

SPECIAL INSPECTION AND TESTING SERVICES AGREEMENT **UNIVERSITY OF MINNESOTA BUILDING CODE DIVISION**

To permit applicants of projects requiring special inspection and/or testing per Chapter 17 of the 2006 International Building Code (I.B.C.).

Project Name: _____

Project Address: _____

Project Number: _____

Permit # _____

(to be completed by the Building Code Division)

BEFORE A PERMIT CAN BE ISSUED: The owner, or the engineer or architect of record, acting as the owner's agent, shall complete two (2) copies of this document and the attached structural tests and inspections schedule including the required acknowledgments. A preconstruction 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 Code Division prior to performing any duties. Special inspectors shall submit their qualifications to the Building Code Division and they may be subject to a personal interview for prequalification. Special inspectors shall display approved identification, as stipulated by the Building Code Division, when performing the function of a special inspector.

The Special inspections and testing shall meet the minimum requirements of I.B.C. Chapter 17. The following conditions are also applicable:

A. Duties and Responsibilities of the Special Inspector

1. Observe work

The special inspector shall observe the work for conformance with the Building Code Division approved (stamped) design drawings and specifications, and the applicable workmanship provisions of the I.B.C. Architect/engineer-reviewed shop drawings and/or placing 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. Periodic inspections, if any, must have prior approval by the Building Code Division based on a separate written plan and approved by the Building Code Division and the project engineer or architect.

2. Report nonconforming items

The special inspector shall bring nonconforming 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 Code Division by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

3. Furnish daily reports

Each special inspector shall complete and sign both the special inspection record and the daily report form for each day's inspections to remain at the jobsite with the contractor for review by the Building Code Division's inspector.

4. Furnish weekly reports

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Code Division, the architect, the University project manager, and the contractor.

These reports must include the following:

- a. Description of daily inspections and tests made with applicable locations;
- b. Listing of all nonconforming items;
- c. Report on how nonconforming items were resolved or unresolved as applicable; and

d. Itemized changes authorized by the architect, engineer and Building Code Division if not included in nonconformance items.

5. Furnish final report

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

B. Contractor Responsibilities

1. Notify the special inspector

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

2. Provide access to approved plans

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

3. Retain special inspection records

The contractor is also responsible for retaining at the jobsite all special inspection records submitted by the special inspector, and providing these records for review by the Building Code Division's inspector upon request.

C. Building Code Division Responsibilities

1. Approve special inspection

The Building Code Division shall approve all special inspectors and special inspection requirements.

2. Monitor special inspection

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

3. Issue Certificate of Occupancy

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

ACKNOWLEDGEMENTS

I have read and will comply with the terms and conditions of this document.

Structural Engineer: _____ Date: _____

Engineering Firm: _____

Special Inspector: _____ Date: _____

Special Inspection Firm: _____

ACCEPTED FOR THE BUILDING CODE DIVISION

By: _____ Date: _____

SPECIAL INSPECTION AND TESTING SCHEDULE

Project Name: _____

Project Address: _____

Project Number: _____

Permit # _____
(to be completed by the Building Code Division)

Testing/Inspection Agency or Spec. Inspector _____

REINFORCED CONCRETE, SHOTCRETE, GROUT AND MORTAR:

| Concrete | Shotcrete | Grout | Mortar | |
|----------|-----------|-------|--------|------------------------|
| | | | | Aggregate Tests |
| | | | | Reinforcing Tests |
| | | | | Mix Designs |
| | | | | Reinforcing Placement |
| | | | | Batch Plant Inspection |
| | | | | Inspect Placing |
| | | | | Cast Samples |
| | | | | Pick-up Samples |
| | | | | Compression Tests |

PRECAST/PRESTRESSED CONCRETE:

| Piles | Post-Tens | Pre-Tens | Cladding | |
|-------|-----------|----------|----------|-------------------------|
| | | | | Aggregate Tests |
| | | | | Reinforcing Tests |
| | | | | Tendon Tests |
| | | | | Mix Designs |
| | | | | Reinforcing Placement |
| | | | | Insert Placement |
| | | | | Concrete Batching |
| | | | | Concrete Placement |
| | | | | Installation Inspection |
| | | | | Cast Samples |
| | | | | Pick-up Samples |
| | | | | Compression Tests |

MASONRY:

- _____ Special Inspection Stresses Used
- _____ Preliminary Acceptance Tests
(Masonry Units, Wall Prisms)
- _____ Subsequent Tests
(Mortar, Grout, Field Wall Prisms)
- _____ Placement Inspection of Units

SPECIAL:

- _____ Special Grading, Excavation and Filling
- _____ Special Cases (Unusual Hazards)

FIREPROOFING:

- _____ Placement Inspection
- _____ Density Tests
- _____ Thickness Tests
- _____ Inspect Batching

STRUCTURAL WOOD:

- _____ Shear Wall Nailing Inspection
- _____ Inspection of Glu-lam Fab.
- _____ Inspection of Truss Joist Fab.
- _____ Sample and Test Components
- _____ Wood Piles

STRUCTURAL STEEL/WELDING:

- _____ Sample and Test (list specific members below)
- _____ Shop Material Identification
- _____ Welding Inspection
- _____ Ultrasonic Inspection
- _____ High-Strength Bolting Inspection
- _____ Metal Deck Welding Inspection
- _____ Reinforcing Steel Welding Inspection
- _____ Metal Stud Welding Inspection
- _____ Concrete Insert Welding Inspection
- _____ Steel Piles

INSULATING CONCRETE:

- _____ Sample and Test
- _____ Placement Inspection
- _____ Unit Weights

FILL MATERIAL:

- _____ Acceptance Tests
- _____ Placement Inspection
- _____ Field Density

ADDITIONAL INSTRUCTIONS OR OTHER TESTS AND INSPECTIONS:

Structural Engineer: _____ Date: _____

Engineering Firm: _____

Address: _____

Phone #: _____

Special Inspector: _____ Date: _____

Special Inspection Firm: _____

Address: _____

Phone #: _____

ACCEPTED FOR THE BUILDING CODE DIVISION

By: _____ Date: _____