



Community Development
16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3002
TTY 623-222-1002

Special Inspection and Testing Agreement Instructions

Applicants for building permits requiring special inspection per Chapter 17 of the 2018 International Building Code (IBC) must complete the attached agreement form and certificate prior to the issuance of building permits.

- The project owner, architect or engineer of record, contractor and special inspector or firm must sign and date the agreement where indicated. Designated special inspectors shall provide evidence of qualifications and should carry approved identification at all times when performing special inspections.
- The owner, architect or engineer of record, acting as the owners' agent, shall complete the Special Inspection Certificate form including the required seals and signatures.

Approval of Special Inspections: Each special inspector shall be approved by the Building Safety Division prior to performing any duties. Each special inspector shall submit his/her qualifications to the Building Safety Division and is subject to a personal interview for pre-qualification. Special inspectors shall possess approved identification when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of the 2018 IBC, Chapter 17. The following conditions are also applicable:

A. Special Inspector Responsibilities

1. Observe Work

The special inspector shall observe the work for conformance with the Building Safety Division approved design drawings and specifications and applicable workmanship provisions of the IBC. Architect/Engineer reviewed shop drawings and/or placement drawings may be used only as an aid to be inspected. 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 must have prior approval by the Building Safety Division based on a separate written plan reviewed and approved by the Building Safety Division and the Architect 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 a 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 Safety Division by telephone or in person, notify the Architect or Engineer of Record and post a discrepancy notice.

3. Furnish Daily Reports

All special inspectors shall complete and sign both the special inspection record and the daily inspections report form. The records and reports are to remain at the jobsite with the contractor for review by the Building Safety Division's inspector.

4. Furnish Weekly Reports

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

- Description of daily inspections and tests made with applicable locations;
- Listing of all nonconforming items and report on how nonconforming items were resolved or unresolved as applicable;
- Itemized changes authorized by the Architect or Engineer of Record and the Building Safety Division, if not included in nonconformance items.

Proposed changes to the approved plans must be submitted to the Building Safety Division before the work can be covered and must bear an original seal/signature of the Architect or Engineer of Record.

5. Furnish Final Report

The special inspector or inspection agency shall submit a final signed report to the Building Safety Division and the Architect or Engineer of Record noting that all items requiring special inspection and testing were fulfilled, reported, and to the best of his/her knowledge in conformance with the approved design drawings, specifications, 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, 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 Safety 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 jobsite.

3. Retain Special Inspection Records

The contractor is responsible for retaining all special inspection records submitted by the special inspector at the jobsite and providing these records for review to the Building Safety inspector upon request.

C. Building Safety Division Responsibilities

1. Approve Special Inspection

The Building Safety Division 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 Safety 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 Safety Division may issue a Certificate of Occupancy only after all special inspection reports and the final report have been submitted and accepted.



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Special Inspection and Testing Agreement

Project Name: _____

Project Address: _____

Permit Number: _____

Acknowledgements

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

Owner:

Printed Name

Signature

Contractor:

Printed Name

Signature

Special Inspector or Inspection Agency:

Printed Name

Signature

Project Architect or Engineer:

Printed Name

Signature

Accepted for the Building Safety Division:

Name and Title

Date



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Special Inspection Certificate Instructions

- **Certificate of Inspection by Owner/Agent:** The project owner or owners' agent is to identify the project architect, engineer, and general contractor and sign the form.
- **Special Inspection Responsibility Certificate:** The project owner, Architect or Engineer of Record is to designate the special inspection firm and individuals performing the special inspections. In the space provided, seal, sign and date the form, as applicable. This section is not to be completed by the special inspection firm.
- **Certificate of Compliance:** The last section is to be completed by the project owner, Architect or Engineer of Record at the completion of the project. In the space provided, seal, sign and date the form. Provide to the Building Safety inspector at the final inspection for the project.

Return the Special Inspection Certificate with original seal and signature to the Building Safety Division prior to permit issuance.



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Special Inspection Certificate

| | |
|-----------------------|-------------------------|
| Date: | Project Name: |
| Permit Number: | Project Address: |

Special Inspection Type:

| | |
|---|---|
| <input type="checkbox"/> Special Grading, Excavating, and Filling | <input type="checkbox"/> Structural Steel |
| <input type="checkbox"/> Bolts in Concrete | <input type="checkbox"/> High Strength Bolting |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Structural Welding |
| <input type="checkbox"/> Expansion-Epoxy Anchors | <input type="checkbox"/> Spray Applied Fireproofing |
| <input type="checkbox"/> Insulating Concrete Fill | <input type="checkbox"/> Medical Gas-Vacuum Lines |
| <input type="checkbox"/> Pilings, Drilled Piers, and Caissons | <input type="checkbox"/> EIFS-Exterior Insulation and Finish System |
| <input type="checkbox"/> Reinforced Gypsum Concrete | <input type="checkbox"/> Type I Grease Duct Wrap |
| <input type="checkbox"/> Reinforcing and Pre-stressing Concrete Tendons | <input type="checkbox"/> Fire Resistant Penetrations and Joints |
| <input type="checkbox"/> Shotcret | <input type="checkbox"/> Electric Service Entrance 1000amps or greater (UL-891)Potential Test |
| <input type="checkbox"/> Ductile Moment-Resisting Concrete Frame | <input type="checkbox"/> Ground-Fault Protection of Equipment |
| <input type="checkbox"/> Structural Masonry | <input type="checkbox"/> Smoke Control System |
| <input type="checkbox"/> Reinforcing Steel | <input type="checkbox"/> Special Cases |
| <input type="checkbox"/> Structural Wood | <input type="checkbox"/> Other: |

Certificate of Inspection by Owner/Agent:

Per the International Building Code (IBC), Chapter 17, certain aspects of the proposed construction work are to receive special inspection, by the Architect, Engineer or Special Inspector employed by me. I certify that the construction described on this form will receive such special inspection.

| | |
|--|---|
| Project Architect (print name): | Project Contractor (print name) : |
| Project Engineer (print name): | Owner/Agent (print and sign name): |

Special Inspection Responsibility Certificate:

I certify that I am familiar with the design of the above named project and in accordance with IBC Chapter 17. I do hereby assume full responsibility for designating the special inspectors and reviewing special Inspection reports as listed above. Inspection reports will be filed with the Building Safety Division as required under IBC, Sec. 1704.2.4. The following individual(s) will be field inspector(s) and will be present at the job site to render a full, complete and competent special inspection.

| Qualified Special Inspector Name | Specialty | Seal and Sign |
|----------------------------------|-----------|---------------|
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Certificate of Compliance:

I certify to the best of my knowledge that the design requirements of the approved construction documents for which special inspections were required have been complied with. A guarantee that the project contractor has fulfilled his contractual obligation is neither intended nor implied.

Architect, Engineer, or Owner Responsible for Special Inspection:

 Print and Sign Date