



CITY OF GAINESVILLE

Community Development
Inspection Services Division
P.O. Box 2496
311 Henry Ward Way
Gainesville, Georgia 30503
Phone 770-531-6570 Fax 678-989-3397

SPECIAL INSPECTIONS AND TESTING AGREEMENT

Project Name: _____ Building Permit Number: _____

Address: _____

General Program Guidelines

This special program is intended to clarify the respective responsibilities of all parties concerned regarding required special inspections during the construction of the above project. Before a permit can be issued for the above project, this original special inspection agreement must be read and signed by the owner, the engineer or architect of record, the contractor, and all special inspectors and/or special inspection agencies. This original signed agreement must then be returned to the Inspection Services Department for review and approval.

In addition to the completed special inspection agreement, each special inspector or inspection agency shall also submit the name(s) and qualifications of the individual(s) actually performing the special inspections **for each applicable type of inspection** to the Inspection Services Department for approval in accordance with Section 1704 of the 2006 International Building Code and the Georgia Amendments. Each special inspector shall be approved by the Building Official prior to performing any inspection duties.

Special inspection and testing shall meet the minimum requirements of Chapter 17 of the 2006 International Building Code along with the Georgia Amendments and as indicated by the attached special inspection and testing checklist. The following conditions are also applicable.

A. Duties and Responsibilities of the Special Inspector

1. Notify Inspection Services prior to substituting special inspection personnel

Special inspection agencies shall notify the Inspection Services Department and gain approval **prior to** replacing or substituting for approved special inspection personnel. Special inspection personnel who have not been pre-approved by Inspection Services must be approved **before** making any special inspections. **In these cases, a representative of the special inspection agency may contact the building official or plans review officer at 770-531-6570, to gain verbal approval of the change or substitution.** If verbal approval is gained, documentation regarding the special inspector's qualifications must be received by the Inspection Services Department in a timely manner in order to formalize the approval.

2. Observe Work

The special inspector shall observe the work for conformance with the Inspection Services Department approved (stamped) design drawings and specifications and applicable workmanship provisions of the 2006 International Building Code and the Georgia Amendments. Architect/engineer-reviewed shop drawings may be used only as an aid to inspection.

When continuous inspection is required, the special inspector shall be on site and in the general area at all times while work requiring inspection is **in progress**. When periodic inspections are permitted, the special inspector need only be present to observe the work requiring inspection prior to such work being covered or concealed.

The special inspector shall also be responsible for advising the contractor of applicable hot and cold weather precautions and restrictions, in accordance with the International Building Code and other nationally recognized standards, for all work requiring special inspection during the construction process. The special inspector shall notify the contractor immediately if he finds that work in progress is in violation of such applicable precautions and restrictions due to current weather conditions or methods of construction being used. The special inspector shall bring any noncompliance with such applicable precautions and restrictions to the immediate attention of the Inspection Services Department.

3. Report non-conforming items

The special inspector shall bring non-conforming items to the immediate attention of the contractor and note all such items in the field inspection report. If any item is not resolved in a timely manner or is about to be incorporated into the work, the special inspector shall document the item(s) in the field inspection report and shall also notify the Inspection Services Department in a timely manner.

4. Furnish field reports

The special inspector shall complete and sign a field report form for each inspection to remain at the job site with the contractor for review by the building inspector. These reports must include the following:

- a. Description of inspections and tests made with applicable locations;
- b. Listing of all nonconforming items;
- c. Report on how non-conforming items were resolved or un-resolved as applicable; and
- d. Itemized changes authorized by the architect or engineer, and the Inspection Services Department giving reasons for such changes, if not included in the non-conformance items.

5. Furnish final report

The special inspector or inspection agency shall submit a final sealed and signed report to the Inspection Services Department 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 of the IBC. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous was required, inadequate compressive strength testing results, 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 Inspection Services Department 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 job site.

3. 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 by the building inspector upon request.

C. Owner responsibilities

The project owner or the engineer or architect of record acting as the owner's agent shall fund special inspection services.

D. Engineer or Architect of Record Responsibilities

The engineer or architect of record is responsible for any design changes in addition to acknowledgement and approval of shop drawings, which may detail structural information, and for submission of such changes to the Inspection Services Department for approval. The engineer or architect of record is also responsible for specifying any additional special inspections, which may be necessary for this particular project, and adding them to the attached special inspection and testing checklist.

NOTE: In the event of a conflict between this document and the Code, the Code shall supercede.

AREAS OF SPECIAL INSPECTION:

The areas marked below shall have special inspections:

NAME OF INSPECTOR:

