



## SPECIAL INSPECTION AND TESTING AGREEMENT

City of Airway Heights  
1208 S. Lundstrom Street  
Airway Heights, WA 99001  
Phone (509) 244-5514  
Fax (509) 413-1382  
www.cawh.org

### PROJECT INFORMATION

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

Project Owner: \_\_\_\_\_ Project Number: \_\_\_\_\_

The above referenced project requires special inspection or testing per section 1704 of the International Building Code. Please acknowledge and return this agreement to the Building Department.

### PART 1: GENERAL PROVISIONS

1. This policy manual for special inspection under the International Building Code in the City of Airway Heights sets forth the accepted and recommended practices associated with special inspection.
2. The Special Inspector, the special inspection agency and testing lab, hereinafter referred to as the special inspector, must be approved by the appropriate department.
3. The Special Inspector is responsible for immediately notifying the Building Official of any concerns and/or problems encountered.
4. Copies of all routine reports shall be submitted by the Special Inspector directly to the Building Official on a weekly basis.
5. The Special Inspector shall submit the names and qualifications of on-site inspectors and lab technicians to the Building Official for approval using the Employment Acknowledgement Form.
6. The Special Inspector shall use only those construction documents which have been approved by the Building Official.
7. The contractor is responsible for reviewing the approved plans for additional inspection requirements that may be noted.
8. The contractor is responsible for notifying the Special Inspector as to when items in the tests and inspections schedule will be ready for inspection.

### PART 2: SPECIFIC REQUIREMENTS

1. The following must be accomplished prior to issuance of a permit:
  - a. The owner or his designated representative shall, on the advice of the responsible design professional, complete, sign and submit two copies of this Agreement to the Building Official for approval.
  - b. The Special Inspector shall submit completed Employment Acknowledgment Forms. All areas listed on the Test and Inspection Schedule must be covered by a qualified Special Inspector.
2. The following must be accomplished prior to issuance of a Certificate of Occupancy.
  - a. All Special Inspection reports must have been received by the Building Official.
  - b. The Special Inspector shall submit a final report to the Building Official stating that all items requiring testing and inspection were fulfilled and reported and that all work was done in accordance with the approved plans. Items not tested and/or inspected shall be noted in this report. A copy of this report must be maintained on the job site until the Certificate of Occupancy has been issued.

**PART 3: TESTS AND INSPECTIONS SCHEDULE**

1. The following checklist has been completed by the responsible design professional and indicates which tests and inspections are required to be performed by a Special Inspector.

- CONCRETE** – During the taking of the test specimens and placing of reinforced concrete and pneumatically placed concrete.
- BOLTS INSTALLED IN CONCRETE** – During installation of bolts and placing of concrete around such bolts when stress increases permitted by Table 1705.3 of the International Building Code are utilized.
- REINFORCED STEEL AND PRESTRESSING STEEL** – During all stressing and grouting of pre-stressed concrete and during placing of reinforcing steel, placing of tendons and pre-stressing steel for all concrete required to have special inspection.
- WELDING** – Steel elements as required by Section 1705.2 and Table 1705.2.2 of the International Building Code and all structural welding, including welding of reinforcing steel.
- HIGH-STRENGTH BOLTING** – During all bolt installations and tightening operations.
- FABRICATORS** – Per Section 1704.2.5 of the International Building Code.
- STRUCTURAL MASONRY** – During preparation of masonry wall prisms, sampling and placing of all masonry units, placement of reinforcement, and inspection of grout space, immediately prior to closing of cleanouts and during all grouting operations.
- WOOD CONSTRUCTION**
- PILE FOUNDATIONS**
- WALL PANELS AND VENEERS**
- SPRAYED FIRE-RESISTANT MATERIALS**
- EXTERIOR INSULATION AND FINISH SYSTEM (EIFS)**
- SOILS, SPECIAL GRADING, EXCAVATION AND FILLING** – During earthwork excavations, grading and filling operations inspections
- SPECIAL CASES** – Work which, in the opinion of the Building Official involves unusual hazards or conditions.
- SMOKE CONTROL**
- SEISMIC RESISTANCE** – Per the International Building Code Section 1704, 1705, etc.

2. The owner hereby certifies that the special inspector(s) named in this agreement have been engaged to perform tests and inspections as indicated in the checklist above during construction to satisfy all applicable portions of the International Building Code.

**PART 4: DESIGNATION OF SPECIAL INSPECTOR(S)**

List Special Inspector(s) intended to be employed by the owner, include name, address and contact number for all individuals who will be doing on-site or lab work relating to the required tests and inspections.

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

Contact Number: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

**PART 5: ACKNOWLEDGEMENT**

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

OWNER: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ENGINEER: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**PART 6: ACCEPTANCE BY BUILDING OFFICIAL**

*I accept the Special Inspector(s) listed in Part 4 for the purpose of performing required tests and inspections listed in Part 3 of this Agreement.*

BUILDING OFFICIAL: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**EMPLOYMENT ACKNOWLEDGEMENT FORM**

Please complete one form for **EACH INDIVIDUAL** performing the Special Inspection or Testing work on each project.

Date: \_\_\_\_\_

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

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

Inspection Lab or Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Individual Performing Work: \_\_\_\_\_

Certification/ICC/WABO Number: \_\_\_\_\_

**STATEMENT OF UNDERSTANDING**

I, \_\_\_\_\_, hereby affirm that I have been employed by  
\_\_\_\_\_ for duration of (hours, days, weeks) \_\_\_\_\_  
to perform special inspection of \_\_\_\_\_  
\_\_\_\_\_

Relating to the above stated project and that I am aware that in performing these inspections, I am acting as an agent for the jurisdiction and responsible to the Building Official. I am aware that my duties include assurance of compliance with the approved plans, specifications, the International Building Code and recognized construction practices which do not conflict with any of the aforementioned documents. I will submit written reports to the Building Official as required. I also agree to immediately notify the Building Official of 1) any discrepancies, corrected or uncorrected, that are observed on this project and 2) my employment as it relates to this project is modified in any way or terminated prior to submittal of my final report.

\_\_\_\_\_  
Individual's Signature

SPECIAL INSPECTION PERFORMANCE REPORT

LOCATION OF OBSERVATION AND PERTINENT FACTS:

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

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

City/County Project No: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Inspection Time: \_\_\_\_\_

Size and Type of Structure: \_\_\_\_\_

Inspection Being Made: \_\_\_\_\_

\_\_\_\_\_

- NO discrepancies observed
- Discrepancies observed and CORRECTED – Explain below
- Discrepancies observed and NOT corrected – FOLLOW UP REQUIRED – the Building Official MUST BE IMMEDIATELY NOTIFIED of these discrepancies – Explain below

Explanation/Remarks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Further explanation, evidence (reports, photos, etc.) and the names of witnesses attached.

Special Inspector: \_\_\_\_\_

Phone: \_\_\_\_\_

Certification #: \_\_\_\_\_

Type: \_\_\_\_\_

\_\_\_\_\_  
Special Inspector Signature

\_\_\_\_\_  
Date

FOR USE BY BUILDING OFFICIAL

Received by: \_\_\_\_\_

Date: \_\_\_\_\_