which identifies the scope of the special inspections and materials testing applicable to the project under construction.

GENERAL REQUIREMENTS

Before a building permit can be issued: This agreement and the SSI shall be fully completed with the required acknowledgements and signatures and submitted to the city with the building plans during the permit application process. Failure to adequately complete and sign this document will result in a delay in the issuance of the building permit.

Approval of special inspectors and the SIER: Special inspectors, the SIER, and the special inspections agency shall have no financial interest in projects for which they provide special inspections. Special inspectors and the SIER shall submit their qualifications to and be approved by the Building Safety Division prior to the onset of construction. Special inspectors and the SIER shall carry and be prepared to display their city-approved credentials when performing special inspections on the job site.

DUTIES AND RESPONSIBILITIES OF SPECIAL INSPECTORS AND THE SIER

1 Review Plans

Special inspectors and the SIER shall review approved plans, shop drawings, and specifications, if applicable, for special inspections requirements.

2 Notify Contractor

Special inspectors shall notify the appropriate representative of the general contractor of their presence and responsibilities on the job site and follow all established safety protocols.

3 Observe Work

Special inspectors, under the supervision of the SIER, shall comply with the special inspections requirements found in the SSI. Special inspectors shall observe the work for conformance with the city-approved (stamped) construction documents, IBC workmanship provisions, and referenced standards. Shop drawings or placement drawings may be used as an aid to the inspection. For continuous inspections, special inspectors shall be on site and in the immediate work area at all times while work is in progress. For periodic inspections, special inspectors need only be present to observe the work prior to being covered or concealed.

4 Report Non-Conformance

Special inspectors shall bring non-conforming items to the immediate attention of the general contractor and SIER and shall note 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 SIER shall immediately notify the Building Safety Division and the RDPRC, and specific notes regarding the non-conformance shall be made in the field inspection reports (see below).

5 Prepare Daily Reports

Special inspectors shall complete and sign daily special inspection records and reports for each day's inspections in accordance with the IBC. Reports shall be retained on the job site by the general contractor and shall be available for review by Building Safety Division staff, project owner, or the RDPRC upon request.

6 Furnish Weekly Reports

The SIER shall furnish weekly reports of tests and inspections directly to the Building Safety Division, RDPRC, and others as designated. These reports must include the following:

- Description of daily inspection and tests made with applicable locations.
- Listing of all non-conforming items to include:
 - Full description and exact location.
 - Reference to approved plans or specifications.
 - Name and title of those notified and method, date and time of notification.
 - Resolution or corrective action(s) taken.
- Itemized changes authorized by the RDPRC and Building Safety Division.

7 Furnish a Final Report

At the conclusion of the project, the SIER shall submit a completed Special Inspections Final Certification Report to the Building Safety Division. Unresolved items or any discrepancies in inspection coverage (e.g., missed inspections,

periodic inspections when continuous inspections were required, etc.) shall be provided under separate cover letter along with the final report.

RESPONSIBILITIES OF THE GENERAL CONTRACTOR

1 Notify the Special Inspector

The general contractor shall notify the special inspections agency with adequate notice when work is ready for a special inspection. The general contractor shall coordinate work schedules with the special inspections agency and ensure work does not proceed without the required special inspections.

2 Provide Access

The general contractor shall provide special inspectors and the SIER access to the approved plans and an area on the job site to complete reports.

3 Retain Records

The general contractor shall retain special inspection reports on the job site and shall provide these records for review by Building Safety Division staff and the RDPRC upon request.

RESPONSIBILITIES OF THE PROJECT OWNER

1 Fund Special Inspections Services

The project owner, RDPRC, or agent of the project owner shall enter into a contractual agreement with a special inspections agency that specifies and requires expenses for conducting special inspections to be borne by the project owner. Under no circumstances shall any contracts be executed which require or permit the general contractor or sub-contractors to pay any expenses related to special inspections.

2 Guarantee Special Inspections

The project owner, RDPRC, or agent of the project owner shall ensure the scope of work and duties of the special inspector, as outlined in the SSI, are not compromised.

RESPONSIBILITIES OF THE RDPRC

1 Complete the Statement of Special Inspections

The RDPRC shall complete the SSI identifying elements of construction that required special inspections in accordance with the IBC.

2 Respond to Field Discrepancies

The RDPRC shall respond to special inspectors' reports of noncomplying items and discrepancies and shall approve remedial measures.

3 Review Shop Drawings; Submit Design Changes

The RDPRC shall acknowledge and accept shop drawings that detail structural information. Written approval of any verbally approved deviations from the approved plans shall be submitted to the Building Safety Division and to the SIER. Revised plans shall be submitted for Building Safety Division for review and approval.

Statement of Special Inspections

Instructions: This form shall be completed by the SIER. If there are more than one SIER for differing types of special inspections, each SIER shall submit separate versions of this form listing their responsible activities. Each form shall be signed by the responsible SIER and the RDPRC. In Column A, check the box beside each applicable activity identified in Column B. For each activity selected in Column A, select "C" for continuous inspections and "P" for periodic inspections in Column D if neither are predetermined.

A Check all that apply	B Activity	C IBC Reference, Standard	D Inspection Frequency
Steel Construction		1705.2	—
<input type="checkbox"/>	Structural steel	1705.2.1, AISC 360	<input type="checkbox"/> C <input type="checkbox"/> P
<input type="checkbox"/>	Cold-formed steel deck	1705.2.2, SDI QA/QC	<input type="checkbox"/> C <input type="checkbox"/> P
<input type="checkbox"/>	Open-web steel joists and joist girders	1705.2.3, SJI 100, 200	P
<input type="checkbox"/>	Cold-formed steel trusses spanning 60 feet or greater	1705.2.4	<input type="checkbox"/> C <input type="checkbox"/> P
<input type="checkbox"/>	Special seismic requirements	1705.12, 1705.13	<input type="checkbox"/> C <input type="checkbox"/> P
Concrete Construction		Table 1705.3, ACI 318	—
<input type="checkbox"/>	Inspect rebar and/or prestressing tendons, verify placement	Table 1705.3-#1	P
<input type="checkbox"/>	Verify and inspect rebar welds	Table 1705.3-#2, AWS D1.4	P
<input type="checkbox"/>	Inspect cast-in-place anchors	Table 1705.3-#3	P
<input type="checkbox"/>	Inspect adhesive and/or mechanical anchors in tension	Table 1705.3-#4a	C
<input type="checkbox"/>	Inspect adhesive and/or mechanical anchors other than those in tension	Table 1705.3-#4b	P
<input type="checkbox"/>	Verify design mix	Table 1705.3-#5	P
<input type="checkbox"/>	Test concrete: fabricate specimens, test slump, air content, temperature	Table 1705.3-#6, ASTM C3, C172	C
<input type="checkbox"/>	Inspect concrete and shotcrete placement	Table 1705.3-#7	C
<input type="checkbox"/>	Verify curing temperature and techniques	Table 1705.3-#8	P
<input type="checkbox"/>	Inspect prestressed concrete for prestressing forces, grouting	Table 1705.3-#9	C
<input type="checkbox"/>	Inspect erection of precast concrete members	Table 1705.3-#10	P
<input type="checkbox"/>	Verify concrete strength prior to forms or shores removal, post-tensioning	Table 1705.3-#11	P
<input type="checkbox"/>	Inspect formwork	Table 1705.3-#12	P
Masonry Construction		1705.4	—
<input type="checkbox"/>	Masonry, vertical masonry foundation elements	1705.4, 1705.4.2, TMS 402, 602	<input type="checkbox"/> C <input type="checkbox"/> P
<input type="checkbox"/>	Empirically designed masonry in Risk Category IV	1705.4.1, TMS 602-Level 2	<input type="checkbox"/> C <input type="checkbox"/> P
Wood Construction		1705.5	—
<input type="checkbox"/>	High-load diaphragms	1705.5.1	P
<input type="checkbox"/>	Metal-plate-connected wood trusses spanning 60 feet or greater	1705.5.2	P
<input type="checkbox"/>	Wind-resisting systems	1705.11.1	P
<input type="checkbox"/>	Seismic-resisting systems	1705.12.2	<input type="checkbox"/> C <input type="checkbox"/> P
Soils		1705.6	—
<input type="checkbox"/>	Verify adequacy of materials below shallow foundations	Table 1705.6-#1	P
<input type="checkbox"/>	Verify excavations are extended to proper depth and material	Table 1705.6-#2	P
<input type="checkbox"/>	Perform classification and testing of compacted fill material	Table 1705.6-#3	P
<input type="checkbox"/>	Verify proper placement and compaction of fill	Table 1705.6-#4	C
<input type="checkbox"/>	Verify site preparation prior to placement of compacted fill	Table 1705.6-#5	P
Driven Deep Foundation		1705.7	—
<input type="checkbox"/>	Verify compliance of materials, sizes, and length	Table 1705.7-#1	C
<input type="checkbox"/>	Determine test element's capacities; conduct load tests, as required	Table 1705.7-#2	C
<input type="checkbox"/>	Inspect driving operations	Table 1705.7-#3	C
<input type="checkbox"/>	Verify locations and record driving data, hammer information	Table 1705.7-#4	C
<input type="checkbox"/>	Perform special inspections of steel per Section 1705.2	Table 1705.7-#5	—
<input type="checkbox"/>	Perform special inspections of concrete per Section 1705.3	Table 1705.7-#6	—
<input type="checkbox"/>	For specialty elements, perform special inspections per the RDPRC	Table 1705.7-#7	—

A	B	C	D
Check all that apply	Activity	IBC Reference, Standard	Inspection Frequency
	Cast-In-Place Deep Foundation	1705.8	—
<input type="checkbox"/>	Inspect drilling operations and record corresponding data	Table 1705.8-#1	C
<input type="checkbox"/>	Verify locations and confirm foundation elements' dimensions	Table 1705.8-#2	C
<input type="checkbox"/>	Perform special inspections of concrete per Section 1705.3	Table 1705.8-#3	—
	Other (list additional items in empty rows below)		
<input type="checkbox"/>	Helical pile foundation	1705.9	C
<input type="checkbox"/>	Fabricated items	1704.2.5, 1705.10	<input type="checkbox"/> C <input type="checkbox"/> P
<input type="checkbox"/>	Seismic resistance of MEP components for Risk Category IV building	1705.12.6	P
<input type="checkbox"/>	Sprayed fire-resistance material	1705.14	<input type="checkbox"/> C <input type="checkbox"/> P
<input type="checkbox"/>	Mastic and intumescent fire-resistance coatings	1705.15	<input type="checkbox"/> C <input type="checkbox"/> P
<input type="checkbox"/>	Exterior insulation and finish systems	1705.16	<input type="checkbox"/> C <input type="checkbox"/> P
<input type="checkbox"/>	Fire-resistant penetrations and joints	1705.17	<input type="checkbox"/> C <input type="checkbox"/> P
<input type="checkbox"/>	Concrete encased electrode-UFER	1705.1.1, NEC 250.52(A)(3)	P
<input type="checkbox"/>			<input type="checkbox"/> C <input type="checkbox"/> P
<input type="checkbox"/>			<input type="checkbox"/> C <input type="checkbox"/> P
<input type="checkbox"/>			<input type="checkbox"/> C <input type="checkbox"/> P
<input type="checkbox"/>			<input type="checkbox"/> C <input type="checkbox"/> P

ACKNOWLEDGEMENTS

I hereby acknowledge that I have read and agree to comply with the duties and responsibilities outlined in this document as well as the Commerce City Building Code and the city-approved construction documents. I further acknowledge that the conditions stated herein must be met in order to obtain an approved final inspection and certificate of occupancy.

Registered Design Professional in Responsible Charge

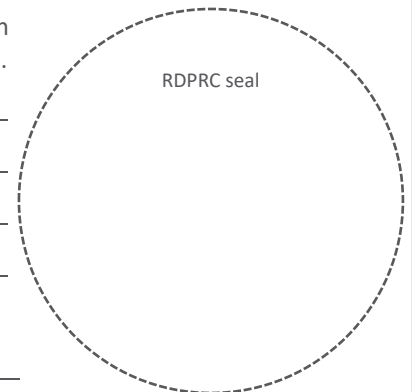
I further acknowledge the special inspections activities identified in the SSI are accurate and in compliance with the applicable provisions of the IBC and corresponding referenced standards.

Name: _____

Signature: _____ *signature shall be electronically embedded or over the adjacent seal* _____ Date: _____

Company: _____ Telephone: _____

Email Address: _____



Special Inspections Engineer of Record

Name: _____

Signature: _____ Date: _____

Special Inspections Agency: _____ Telephone: _____

Email Address: _____ License No.: _____

Project Owner

Name: _____ Telephone: _____

Signature: _____ Date: _____

Company: _____ Email Address: _____

General Contractor

Name: _____ Telephone: _____

Signature: _____ Date: _____

Company: _____ Email Address: _____