

**SPECIAL INSPECTION AND TESTING AGREEMENT**

**MURRAY CITY CORPORATION**

Building Inspection Division

To permit applicants of projects requiring special inspection and/or testing per Section 1704 of the International Building Code (I.B.C.).

**Project Name/Address:**

**Application No.** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**BEFORE A PERMIT CAN BE ISSUED:** The engineer and/or architect of record acting as the owner’s agent shall complete **two (2)** copies of this agreement including the required acknowledgments. **A pre-construction meeting will be required with Murray City, the testing agency, their inspectors, and the site superintendent before the permit will be issued.**

**APPROVAL OF SPECIAL INSPECTORS:** Special inspection and testing agency shall provide **Certifications** of field inspectors for review and approval. Each special inspector shall be approved by the building department prior to issuing permit. Special inspectors shall display approved identification, as stipulated by the building division, when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of I.B.C. Section 1704. 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 inspection divisions reviewed, signed and stamped plans, specifications and applicable provisions of the I.B.C. Shop drawings and/or placing drawings reviewed and signed by the engineer of record 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 inspections, if any, must have prior approval by the building division based on a separate written proposal reviewed and approved by the building division 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 individual inspection 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 division by telephone or in person, post a discrepancy notice, and notify the engineer or architect.

3. Furnish individual inspection reports.  
Each special inspector shall complete and sign the special inspection record card provided by Murray City and the individual report form for each of the days inspections. Please leave two copies; one is to remain at the job site with the contractor, the other is for review by the building department.
4. Furnish weekly reports.  
The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the building division, project engineer or architect, and others as designated. These reports must include the following:
  - a. Description of individual 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 approved by the Building division.
5. Furnish final report.  
The special inspector or inspection agency shall submit a final, signed report to the building division stating that all items requiring inspection and testing were fulfilled and reported; to the best of his/her knowledge, in conformance with the building inspection division's reviewed, stamped and signed plans, specifications, building inspection 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 inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

**B. Contractor Responsibilities:**

1. The contractor is responsible for notifying the special inspector or testing agency regarding individual inspections for items listed in section F of this agreement and as noted on the building department reviewed plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.
2. The contractor is responsible for providing the special inspector access to building inspection divisions reviewed plans at the job site.
3. Special inspection is to be completed and documented as per items A-1, A-2 & A-3 prior to scheduled city inspection.
4. The contractor is also responsible for retaining at the job site all special inspection records submitted by the special inspector and providing these records upon request for review by the building inspection divisions' inspector.
5. A special inspection does not waive the requirement for inspection by a city inspector. Contractor is responsible for scheduling city inspections to be done after completion of special inspection prior to covering work.

**C. Owners Responsibilities:**

1. The owner shall employ the special inspector.
2. 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 building inspection divisions reviewed, stamped and signed structural plans, specifications, and approved 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 Division Responsibilities:**

1. Approve special inspectors and requirements.  
The building 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 departments' 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 division 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 Murray City to the special inspector when the inspector approves items not in conformance with the approved plan, specifications, or provisions of the building code.
2. A special inspector who receives two (2) discrepancy notices by the building department may be replaced with another approved special inspector. If two more discrepancies are identified by the city inspector, the agency that employs these inspectors may be removed from the project and replaced with another agency specified by the owner and approved by the building official.

**F. Required Special Inspections.**

The structural engineer and architect of record are to indicate the required special inspections for the structural systems below. Special inspections for spray applied fire proofing, EFIS and smoke control systems are to be indicated by the architect of record. Building inspection division will review.

**The areas marked below shall have special inspections.**

**Design Professional  
Requiring Inspection**

Fabricator Approval/Certificate of Compliance Section 1704.2.2

Building Department

Steel construction. Section 1704.3, Table 1704.3  
 Materials  Steel frame details  
 Welding  High-strength bolts

\_\_\_\_\_

Concrete construction. Section 1705.3, Table 1705.3  
 Reinforcing steel  Bolts in concrete  
 Conc Placement  Shotcrete  
 Prestressed  Precast  
 Sampling & Strength tests

\_\_\_\_\_

Masonry construction Section 1705.4, Table 1704.5.3  
 Essential facility glass units & veneer - Level 1  
 Nonessential facility - Level 1  
 Essential facility - Level 2

\_\_\_\_\_

Wood fabrication, Section 1705.5

\_\_\_\_\_

Soils, Section 1705.6  
 Site preparation  Fill Placement  
 In-place density

\_\_\_\_\_

Driven Deep Foundation, Section 1705.7

\_\_\_\_\_

Pier foundations, Section 1705.8

\_\_\_\_\_

Helical Pile Foundations Section 1705.9

\_\_\_\_\_

Structural Wood, Section 1705.10.1

\_\_\_\_\_

Spray fire-resistant materials, Section 1705.13

\_\_\_\_\_

Mastic and Intumescent Coatings. 1705.14

\_\_\_\_\_

Exterior insulation & finish (EIFS), Section 1705.15

\_\_\_\_\_

Special cases, Section 1705.1.1

\_\_\_\_\_

Smoke control, Section 1705.17

\_\_\_\_\_

Spray fire-resistant Materials, Section 1705.13

\_\_\_\_\_

[ ] Fire-resistant penetration and joints, Section 1705.16 \_\_\_\_\_

[ ] Structural observation by engineer of record, Section 1704.5 \_\_\_\_\_

**ACKNOWLEDGMENTS**

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

\_\_\_\_\_  
**Owner (signature)**

Phone \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_  
**Contractor (signature)**

Phone \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_  
**Project Engineer (signature)**

Phone \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_  
**Architect (signature)**

Phone \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_  
**Special Inspection & Testing Agency (signature)**

Phone \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Email \_\_\_\_\_

City Approval \_\_\_\_\_

**Special Inspectors:**

*Sign and print name.*

Sign \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

City Approval \_\_\_\_\_

Sign \_\_\_\_\_

Print Name \_\_\_\_\_

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