

**CITY OF SALEM
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING & SAFETY DIVISION
Salem OR 97301-5013
Phone: (503) 588-6256
Fax: (503) 588-6277
OFFICE HOURS: 8:00AM-5:00PM**

SPECIAL INSPECTION AND TESTING AGREEMENT

To permit applicants of projects requiring special inspection and/or testing
Per Chapter 17 of the State of Oregon Structural Specialty Code (OSSC).

Project Name/Address: _____ Permit # _____

BEFORE A PERMIT CAN BE ISSUED: The owner, or the engineer/architect of record acting as the owner's agent, shall complete two (2) copies of this agreement and the attached structural tests and inspections 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: Each special inspector shall be approved by the Building and Safety Division prior to performing any duties. The owner and/or architect/engineer or record shall supply the list of all proposed inspectors and their certification/registration numbers. Each special inspector shall submit his/her qualifications to the Building and Safety Division and is subject to a personal interview for pre-qualification. The OBOA Special Inspection Program is the preferred method of verifying the qualifications. Special inspectors shall display approved identification as stipulated by the Building and Safety Division when performing the function of a special inspector.

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

Duties and Responsibilities of the Special Inspector

Pre-Construction / Design Review

The special inspector shall review all plans, specifications, and applicable code requirements for the project with the contractor and the architect/engineer of record. Any addendums, modifications, or changes to the plans or specifications shall be forwarded to the special inspector after Building Department approval and prior to the work beginning.

Observe Work

The special inspector shall observe the work for conformance with the Building and Safety Division approved (stamped) design drawings and specifications and applicable workmanship provisions of the OSSC. Architect/engineer reviewed shop drawings and/or erection drawings 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 in the general area at all times observing the work requiring special inspection, except items allowed to be periodic in the applicable inspection table.

Report of Non-Conforming Items

Each 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 and Safety Division by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

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. These documents are to remain at the job site with the contractor for review by the Building and Safety Division's inspector.

Furnish Weekly Reports

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building and Safety Division, architect and engineer of record and others as designated. These reports must include the following:

- Description of daily inspection and tests made with applicable locations;
- Listing of all non-conforming items;
- Report on how non-conforming items were resolved or unresolved as applicable; and
- Itemized changes authorized by the architect, engineer or Building and Safety Division if not included in non-conformance items.

Furnish a Final Report

The special inspector or inspection agency shall submit a final signed report to the Building and Safety 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 OSSC. 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.

Contractor Responsibilities

Notify the Special Inspector

The contractor is responsible for notifying the special inspector or agency regarding individual inspections listed on the Building and Safety Division's approved plan or on the attached schedule. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

Provide Access to Approved Plans

The contractor is responsible for providing the special inspector access to approved plans at the job site.

Retain 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 upon request by the Building and Safety Division's inspector.

Building and Safety Division's Responsibilities

Approve Special Inspection

The Building and Safety Division shall approve all special inspection and special inspection requirements.

Monitor Special Inspections

Work requiring special inspection and the performance of special inspectors shall be monitored by the Building and Safety Division's inspector. His/her approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

Issue Certificate of Occupancy

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

Owner Responsibilities

The Owner or the Engineer/Architect of Record acting as the owner's agent shall fund special inspection services.

Engineer or Architect of Record Responsibilities

The Engineer/Architect of Record shall include special inspection requirements on the plans and specifications.

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ACKNOWLEDGMENTS

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

Owner: _____ by: _____ Date: _____

Contractor: _____ by: _____ Date: _____

Project Engineer/Architect:
_____ by: _____ Date: _____

Inspection Agency: _____ by: _____ Date: _____
Address: _____

Inspector: _____ Certification #: _____ Date Expired: _____
Type: _____ Agency: _____

Inspector: _____ Certification #: _____ Date Expired: _____
Type: _____ Agency: _____

Inspector: _____ Certification #: _____ Date expired: _____
Type: _____ Agency: _____

Inspector: _____ Certification #: _____ Date expired: _____
Type: _____ Agency: _____

Inspector: _____ Certification #: _____ Date expired: _____
Type: _____ Agency: _____

Office Use Only	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	By: _____	Date: _____
City of Salem Authorized Signature				