



City of Elko
Building Department
1753 College Avenue
Elko, Nevada 89801
(775) 777-7220 fax (775) 777-7229

Special Inspection Agreement

Project Name: _____ Date: _____

Address: _____ Permit Number: _____

Design Professional: _____

Inspection Agency: _____

BEFORE THE BUILDING PERMIT CAN BE ISSUED:

- In accordance to section 1704 of the current adopted International Building Code (IBC) the owner, or registered design professional in responsible charge acting as the owner's agent (not the contractor), is required to hire an independent testing/inspection agency to perform required special inspections and shall complete the attached forms. This is to include the name of the inspection agency, the full name of the applicable inspector for each category, their appropriate certification number(s), and a copy of each listed inspector's current certificate(s). The special inspector shall provide proof of certification as a special inspector for each inspection item.
- All special inspectors shall be approved by the Building Department prior to the issuance of the building permit.
- Two copies of these forms and the certificate copies are to be submitted to the City during the plan review (prior to the issuance of a building permit). If changes are made as to who will perform the special inspections a new form and certifications shall be submitted to the Building Department for approval.

DESIGN PROFESSIONAL RESPONSIBILITIES:

- The registered design professional in responsible charge shall prepare a *Statement of Applicable Special Inspections* in accordance with International Building Code Section 1705 for submittal by the applicant.
- The statement of special inspections shall identify the following:
 - The materials, systems, components and work required to have special inspection or testing by the registered design professional responsible for each portion of the work.
 - The type and extent of each special inspection.
 - The type and extent of each test.
 - Additional requirements for special inspection or testing for seismic or wind resistance as specified in Section 1705.3, 1705.4, 1707 or 1708.
 - For each type of special inspection, identification as to whether it will be continuous special inspection or periodic special inspection.



SPECIAL INSPECTOR AND SPECIAL INSPECTION AGENCY DUTIES:

- **Observe the Work**
Inspector shall observe the work for compliance with the City of Elko's approved plans, specifications, and applicable provisions of the IBC. Work must be performed in accordance with the approved construction documents.
- Any changes made during construction that are not in compliance with or reflected in the approved construction documents must be resubmitted to the City, by the design professional in responsible charge, for approval as an amended set of construction documents.
- Construction must not continue on areas affected by the changes nor must those areas be covered until the revised documents have been approved by the City and additional plan review fees, if any, have been paid
- "As-Built" documents will not be accepted as a replacement for revised plans as required.
- The architect/engineers reviewed shop drawings, and/or placement drawings, may be used only as an aid to the inspections.
 - *Continuous Special Inspection* – The full-time observation of work requiring special inspection by an approved special inspector who is present in the area where the work is being performed.
 - *Periodic Special Inspection* – The part-time or intermittent observation of work requiring special inspection by an approved special inspector who is present in the area where the work is being performed and at the completion of the work.
- **Report Requirement**
Special inspectors must keep records of required special inspections. The special inspector must furnish inspection reports to the City of Elko, and to the registered design professional in responsible charge. Reports must indicate that work inspected was or was not completed in conformance to approved construction documents.
- Discrepancies must be brought to the immediate attention of the contractor for correction. If they are not corrected, the discrepancies must be brought to the attention of the City of Elko and to the registered design professional in responsible charge in writing prior to the completion of that phase of the work.
- A final report documenting required special inspections and correction of any discrepancies noted in the inspections must be submitted to the City of Elko prior to the final inspection.

CONTRACTORS RESPONSIBILITIES:

- The contractor is responsible for notifying the inspection agency in sufficient time for scheduling personnel to perform required inspections.
- The approved plans shall be readily accessible at the jobsite.
- Contractor shall provide reasonable access to all work requiring special inspection.
- The contractor is responsible for retaining all special inspection records submitted by the special inspector at the jobsite, and providing these records for review by the Building Department's inspector upon request.
 - **Please Note:** This special inspection is in ADDITION to the regular inspections normally required for this project. In no way is a special inspection to be used as a substitute for any regular inspection. The employment of special inspectors is the direct responsibility of the owner or engineer/architect of record acting as the owner's representative.

JURISDICTION RESPONSIBILITIES:

- **Review special inspections:**
The Building Department shall review all special inspectors and special inspection requirements found in IBC Chapter 17.



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- **Monitor special inspections:**
 Work requiring special inspections, and the performance of special inspectors, may be monitored by the Building Department's inspector. The jurisdiction's 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 Department will only issue a Certificate of Occupancy after all special inspection reports and the final special inspection report, have been submitted and accepted.

<i>Areas requiring special inspection</i>	<i>License/Certificate #</i>	<i>Name of Agency</i>	<i>Name of Inspector</i>
Structural Welding (Steel 1704.3.1)			
High Strength Bolting (Steel 1704.3.3)			
Structural Concrete and Reinf. Steel (1704.4)			
Anchor Bolts in Concrete (1704.4)			
Masonry (1704.5)			
Grading, Excavation & filling (Soils 1704.7)			
Expansion & Adhesive Anchors(1704.15)			
Other-as required by the Design Professional or the Building Official (1704.15)			



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Acknowledgments

I have read and understand my responsibilities regarding special inspections.

Owner: _____ **By:** _____ **Date:** _____

Contractor: _____ **By:** _____ **Date:** _____

Inspection

Agency: _____ **By:** _____ **Date:** _____

Registered Design

Professional in

Resp. Charge: _____ **By:** _____ **Date:** _____

Note: When applicable, a preconstruction meeting should be scheduled to discuss the roles and responsibilities of all the projects participants including, but not limited to, project managers, superintendents, foremen, special inspectors and the city building inspector.