



Permit & Development Center

Community Development Department

602 Robert D. Ray Dr. • Des Moines, IA 50309



**City of Des Moines
Permit & Development Center
Special Inspection Agreement Form**

SPECIAL-INSPECTION AND TESTING AGREEMENT

To permit applicants of projects requiring special inspection and/or testing per Chapter 17 of the International Building Code (IBC):

Project Address: _____

Permit No.: _____

BEFORE A PERMIT CAN BE ISSUED: The owner, or the Engineer or Architect of record, acting as the owner's agent, shall complete two (2) copies of this agreement and the attached Special-inspection and Testing Schedule, including the required acknowledgments. A pre-construction conference with the parties involved may be required to review the special-inspection requirements and procedures.

APPROVAL OF SPECIAL INSPECTORS: Special inspectors may have no financial interest in projects for which they provide special inspection. Special inspectors shall be approved by the building department prior to performing any duties. The special inspection agency shall submit credentials and shall maintain records of all employees performing special inspections. Individual special inspectors shall submit their qualifications to the Building Official for pre-qualification, and are subject to personal interviews if so required by the Building Official.

Special inspection and testing shall meet the minimum requirements of the *International Building Code* Chapter 17. The following conditions are also applicable:

A. Duties and Responsibilities of the Special Inspector

1. **Signify presence at job site.** Special inspectors should notify contractor personnel of their presence and responsibilities at the job site. If required by the building official, they shall sign in on the appropriate form posted with the building permit.
2. **Observe assigned work.** The special inspector shall observe assigned work for conformance with the building department approved (stamped) design drawings and specifications and applicable workmanship provisions of the *International Building Code*. Architect/engineer-reviewed shop drawings may be used only as an aid to inspection.

For continuous special-inspection, the special inspector shall be on site at all times observing the work requiring special-inspection. Periodic inspections, if any, must have prior approval based on a separate written plan reviewed and approved by the building department and the engineer or architect of record.

3. **Report nonconforming items.** The special inspector shall bring nonconforming 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 or is about to be incorporated in the work, the special inspector shall immediately notify the building department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.
3. **Provide timely reports.** The special inspector should complete written inspection reports for each inspection visit and provide the reports on a timely basis determined by the building official. The special inspector or inspection agency shall furnish these reports directly to the building official, engineer or architect of record, and others as designated. [IBC Sec. 1704.1.2] These reports should be organized on a daily format and may be submitted weekly at the option of the building official. Daily and weekly report forms are included in Appendix A of the General Program Guidelines. These reports should include:
 - a. Description of daily inspections and tests made with applicable locations,
 - 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 building official if not included in nonconforming items.
5. **Submit final report.** The special inspector or inspection agency shall submit a final signed report to the building official stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved design drawings, specifications, approved change orders, and applicable workmanship provisions of the *International Building Code*. Items not in conformance, unresolved items, or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous inspections were required, etc.) shall be specifically itemized in this report.

B. Owner Responsibilities. The project owner, the engineer or architect of record, or an agent of the owner is responsible for employing special-inspection services. The special inspector/agency shall *not* be in the employ of the contractor, subcontractor or material supplier. [IBC Sec. 1704.1] In the case of an owner/contractor, the special inspector/agency shall be employed as specified by the building official.

C. Engineer or Architect of Record Responsibilities

1. **Prepare special inspection program.** The Engineer or Architect of record shall list the items for which special inspection is required and shall indicate any items for which the IBC or the Building Official approves periodic inspection and the frequency of such inspection.
2. **Respond to field discrepancies.** The Engineer or Architect of record shall respond to uncorrected field discrepancies in design, material, or workmanship observed by the special inspector.
3. **Review shop drawings and submit design changes.** The Engineer or Architect of record shall acknowledge and approve shop drawings that may detail structural information, shall submit to the building official and to the special-inspection agency written approval of any verbally approved deviations from the approved plans, and shall submit revised plans for Building Official approval as required.

D. 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 department approved plans. Adequate notice shall be provided so 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.
3. Retain special inspection records. Upon request, the contractor is also responsible for retaining at the job site all special inspection records completed by the special inspector.

E. Building Department Responsibilities

1. **Approve special inspection program.** The building department shall approve all special inspectors and special-inspection requirements.
2. **Enforce special inspection.** Work requiring special inspection and the performance of special inspectors shall be monitored by the building inspector. His/her approval, in addition to that of the special inspector, must be obtained prior to placement of concrete, covering of structural steel, or other similar activities
3. **Review inspection reports.** The building official should review special-inspection progress and final reports.
4. **Perform final inspection.** The building official should perform the final inspection and approval for a project [IBC Sec. 109.3.10] after the final special-inspection report has been reviewed and approved.

ACKNOWLEDGMENTS

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

Owner:

_____ By: _____ Date: _____

Project Engineer/Architect:

_____ By: _____ Date: _____

Soils Engineer:

_____ By: _____ Date: _____

Contractor:

_____ By: _____ Date: _____

Special Inspector or Inspection Agency:

_____ By: _____ Date: _____

ACCEPTED FOR THE BUILDING DEPARTMENT

By: _____

Date: _____

Special Inspection Firm (if multiple firms engaged on project): _____

SPECIAL-INSPECTION AND TESTING SCHEDULE

1. Concrete

- Continuous placement inspection
- Exceptions _____
- _____ Cylinders per _____ CY
- Test: _____ @ 7 _____ @ 28 _____ Hold

2. Bolts installed in concrete

- All bolts
- Location: _____

3. Special moment-resisting concrete frame

- As Indicated
- Location: _____

4. Reinforcing steel and pre-stressing tendons

- Placement inspection
- Stressing and grouting of tendons

5. Structural Welding

- Periodic Visual Inspection:
- Single pass fillet welds < 5/16"
 - Steel deck
 - Welded studs
 - Cold formed studs and joists
 - Stair and railing systems
 - Reinforcing steel
- Continuous Visual Inspection
- All other welding
 - Reinforcing steel
 - Other _____
- Special moment-resisting frames:
- UT all CJP groove welds
 - UT all CJP groove welds > 5/16"
 - UT all PP groove welds in column splices
 - UT all PP groove welds in column splices > 3/4"
 - UT column flanges at beam flange welds
 - NDT rate reduction per IBC applies
 - Other _____

6. High-strength bolting

- Snug Tight: All
 As Indicated
- Full Pretension All
 As Indicated

7. Structural Masonry $f'm =$ _____, Stresses _____

- Verification of $f'm$: Prism tests
 Prism test record
 Unit strength
- Continuous inspection
 - Periodic inspection (specify frequency): _____

8. Structural masonry (continued)

Test:	Before	During
Prisms	<input type="checkbox"/>	<input type="checkbox"/>
Units	<input type="checkbox"/>	<input type="checkbox"/>
Grout	<input type="checkbox"/>	<input type="checkbox"/>
Mortar	<input type="checkbox"/>	<input type="checkbox"/>

9. Reinforced gypsum concrete

- Continuous inspection of mixing and placement
- Periodic inspection (specify frequency) _____
- Strength testing _____

10. Insulating concrete fill

- Periodic inspection (specify frequency) _____
- Strength testing _____

11. Spray-applied fire-resistive materials

- Periodic inspection (specify frequency) _____
- Testing per IBC 1704.11.5 and ASTM E736

12. Piling, drilled pier and caisson

	Continuous	Periodic
Pile Driving	<input type="checkbox"/>	<input type="checkbox"/>
Drilling	<input type="checkbox"/>	<input type="checkbox"/>
Testing	<input type="checkbox"/>	<input type="checkbox"/>

13. Shotcrete

- Continuous placement inspection
- Preconstruction panel
- In-place cores

14. Special grading, excavation, and filling

- Periodic Inspection (specify frequency) _____
- Sub-grade tests
- Compaction tests
- Verify bearing strata

15. Smoke control systems

- Periodic inspection during ductwork erection (specify frequency) _____
- During system testing

16. Special cases

- Shear wall/diaphragm nailing
- Anchorage to existing concrete/masonry
 - Installation inspection
 - Proof load testing
- Shoring
- Underpinning

17. Exterior insulation and finish systems (EIFS)

- requires inspection
- Exceptions:
 - EIFS installed over water-resistive barrier
 - EIFS installed over masonry/conc. walls

Notes: _____

