



Building and Safety Division/Permit Application Center
 City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3513
 503-588-6256 * eplans@cityofsalem.net

If you need the following translated in Spanish, please call 503-588-6256.
 Si usted necesita lo siguiente traducido en español, por favor llame 503-588-6256.

Work site location and information

Permit #	
Street address of work site	

Acknowledgments

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

	Company name and signor's name	Signature	Date
Owner			
Contractor			
Engineer/Architect			
Special Inspection Agency			

After obtaining signatures, scan the form and email it to eplans@cityofsalem.net.

Request response

(For office use only)		
City of Salem Authorized Signature	Date:	Approved Denied

Terms and conditions

Purpose: To permit applicants of projects requiring special inspection and/or testing per chapter 17 of the State of Oregon Structural Specialty Code (OSSC).

Before a permit can be issued: The owner, or the engineer/architect of record acting as the owner's agent, shall submit this agreement and the attached structural tests and inspections schedule including the required acknowledgments. A pre-application 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 OBOA Special Inspection Program is the preferred method of verifying the qualifications. If the special inspection agency is not registered in the OBOA Special Inspection Program, the owner and/or architect/engineer of 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. Special inspectors shall display approved identification as stipulated by the Building and Safety

Division when performing the function of a special inspector.

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

Special inspector responsibilities:

- **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.
- **Provide 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.
- **Provide 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.
- **Provide 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.

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.

Building and Safety Division responsibilities:

- **Approve special inspection:** The Building and Safety Division shall review and approve all special inspection reports 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. The Building and Safety Inspector's approval must be obtained prior to placement of concrete or other work requiring special inspection 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.