



City of Bothell

DEVELOPMENT SERVICES

BUILDING • COMMUNITY RISK REDUCTION • ENGINEERING • PLANNING • PERMIT SERVICES • TRANSPORTATION

SPECIAL INSPECTION PROGRAM

Y

Project Name _____ Bldg Permit Number _____

Site Address _____

Prior to Permit Issuance

The Owner, Engineer or Architect of Record acting as the Owner’s agent, *shall complete and provided all 3 pages* of this agreement, 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

Each Special Inspector shall be WABO registered and approved by the Building Division prior to performing any duties. 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 the Bothell Municipal Code 20.02.180 and International Building Code (IBC) Chapter 17. The following conditions are also applicable.

- The company performing inspections must be WABO certified. The individual completing inspections must also be WABO certified in the type of work that is being inspected.
- The Special Inspector shall observe the work assigned for conformance to the approved design drawings and specifications.
- The Special Inspector shall furnish inspection reports to the building official, the Engineer or Architect of Record, and other designated persons. All discrepancies shall be brought to the immediate attention of the Contractor for correction, then, if uncorrected, to the proper design authority and to the building official.
- The Special Inspector shall submit a final signed Certificate of Compliance stating whether the work requiring special inspection was, to the best of the inspector’s knowledge, in conformance to the approved plans and specifications and the applicable workmanship provisions of the code. The final report shall include any items that have not been corrected prior to the final inspection.

Some work requiring Special Inspection

Special Inspections will be required for the following categories of work in accordance with BMC 20.02.180 and IBC Chapter 17.

Fabrication of Structural Load Bearing Members	Wood Construction
Steel Frame	Soils
Concrete	Bolts installed in concrete
Special moment resisting concrete frames	Reinforcing steel and prestressing steel tendons
Structural welding	High strength bolting
Structural Masonry	Reinforced gypsum concrete
Insulating concrete fill	Spray applied fire-resistive materials
Piling, drilled piers and caissons	Shotcrete
Special grading, excavation and filling	Smoke-control system
Exterior Insulation and Finish Systems (EIFS)	Special cases determined by the Building Official
Mass Timber Construction	

Owner Responsibilities

The project Owner or the Architect or Engineer of Record acting as the Owner’s Agent shall fund special inspection services.



SPECIAL INSPECTION PROGRAM

Y

Contractor Responsibilities

Notify the Special Inspector

The Contractor is responsible for notifying the Special Inspector or Agency regarding individual inspections of items listed on the attached schedule *and* as noted on the Building Division approved plans as specified by the Architect and/or Engineer.

Provide Access to the Approved Plans

The Contractor is responsible for providing the Special Inspector access to approved plans at the job site.

Retain the Special Inspection Records

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 Division's Inspector upon request.

Monitor Special Inspection

Work requiring special inspection and the performance of Special Inspectors shall be monitored by the Building Division's Inspector. The Contractor shall provide adequate notice for inspection requests to both the Building Division Inspector and the Special Inspector. All work requiring special inspection must be approved prior to concealing or covering said work.

Duties and Responsibilities of Special Inspector

Observe the work

The Special Inspector shall observe the work for conformance with the Building Division approved (stamped) design drawings and specifications and applicable workmanship provisions of the IBC/IRC, Engineer/Architect reviewed shop drawings and/or placing drawings may be used only as an aid to inspection.

Many special inspections are to be performed on a continuous basis. Meaning, that the Special Inspector is on site in the general area at all times observing the work requiring special inspection. Code allowed continuous and periodic inspections, must be followed. Any code deviations to time, continuous or periodic, is to be approved by the Building Official, and project Architect and Engineer. With sufficient documentation for review and approval provided.

Report Non-conforming Items

The Special 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 or is about to be incorporated in the work, the Special Inspector shall immediately notify the Building Division by telephone (425) 806-6400 or in person, and notify the project Architect or Engineer.

Furnish Daily Reports

On request, each Special Inspector shall complete and sign both the Special Inspection Record and the Daily Report form for each day's inspections. Both forms are to remain at the job site with the Contractor for review by the Building Division's inspector.

Furnish Daily Reports

The Special Inspector or Inspection Agency shall furnish weekly reports of tests and inspections directly to the Building Division, project Architect/Engineer, and others as designated. These reports must include the following:

- a. Description of daily inspections and tests made, with applicable locations;
- b. Listing of all non-conforming items;
- c. Report of how non-conforming items were resolved or unresolved, as applicable: and
- d. Itemized changes authorized by the Architect, Engineer, and Building Division, if not included in the non-conformance items.

Furnish Final Certificate of Compliance

The Special Inspector or Inspection Agency shall submit a final signed Certificate of Compliance to the Building Division 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 the applicable workmanship provisions of the IBC/IRC. 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.



SPECIAL INSPECTION PROGRAM

Y

Architect or Engineer of Record Responsibilities

- a. Has include special inspection requirements and specifications on the plans. SHEET LOCATION _____.
- b. Prepare the Statement of Special Inspections in accordance with IBC section 1704.3 and identify Structural Testing for Seismic Resistance per IBC section 1704.3.2 (When required). The statement of special inspections shall identify items fabricated on the premises of an approved fabricator where special inspections are not required by section 1704.2.5.
- c. Provide structural observation, where required per IBC Section 1704.6.
- d. Review the special inspection reports and provide corrective action for work that may not conform to the approved plans or product requirements.

Building Division Responsibilities

Approve Special Inspection

- a. The Building Division shall approve all Special Inspectors and special inspection requirements.
- b. A special inspection based on product stipulation, IBC chapter 17, and or other, and not a part of the architects or engineers design, signature of acknowledgement from the architect or engineer is not necessary.

Issue Certificate of Occupancy or Certificate of Completion

The Building Division may issue a Certificate of Occupancy or Certificate of Completion after all special inspection reports and the final report have been submitted and accepted.

Signature of Acknowledgement

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

Owner name _____

Please print or type

Signature _____ Date _____

Contractor name _____

Please print or type

Signature _____ Date _____

Special Inspector/Agency name _____

Please print or type

Signature _____ Date _____

Architect/Engineer of Record _____

Please print or type

Signature _____ Date _____

*City of Bothell
acceptance
stamp area*