



Municipal Services District

Special Inspection Agreement

SUBJECT: WORK REQUIRING SPECIAL INSPECTIONS, STRUCTURAL OBSERVATIONS AND CONSTRUCTION MATERIALS TESTING IN ACCORDANCE WITH CHAPTER 17 OF THE INTERNATIONAL BUILDING CODE

Permit No.: _____ Land Use Approval No.: _____
(For projects with multiple approval numbers but with the same project number, you may list all approval numbers on a separate sheet.)
Project Address: _____ Salt Lake City, Utah

SECTION A: Property Owner/Authorized Agent

This section must be completed by the Property Owner/Authorized Agent

Please check if you are Owner-Builder
(If you checked as owner-builder, you must also complete Section (B) of this agreement)

First Name: _____ Initial: _____ Last Name: _____

Mailing Address: _____

Email: _____ Phone: _____

I am the: (please check one)

- Property Owner
- Property Owner's Agent of Record
- Architect of Record
- Engineer of Record

State of Utah Registration Number: _____ Expiration Date: _____

AGREEMENT: I, the undersigned, declare under penalty of perjury under the laws of the State of Utah, that I have read, understand, acknowledge and promise to comply with Salt Lake County requirements for special instructions, structural observations, construction materials testing and off-site fabrication of building components, as prescribed in the statement of special inspections noted on the approved plans and, as required by the International Building Code.

Signature: _____ Date: _____

SECTION B: Contractor's Statement of Responsibility

This section must be completed by the Contractor/Builder/Owner-Builder

Contractor's Company Name: _____ Please check if you are Owner-Builder

First Name: _____ Initial: _____ Last Name: _____

Mailing Address: _____

Email: _____ Phone: _____

State of Utah Contractor's License Number: _____ Expiration Date: _____

1. I acknowledge and, am aware, of special requirements contained in the statement of special instructions noted on the approved plans;
2. I acknowledge that control will be exercised to obtain conformance with the construction documents approved by the building official;
3. I will have in-place procedures for exercising control within our (the contractor's) organization, for the method and frequency of reporting and the distribution of reports; and
4. I certify that I will have a qualified person within our (the contractor's) organization to exercise such control.

Signature: _____ Date: _____

Statement of Special Inspections Guidelines

In accordance to Section 1701, 1704, 1705 and 1708 of the current adopted International Building Code (IBC), the **owner**, or the **registered design professional in responsible charge** acting as the owner's agent, is required to hire an independent testing/inspection agency to perform required special inspections.

The design professional shall complete the attached forms and submit them to the Building Department prior to issuance of the building permit. For projects requiring continuous inspection, the preparer shall submit the name and qualifications of the individual(s) assigned to the project. The inspectors assigned to any project within the Jurisdiction shall be currently registered with International Code Council (ICC), or other approved agency which is certified for the disciplines assigned.

A. Contractor's Responsibilities

1. Notify the agency

The contractor is responsible for notifying the inspection agency in sufficient time for scheduling personnel to perform required inspections.

2. Provide written statement of responsibility

The contractor shall provide a written statement of responsibility as required in section 1706 for construction of designated main-wind or seismic force resisting system.

3. Provide access to jurisdiction-approved plans

The approved plans shall be readily accessible at the job site.

4. Provide access to work

The contractor shall provide reasonable access to all work requiring special inspection.

5. Retaining special inspection reports at the job site

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.

6. Notify jurisdiction of special inspections prior to scheduled inspection time.

B. Duties of the Special Inspector

1. Observe the work

The inspector shall observe the work for compliance with the jurisdiction-approved plans, specifications, and applicable provisions of the IBC. The architect/engineer's reviewed shop drawings, and/or placement drawings, may be used only as an aid to inspections.

- **Continuous Special Inspection** — The full-time observation of work requiring special inspection by an approved special inspector who is present in the area where the work is being performed.
- **Periodic Special Inspection** — The part-time or intermittent observation of work requiring special inspection by an approved special inspector who is present in the area where the work is being performed and at the completion of the work.

2. Report non-conforming items

The inspector shall bring non-conforming 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 and is about to be incorporated in the work, the special inspector shall immediately notify the Building Department, the engineer or architect, and his/her office.

3. Furnish daily reports

The special inspector shall complete a daily report for each day's inspections. The daily reports shall remain at the job site with the contractor for the Building Department's inspector. The reports shall include the following:

- Name of special inspector with ICC certification number and certification type, date, time, temperature, and weather conditions.*
- Description of the inspections, with locations and tests performed.*
- Listing of any non-conforming items.*
- Include how items were resolved or unresolved.*
- List any changes or corrections to non-conforming issues authorized by the engineer, architect, or jurisdiction's building inspectors.*

4. Furnish weekly reports

The inspection agency shall furnish weekly reports of the tests and inspections performed directly to the Building Department, project engineer, architect, and/or others as designated.

5. Furnish final report

The inspection agency shall submit a final signed report to the Building Department stating that all items requiring special inspections and testing were fulfilled, all discrepancies were corrected or resolved, and all work requiring special inspections is in conformance with the approved design drawings and specifications.

- Any items unresolved or discrepancies in coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

C. Jurisdiction’s Responsibilities

1. To verify compliance

The jurisdiction is required to oversee the implementation of Structural Tests and Special Inspection requirements found in IBC Chapter 17.

2. Review special inspections

The Building Department shall review all special inspectors and special inspection requirements.

3. Monitor special inspections

Work requiring special inspections, and the performance of special inspectors, shall be monitored by the Building Department’s inspector. The jurisdiction’s approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

4. Issue Certificate of Occupancy

The Building Department will issue a Certificate of Occupancy only after all special inspection reports and the final special inspection report, have been submitted and accepted.

D. Owner Responsibilities

The owner, the design professional in responsible charge acting as the owner’s agent, shall fund special inspection services. The owner is responsible for seeing that these requirements are met.

E. Registered Design Professional Responsibilities

1. The registered design professional in responsible charge (engineer, or architect), shall include special inspection requirements and specifications on the plans.
2. Provide structural observation Per IBC Section 1709 as amended by the State of Utah requirements and specifications on the plans.
3. Prepare the Statement of Special Inspections in accordance with IBC section 1705 and identify Structural Testing for Seismic Resistance per IBC section 1708 (when required). The statement of special inspections shall identify items fabricated on the premises of an approved fabricator if special inspections are not required by section 1704.2.1.
4. Review the special inspection reports and provide corrective action for work that may not conform to the approved plans.

ACKNOWLEDGMENTS

I have read and understand my responsibilities regarding special inspections.

Owner/
Agent: _____ By: _____ Date: _____

Contractor: _____ By: _____ Date: _____

Inspection
Agency: _____ By: _____ Date: _____

Registered Design
Professional in
Resp. Charge: _____ By: _____ Date: _____