



KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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Larry Keeton, Director

Special Inspection Authorization

Project Owner _____ Building Permit Number _____

Project Address _____ Engineer / Architect of record _____

In addition to the inspections required by International Building Code (IBC) Section 109, the owner or the engineer or architect of record acting as the owner's agent shall employ one or more special inspectors who shall provide special inspections during construction on the types of work listed under IBC Section 1704.

This form must be completed by the owner or the engineer or architect of record, prior to permit issuance, indicating who will perform the required special inspections for this particular project. The specified special inspector(s) shall perform the required special inspections during construction of the project, submit all inspection reports to the Building Department and provide a final signed report 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 IBC. The following checked items require special inspection:

- 1. **Concrete.** During the taking of test specimens and placing of reinforced concrete. (IBC 1704.4)
- 2. **Bolts installed in concrete.** Prior to and during the placement of concrete around bolts when stress increases permitted by Table 1912.2 and section 1912.5 are utilized. (IBC 1704.4)
- 3. **Erection of precast concrete members.** Periodic inspection per ACI 318: Ch 16. (IBC 1704.4)
- 4. **Shotcrete.** Continuous inspection per ACI 318: 5.9, 5.10 and IBC Chapter 19. (IBC 1704.4)
- 5. **Reinforcing steel and prestressing steel tendons.** Inspection of reinforcing steel including prestressing tendons. (IBC 1704.4)
- 6. **Welding of reinforcing steel.** Inspection of the welding of reinforcing steel according to AWS D1.4, ACI 318: 3.5.2, and IBC 1903.5.2. (IBC 1704.4)
- 7. **Structural welding.** Welding inspection shall be in compliance with AWS D1.1. (IBC 1704.3.1)
- 8. **High-strength Bolting.** The installation of high-strength bolts shall be periodically inspected in accordance with AISC LRFD Section M2.5. (IBC 1704.3.3)
- 9. **Structural Masonry.** Masonry construction shall be inspected and evaluated with the requirements of IBC section 1704.5.
- 10. **Soils.** Inspections for fills 12 inches or greater to be performed in accordance with IBC Section 1704.7.
- 11. **Pile foundations.** Inspector to be present when pile foundations are being installed and during tests. (IBC 1704.8)
- 12. **Pier foundations.** Special inspection of pier foundations for buildings is required in seismic Zone D. (IBC 1704.9)
- 13. **Spray-applied fire resistant materials.** Inspections shall be in accordance with sections 1704.11.1 through 1704.11.5.
- 14. **Exterior insulation finishes system (EIFS).** Special inspection shall be required for all EIFS systems. (IBC 1704.12)
- 15. **Smoke-control system.** Smoke control systems shall be tested by a special inspector per IBC Section 1704.14.
- 16. **Special cases.** Special inspection shall be required for proposed work that is, in the option of the building official, unusual in its nature such as alternative methods and material of construction, unusual design applications, and materials and systems required to be installed in accordance with additional manufacturer's instructions that prescribe requirements not contained in the IBC or referenced standards.
 - Installation of structural epoxies
 - Installation of "high-load shear panels"
 - Other, _____

Special Inspector Selection:

The special inspection agency and special inspector shall be registered by the Washington Association of Building Officials (WABO) for the particular type of construction or operation requiring special inspection. Such inspector(s) shall be selected by the owner or the owner's agent and approved by the Building Official prior to issuance of the building permit. The owner's agent shall not be acting as, or employed by the special inspection agency or the contractor for this project.

Name of Special Inspector or Agency:	Type of Inspection:	Registration Number:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorization: I hereby state that I am the legal owner of the project property, or that I am the legal owner's agent who is not employed by a special inspection agency or contractor associated with this project. In addition, I agree to comply with the special inspection requirements established by Chapter 17 of the International Building Code as adopted by Kitsap County.

_____ Signature	_____ Printed Name <input type="checkbox"/> Owner <input type="checkbox"/> Agent	_____ Date
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PURPOSE OF SPECIAL INSPECTION

Special inspection is the monitoring of materials and workmanship, which are critical to the integrity of the building structure to assure that the approved plans, and specifications are being followed and that relevant codes are being observed. Special inspections are in *addition* to those conducted by the county building inspector and by the engineer or architect of record. Special inspectors furnish inspection at all times that their presence is required by the code, the plans and specifications, and the enforcing jurisdiction. Good communication between the special inspector and the designer, contractor, and building department is essential.

DUTIES AND RESPONSIBILITIES OF THE SPECIAL INSPECTOR:

Special inspectors are individuals with highly developed, specialized skills who observe those critical building or structural features, which they are qualified to inspect. Duties of special inspectors and/or inspection agencies include the following:

1. General Requirements

Special inspectors shall review approved plans and specifications for special inspection requirements. Special inspectors shall comply with the special inspection requirements of the enforcing jurisdiction.

2. Signify Presence at Job Site

Special inspectors should notify contractor personnel and the enforcing jurisdiction of their presence and responsibilities at the job site.

3. Observe All Work for Which They Are Responsible

Special inspectors shall inspect all work and perform or observe all tests requiring inspection and testing for conformance with the building-department-approved (stamped) drawings, specifications and applicable provisions of the code.

4. Notification of Discrepancies

Special inspectors shall bring all nonconforming items to the immediate attention of the contractor. If any such item is not resolved in a timely manner or is about to be incorporated in the work, the engineer or architect of record and the building official should be notified immediately by telephone or in person, and the item noted in the special inspector's written report. The special inspector shall write a separate report to be posted at the job site regarding noted discrepancies, which should contain, as a minimum, the following information about each nonconforming item:

- Description and exact location,
- Reference to applicable detail of approved plans/specifications,
- Name and title of each individual notified and method of notification, and
- Resolution or corrective action.

5. Reports

A. Inspection 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. These reports should be organized on a daily format and may be submitted weekly at the option of the building official. In these reports, special inspectors should:

- Describe inspections and tests made with applicable locations;
- List all nonconforming items;
- Indicate how nonconforming items were resolved;
- List unresolved items, parties notified, and time and method of notification; and
- Itemize changes authorized by the architect/engineer of record and approved by the building department, if not included in the nonconformance items.

B. Final reports

Special inspectors or inspection agencies shall submit a final, signed report to the building department stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of their knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable provisions of the code. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) should be specifically itemized in this report.

DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR:

The contractor's duties include responsibility for notifying the special inspector or agency regarding individual inspections required by the Building Department, or required by the International Building Code, Chapter 17. Adequate notice shall be provided so that the special inspector shall have appropriate access to the approved plans at the job site prior to the required inspection. The contractor shall not perform any work that requires special inspection without the special inspector present. Completion of this form, and the performance of special inspections do not relieve the contractor's responsibility to schedule required inspections by the Kitsap County Building Department prior to concealing any work.

DUTIES AND RESPONSIBILITIES OF THE ENGINEER OR ARCHITECT OF RECORD:

The engineer or architect of record is responsible for identifying which special inspections are necessary, developing a schedule of required special inspections, and assisting the owner in the selection of the special inspector. The engineer or architect of record shall review the special inspection reports to determine that all required special inspections have been performed and that all discrepancies (if any) have been resolved.

DUTIES AND RESPONSIBILITIES OF THE PROJECT OWNER:

The project owner, or the engineer or architect of record acting as the owner's agent, is responsible for the funding of all required special inspection activities in accordance with International Building Code Section 1704.