



SPECIAL INSPECTION & TESTING AGREEMENT

1. Engineer or architect of record shall identify all special inspection requirements on the plans and specifications prior to submittal of plans for permit application. The engineer or architect of record shall respond to deficiencies identified by the Special Inspector, and submit remedial corrections, as required to all parties to this agreement.
2. Prior to issuance of a building permit, the owner or the owners agent shall designate an approved special inspection and testing agency and complete two copies of the special inspection and testing agreement, including the special inspection and testing schedule and signed acknowledgements.
3. Special Inspectors shall be approved by the Building Services Division prior to performing any special inspection duties. All special inspection agencies shall be certified under the WABO Special Inspector Certification program unless qualifications acceptable to the Building Official have been submitted, verified and approved.
4. A preconstruction conference with the parties involved may be required to review the special inspection requirements and procedures prior to commencement of work.
5. The contractor shall notify the Special Inspector and schedule inspections when required, and is responsible for providing the Special Inspector access to the approved plans and specifications at the job site. The contractor shall retain at the job site all records submitted by the Special Inspector, and provide these records to the building inspector as requested.
6. The Special Inspector shall perform all inspection and reporting duties as identified in Section IV, including:
 - (a) Observe work, take samples
 - (b) Retain daily reports at job site
 - (c) Report non-compliance items
 - (d) Furnish periodic reports to the Building Services as requested
 - (e) Furnish final inspection reports
7. Building Services Division shall approve all special inspection requirements and inspectors prior to permit issue. The designated BSD project inspector shall monitor the special inspection program and provide approval of activities and construction process. No Certificate of Occupancy or final inspection approval will be issued by BSD until all special inspection reports and final reports have been submitted and accepted.

ACKNOWLEDGEMENTS

The undersigned have read and agree to comply with the terms and conditions of this agreement and the attached special inspection and testing schedule.

PROJECT ADDRESS:		PERMIT NUMBER:	
ORGANIZATION	PRINTED NAME	SIGNATURE	DATE SIGNED
<u>Owner</u>			
<u>Contractor</u>			
<u>Engineer/Architect of Record</u>			
<u>Special Inspection Agency</u>			
<u>Building Services Division</u>			

PROJECT NAME:	PERMIT NUMBER:
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SECTION 3: SPECIAL INSPECTION AND TESTING SCHEDULE

Concrete, Grout and Mortar	CONCRETE					SHOTCRETE	GROUT	MORTAR
	FOOTINGS	RET. WALLS	WALLS	SLABS	COLUMNS			
CONCRETE & CEMENTITIOUS MAT'LS:								
Mix Designs								
Aggregate Tests								
Batch Plant Inspection								
Concrete Batching								
Concrete Placement								
Field Admixtures								
Cast Samples (#/Pour)								
Slump								
Pick-up Samples								
Compression Tests (list ages)								
Admixture Certs:								
Other:								
REINFORCING & INSTALLATION								
Reinforcing Tests								
Reinforcing Placement								
Steel Inserts								
Mill Certs or Other:								
CAST-IN-PLACE ANCHOR BOLTS:								
ADHESIVE ANCHORS								
PRESTRESSED CONCRETE	PILES	COLUMNS	BEAMS	SLABS	WALLS			
Tendon Tests or Mill Certs								
Tendon Placement								
Tensioning								
INSULATING CONCRETE:	Sample and test		Placement Inspection			Unit weights		
OTHER:								

Masonry:	Special Inspection Design Stresses Used?	Placement Inspection (Full, Periodic, None)	Acceptance Tests? (Y/N, Prisms, Units)	Field Prism Tests (Y/N, frequency)
Shear Walls				
Other:				

Steel and Welding:	Identify Members or Connections				Reinforcing	Concrete Inserts	Metal Deck	Steel Studs
Identify sizes. Sample and test materials								
Welds (U= U/T, V=visual, X= radiographic)								
Shop Welding								
Field Welding								
Review Welder's Certificates								
Other:								
Bolts (Enter S for Shop Testing, F for Field Testing, N for None. Only bolts marked "SC" receive torque testing.)	A307	A325-N	A325-X	A325-SC	A490-N	A490-X	A490-SC	Other:

Structural Wood:	Shear wall sheathing, holddowns, nailing.	Glued-Laminated Timber Fabrication	Timber Connections and Bolting	Manufactured Joist Fabrication

Piling:	Driven	Caisson or Augercast	Other
	Diameter	Diameter	
	Mat'l Identification	Pressure/Volume	
	Blow Counts	Tip Elevation	
	Tip Elevation	See Structural Notes	

Soils and Fill Material:	Material Acceptance Tests:	Placement Inspection:	Field Density:

Fireproofing:	Placement Insp.	Density Tests	Thickness Tests	Batching Insp.

Other:				