



Herriman City Building Department

Permit Number [office use]

SPECIAL INSPECTION AND TESTING AGREEMENT

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

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

To permit applicants of projects requiring special inspection and/or testing per the International Building Code (I.B.C.):

BEFORE A PERMIT CAN BE ISSUED: The engineer or architect of record acting as the owner’s agent shall complete this agreement and the attached structural tests and inspections schedule, including the required acknowledgments. A preconstruction meeting with Herriman City, the testing agency, their inspectors, and the contractor will be required to review the special inspection requirements and procedures before the permit will be issued.

APPROVAL OF SPECIAL INSPECTORS: Special inspection and testing agencies shall provide qualifications of field inspectors for review and approval. Each special inspector shall be approved by the building department prior to issuing the permit. Each special inspector 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 the currently adopted I.B.C. 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 plans and specification and applicable workmanship provisions of the I.B.C. 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 observing all work requiring special inspection. Periodic inspection, if any, must have prior approval by the building department based on a separate written plan review and approved by the building department and the project engineer or architect.
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 notify the building department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.
3. **Furnish daily reports:** Each special inspector shall complete and sign both the special inspection record card provided by Herriman City and the daily report form for each day’s inspections which is 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 inspection directly to the building department, project engineer or architect, and others as designated. These reports must include the following:
  - a. Description of daily inspections and tests made with applicable location.

- b. Listing of all nonconforming items.
  - c. Report on how nonconforming items were resolved or unresolved as applicable.
  - d. Itemized changes authorized by the architect, engineer and building department if not included in nonconforming 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 is, to the best of his/her knowledge, in conformance with the approved plans, specification, approved change orders and the applicable provisions of the I.B.C. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspection, 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 with access to the approved plans on 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.
4. **City inspections:** A special inspection does not waive the requirement for inspection by a City inspector. The contractor is responsible for scheduling City inspections to be done after completion of special inspection prior to covering work.

#### C. Owner's Responsibilities:

1. **Employment of special inspector:** The owner shall employ the special inspector.
2. **Employment of engineer or architect:** The owner shall employ the engineer or architect responsible for the structural design or his designated engineer or architect to make visits to the job site to observe general compliance with the approved structural plans, specifications, and change orders. The engineer or architect shall submit a statement in writing to the building official stating the job site visits have been made and that any deficiencies noted have been corrected. This shall not be construed to be a special inspection.

#### D. Building Department Responsibilities

1. **Approve special inspectors and requirements:** The building department shall approve all special inspectors 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 will issue a Certificate of Occupancy when all other City requirements have been met and after all special inspection reports and the final report have been submitted and accepted.

#### E. Discrepancy Notices

1. A discrepancy notice is given by the building inspector to the special inspector when the special inspector approves items not in conformance with the approved plan, specification, or provisions of the building code.
2. A special inspector who received two (2) discrepancy notices by the building department shall be immediately replaced with another approved special inspector. If two more

discrepancies are identified by the City inspector, the agency that employs these inspectors will be removed from the project and replaced with another agency specified by the owner and approved by the building official.

F. **Areas of Special Inspections:** The areas marked below shall have special inspections:

<input type="checkbox"/>	Soils investigation
<input type="checkbox"/>	Concrete strength testing only
<input type="checkbox"/>	Placing of reinforcement and concrete
<input type="checkbox"/>	Bolts installed in concrete
<input type="checkbox"/>	Special Moment Resisting Concrete Frame
<input type="checkbox"/>	Reinforcing steel and pre-stressing steel
<input type="checkbox"/>	Welding
<input type="checkbox"/>	High strength bolting
<input type="checkbox"/>	Structural masonry
<input type="checkbox"/>	Reinforced gypsum concrete
<input type="checkbox"/>	Insulating concrete fill
<input type="checkbox"/>	Spray applied fire-proofing
<input type="checkbox"/>	Piling, drilled piers, and caissons
<input type="checkbox"/>	Shotcrete
<input type="checkbox"/>	Special grading, excavation, and filling
<input type="checkbox"/>	Smoke control system
<input type="checkbox"/>	Fabricator to be approved
<input type="checkbox"/>	Exterior Insulation and Finishing Systems (E.I.F.S.)
<input type="checkbox"/>	Special cases, specify:
<input type="checkbox"/>	<b>No Special Inspections are required</b>

## ACKNOWLEDGMENTS

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

*Owner:	By:	Date:
*Contractor:	By:	Date:
Project Engineer:	By:	Date:
Architect:	By:	Date:
Special Inspection & Testing Agency:	By:	Date:
Special inspectors:	By:	Date:
	By:	Date:
	By:	Date:
	By:	Date:
	By:	Date:
	By:	Date:
	By:	Date:
	By:	Date:
	By:	Date:

*\*Required signatures as well as either the Engineer or Architect (or both) as applicable.*

**★Attach copies of special inspectors' approved identification (certificate or license)**

Accepted for the Building Department by: \_\_\_\_\_ Date: \_\_\_\_\_