



SARATOGA
SPRINGS

Building Department

1307 No. Commerce Dr.

**SPECIAL INSPECTION AND TESTING
AGREEMENT**

City of Saratoga Springs
Building Department

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

Project Name/Address:

Permit No. _____

BEFORE A PERMIT CAN BE ISSUED: The engineer and/or architect of record acting as the owner's agent shall complete **two (2)** copies of this agreement including the required acknowledgments. **A pre-construction meeting will be required with the City of Saratoga Springs Building Department, the testing agency, their inspectors, and the site superintendent before the permit will be issued.**

APPROVAL OF SPECIAL INSPECTORS: Special inspection and testing agency shall provide **Certifications** and **Qualifications** of field inspectors for review and approval. Each special inspector shall be approved by the building department prior to issuing permit. Special inspectors shall display approved identification, as stipulated by the building department, when performing the function of a special inspector.

A Statement of Special Inspection must be provided per section 1704 of the 2015 IBC. This statement shall be a part of the approved permit plans.

Special inspection and testing shall meet the minimum requirements of I.B.C. Section 1704. 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 Department reviewed, signed and stamped plans, specifications and applicable provisions of the I.B.C. Shop drawings and/or placing drawings reviewed and signed by the engineer of record may be used only as an aid to inspection.

Special inspections are to be performed on a periodic or continuous basis as specified in the statement of special inspection and the IBC, meaning that the special inspector is on site observing all work requiring special inspection.

Periodic inspections, if any, must have prior approval by the building department based on a separate written proposal reviewed and approved by the building department and the project engineer or architect.

1. Report nonconforming items.

The special inspector shall bring nonconforming items to the immediate attention of the contractor and note all such items in the individual inspection 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 department by telephone or in person, post a discrepancy notice, and notify the engineer or architect.

2. Furnish individual inspection reports.

Each special inspector shall complete and sign the special inspection record card provided by the City of Saratoga Springs and complete an individual report form for each of the day's inspections. Please leave two copies; one is to remain at the job site with the contractor, the other is for review by the building department.

3. Furnish weekly reports.

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

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

Report on how nonconforming items were resolved or unresolved as applicable

- d. Itemized changes authorized by the architect, engineer, and approved by the Building department.

2. Furnish final report.

The special inspector or inspection agency shall submit a final, signed report to the building department before the final inspection, stating that all items requiring inspection and testing were fulfilled and reported to the best of his/her knowledge, in conformance with the building inspection department reviewed, stamped and signed plans, specifications, building inspection approved change orders, and the applicable 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 was required, etc.) shall be specifically itemized in this report.

B. Contractor Responsibilities:

- 1. The contractor is responsible for notifying the special inspector or testing agency regarding individual inspections for items listed in section F of this agreement and as noted on the building department reviewed plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.
- 2. The contractor is responsible for providing the special inspector access to building inspection department reviewed plans at the job site.
- 3. Special inspection are to be completed and documented as per item A-1, A-2 and A-3 prior to scheduling city inspections.
- 4. The contractor is also responsible for retaining at the job site all special inspection records submitted by the special inspector and providing these records upon request for review by the Saratoga Springs building inspector.
- 5. A special inspection does not waive the requirement for inspection by a city inspector. Contractor is responsible for scheduling city inspections to be done after completion of special inspection prior to covering work.

C. Owners Responsibility:

1. The owner shall employ the special inspector.
2. The owner shall employ the engineer or architect responsible for the structural design or his designated engineer or architect to make visits to the job site to observe general compliance with the building inspection divisions reviewed, stamped and signed structural plans, specifications, and approved change orders. The engineer or architect shall submit a statement in writing to the building official stating the job site visits have been made and that any deficiencies noted have been corrected. This shall not be construed to be a special inspection.

D. Building Department Responsibilities:

1. Approve special inspectors and requirements.

The building department 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 departments' inspector. His/her approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

3. Issue Certificate of Occupancy.

The building department will issue a Certificate of Occupancy when all other city requirements have been met and after all special inspection reports and the final report have been submitted and accepted by the building inspector.

E. Discrepancy Notices:

1. A discrepancy notice is given by the City of Saratoga Springs to the special inspector when the inspector approves items not in conformance with the

approved plan, specifications, or provisions of the building code.

2. A special inspector who receives two (2) discrepancy notices by the building department may be replaced with another approved special inspector. If two more discrepancies are identified by the city inspector, the agency that employs these inspectors may be removed from the project and replaced with another agency specified by the owner and approved by the building official.

F. Required Special Inspections:

The structural engineer and architect of record are to indicate the required special inspections for the structural systems below. Special inspections for spray applied fire proofing, EFIS and smoke control systems are to be indicated by the architect of record. Building inspection division will review.

The areas marked below shall have special inspections.

**Design Professional
Requiring Inspection**

<p>[X] Fabricator Approval/Certificate of Compliance Section 1704.2.5.1 <u>Building Department</u></p> <p>[] Steel construction. Section 1705.3, Table 1705.2.3</p> <p>[] Materials [] Steel frame details</p> <p>[] Welding [] High-strength bolts</p> <p>[] Concrete construction. Section 1705.3, Table 1705.3</p> <p>[] Reinforcing steel [] Bolts in concrete [] Concrete Placement [] Shotcrete</p> <p>[] Restressed [] Precast</p> <p>[] Sampling & Strength tests</p> <p>[] Masonry construction Section 1705.4</p> <p>[] Essential facility glass units & veneer - Level 1</p> <p>[] Nonessential facility - Level 1</p> <p>[] Essential facility - Level 2</p> <p>[] Wood fabrication, Section 1705.5</p> <p>[] Soils, Section 1705.6</p> <p>[] Site preparation [] Fill Placement</p> <p>[] In-place density</p> <p>[] Driven Deep Foundation, Section 1705.7</p> <p>[] Pier foundations, Section 1705.8</p>	
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Helical Pile Foundations Section 1705.9

Structural Wood, Section 1705.11.1

Spray fire-resistant materials, Section 1705.14

Mastic and Intumescent Coatings. 1705.15

Exterior insulation & finish (EIFS), Section 1705.16

Special cases, Section 1705.1.1

Spray fire-resistant Materials, Section 1705.13

Fire-resistant penetration and joints, Section 1705.16

Structural observation by engineer of record, Section 1704.6

ACKNOWLEDGMENTS

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

Owner

By _____

Date _____

Contractor

By _____

Date _____

Project Engineer

By _____

Date _____

Architect

By _____

Date _____

Special Inspection & Testing Agency

By _____

Date _____

City Approval _____

Special Inspectors:
Sign and print name.

Sign_____

Print Name_____

Date_____

City Approval_____

Sign_____

Print Name_____

Date_____

City Approval_____