



SPECIAL INSPECTION AND TESTING AGREEMENT
Marion County Public Works
Building Inspection Division

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

Project Name/Address: _____ Permit # _____

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 agreement and the attached structural tests and inspections schedule including the required acknowledgments. A pre-construction 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 Inspection Division prior to performing any duties. The owner and/or architect/engineer or record shall supply and detailed list of all proposed inspectors and their certification/registration numbers. Each special inspector shall submit his/her qualifications to the Building Inspection Division and is subject to a personal interview for pre-qualification. Special inspectors shall display approved identification as stipulated by the Building Inspection Division when performing the function of a special inspector.

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

A. Duties and Responsibilities of the Special Inspector

1. 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 prior to the work beginning.

2. Observe Work

The special inspector shall observe the work for conformance with the Building Inspection Division approved (stamped) design drawings and specifications and applicable workmanship provisions of the OSSC. 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 Inspection Division and the architect and/or engineer of record.

3. Report of 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 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 Inspection Division by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

4. Furnish 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 Inspection Division's inspector.

5. Furnish Weekly Reports

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Inspection Division, architect and engineer of record and others as designated. These reports must include the following:

1. Description of daily inspection and tests made with applicable locations;
2. Listing of all non-conforming items;
3. Report on how non-conforming items were resolved or unresolved as applicable; and
4. Itemized changes authorized by the architect, engineer or Building Inspection Division if not included in non-conformance items.

6. Furnish A Final Report

The special inspector or inspection agency shall submit a final signed report to the Building Inspection 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.

B. Contractor Responsibilities

7. 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 Inspection Division's approved plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

8. Provide Access to Approved Plans

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

9. 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 Inspection Division's inspector upon request.

C. Building Inspection Division's Responsibilities

10. Approve Special Inspection

The Building Inspection Division shall approve all special inspection and special inspection requirements.

11. Monitor Special Inspections

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

12. Issue Certificate of Occupancy

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

D. Owner Responsibilities

The Owner or the Engineer/Architect of Record acting as the owner's agent, shall fund special inspection services.

E. Engineer or Architect of Record Responsibilities

The Engineer/Architect of Record shall include special inspection requirements on the plans and specifications.

ACKNOWLEDGMENTS

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

Owner: _____ By: _____ Date: _____

Contractor: _____ By: _____ Date: _____

Project Engineer/Architect:
_____ By: _____ Date: _____

Special Inspectors

Inspection Agency: _____

Address: _____

Inspector: _____ Certification #: _____ Date expired : _____
Type: _____ Agency: _____

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Type: _____ Agency: _____

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Type: _____ Agency: _____

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Type: _____ Agency: _____

Inspector: _____ Certification #: _____ Date expired : _____
Type: _____ Agency: _____

Office Use Only	Approved	Denied	By: _____	Date: _____
			Marion County Authorized Signature	
			G:\Forms\SpecInspAgree	