



CITY OF ROANOKE VIRGINIA BUILDING DEPARTMENT

SPECIAL INSPECTION & TESTING AGREEMENT

To permit applicants of projects requiring Special Inspections and/or Testing per Section 1704 of the Virginia Building Code - 2012 (VUSBC-2012):

Project Name: _____

Project Address: _____

Building Permit No.: _____ **City Project No.:** _____

BEFORE A PERMIT CAN BE ISSUED:

The Owner and the Registered Design Professional in responsible charge, acting as the Owner's Agent, shall complete this agreement and the City of Roanoke Statement of Special Inspections.

APPROVAL OF SPECIAL INSPECTION AGENCIES, SPECIAL INSPECTORS AND/OR TESTING LABS:

Special Inspections Agencies, Special Inspectors and Testing Labs shall disclose any possible conflicts of interest. The Registered Design Professional in responsible charge shall pre-qualify the designated Special Inspection Agencies, Special Inspectors, Testing Labs and Fabricator Shops, and submit their qualifications as part of the Statement of Special Inspections. The City of Roanoke Building Department shall approve the designated Special Inspection Agencies, Special Inspectors, Testing Labs and Fabricator Shops, prior to any work being performed.

Special Inspections and Testing shall meet the minimum applicable requirements of Section 1703 through 1711 of the VUSBC-2012 and the following conditions:

A. Owner Responsibilities:

1. Agree and sign the Special Inspection and Testing Agreement.

2. Employ and Fund the Special Inspections and Testing Services:

The project Owner, the Engineer/Architect of record, an Agent of the Owner is responsible for employing and funding the special inspection and testing services. The Special Inspection Agencies and Special Inspectors shall not be in the employ of the Contractor, a subcontractor or material supplier. In the case of an Owner who is also acting as the Contractor, Special Inspection Agencies and the Special Inspectors shall be employed as specified by the Building Official.

B. Registered Design Professional in Responsible Charge Responsibilities:

1. Agree and sign the Special Inspection and Testing Agreement:

The Engineer/Architect of record shall complete the Special Inspection and Testing Agreement and submit with the Building Permit Application.

2. Complete the City's Statement of Special Inspections:

The Engineer/Architect of record shall complete the Statement of Special Inspections and submit it with the Building Permit Application. The completion of the Statement of Special Inspections includes the following:

- i. Check the construction items on the Statement of Special Inspections that require Special Inspections. This shall include identification of materials, systems, components and work required to have Special Inspection and Testing.
- ii. Identify the type and extent of each Special Inspection and the names of individuals and firms performing special inspections and/or testing.
- iii. Identify the type and extent of each test.
- iv. Coordinate with the project Owner on the selection of the Special Inspection Agencies, Special Inspectors, Testing Labs, and Fabricator Shops.
- v. Pre-qualify Special Inspection Agencies, Special Inspectors, Testing Labs, and Fabricator Shops for each applicable construction operation based on the City's "Qualification Standards for Special Inspections" that are listed in the City's Statement of Special Inspections.
- vi. Provide (list on the City's Statement of Special Inspections) the name and contact information of each designated Special Inspection Agency, Special Inspector, Testing Lab and Fabricator Shop. This includes providing the Building Department with all documents required by the City's Statement of Special Inspections for each party involved in the Special Inspection Program.
- vii. Coordinate with Building Permit Applicant, to insure that the completed Special Inspection and Testing Agreement and the completed Statement of Special Inspections are submitted to the Building Department for review and acceptance at the time of Building Permit Application.

3. Respond to field discrepancies:

The Engineer/Architect of Record shall respond to Special Inspector reports of uncorrected, nonconforming items and shall provide remedial measures.

4. Review shop drawings and submit design changes:

The Engineer/Architect of Record shall acknowledge and accept shop drawings that detail structural information. Written approval of any verbally approved deviations from the approved plans shall be submitted to the Building Department and to the Special Inspector/Special Inspection Agency. Revised plans shall be submitted for Building Department review and approval.

C. Contractor Responsibilities:

1. Agree and sign the Special Inspection and Testing Agreement.

2. Notify the Special Inspection Agency/Special Inspector/Testing Lab:

The Contractor or the holder of the Building Permit (Applicant or duly authorized agent) is responsible for notifying the Special Inspector or Special Inspection and Testing Agency regarding individual Special Inspections and Testing for items listed on the City's Statement of Special Inspections.

3. **Provide access to approved plans:**
The Contractor is responsible for providing the Special Inspector with access to the approved plans and approved shop drawings.
4. **Retain Special Inspection records at the job site:**
The Contractor is responsible for retaining, at the job site, copies of all special inspection records completed by Special Inspectors and making them available to the City's Building Inspector upon request.
5. **Obtain Building Department approval prior to concealment:**
The Contractor shall request Building Department inspections and obtain approval prior to concealing any work requiring special inspections.

D. Special Inspection Agency, Special Inspector, and Testing Lab Duties and Responsibilities:

1. **Agree and sign the Special Inspection and Testing Agreement.**
2. **General requirements:**
Special Inspectors shall review approved plans, specifications, and the referenced standards and approved shop drawings for Special Inspection requirements. Special Inspectors shall comply with the Special Inspection requirements of the VSUBC-2012 and the Statement of Special Inspections regarding work and materials.
3. **Signify presence at job site:**
The Special Inspector shall notify Contractor's personnel of their presence and responsibilities at the job site. A Special Inspection Log (copy attached) of each Special Inspector's presence on the job site shall be provided near the building inspection reports. This record shall include the following:
 - i. Inspection type
 - ii. Name of special inspection
 - iii. Certification number
 - iv. Date
 - v. Any pertinent notes
 - vi. Time of arrival and departure
4. **Observe assigned work & comply with Statement of Special Inspections:**
 - i. Inspect categories listed on the approved Statement of Special Inspections that they are responsible for. Inspections shall indicate conformance with approved plans, specifications, referenced standards and applicable workmanship provisions of the VUSBC-2012.
 - ii. Use the Architect/Engineer reviewed and accepted structural shop drawings as an aid in conducting the related special inspections.
 - iii. Be on site at all times to observe construction operations that require continuous Special Inspections and Testing. Be on site to observe construction operations that require periodic inspections as required per Sections 1702, 1704 and 1705 of VUSBC-2012.
5. **Report nonconforming items:**
The Special Inspectors shall bring all nonconforming items to the immediate attention of the Contractor and note all such items in the Special Inspector's daily report. If any item is not resolved in a timely manner or is about to be covered by construction, the Special Inspector

shall immediately notify the Building Department, the Engineer/Architect of record, and post a discrepancy notice at the job site.

The Special Inspector shall write a separate report to be posted at the job site regarding noted discrepancies. This report shall contain, as a minimum, the following about each nonconforming item:

- i. Description and exact location.
- ii. Reference to applicable details of approved plans/specifications.
- iii. Name and title of each individual notified and method of notification.
- iv. Corrective action taken to resolve noted discrepancy at the job site.

6. Provide Progress Reports:

The Special Inspectors shall complete written inspection reports for each visit and leave a copy onsite for the Contractor and the Building Inspector to review. The Special Inspector / Special Inspection Agency shall provide copies of these reports weekly, or at the completion of a Special Inspection if Special Inspections take place more than a week apart, to the Building Department's Building Inspector, Engineer/Architect of record, and any others designated. These reports shall include:

- i. Date.
- ii. Time of arrival and departure.
- iii. Building permit number.
- iv. Project name on address.
- v. Type of Inspection.
- vi. Inspection frequency required - Continuous or Periodic
- vii. Inspections made including locations.
- viii. Tests performed.
- ix. Any nonconformance items (discrepancies) and how they were resolved.
- x. Listing of unresolved items, parties notified, time and method of notification.
- xi. Itemization of changes authorized by the Engineer or Architect of record.
- xii. Inspector's signature.
- xiii. Full name of inspector printed clearly.
- xiv. Certification number.

7. Submit final report:

The Special Inspection Agency shall submit a final report that is sealed, signed and dated by its responsible Engineer, to the City of Roanoke Building Department's Building Inspector, stating that all items requiring Special Inspections and Testing were fulfilled and reported. This report shall also state that all required Special Inspections and tested items were inspected and found to be in conformance with the approved plans, shop drawings, specifications, referenced standards, Statement of Special Inspections and applicable provisions of the VUSBC-2012. Items not in conformance, unresolved items, or any discrepancies in Special Inspection coverage (i.e., missed inspections, periodic inspections when continuous inspections were required, etc.) shall be specifically mentioned in this report.

E. Building Department Responsibilities: Specific duties and responsibilities of the Building Department relating to Special Inspections include the following:

1. Review and approve of submittal documents for compliance with The Special Inspection Program Requirements:

The Building Department is responsible for reviewing all submitted plans, specifications, forms related to the Special Inspection Program, and any other submitted documents for compliance with the Virginia Building Code. All items submitted must be reviewed and approved prior to issuance of the Building Permit. This includes the following:

- i. Check the qualification of each Special Inspector, Special Inspection Agency, Testing Lab, and Fabricator Shop that is listed on the Statement of Special Inspections in accordance with the City's "Qualification Standards for Special Inspections".
- ii. Check that all parties involved in the Special Inspection Program have completed their portion of the Special Inspection and Testing Agreement.
- iii. Issue the Building Permit with the approved Statement of Special Inspections, Special Inspection and Testing Agreement, and permit conditions attached to the approved plans that will be kept on the job site.
- iv. Determine if a pre-construction meeting is required to review the Special Inspection Program with all appropriate members of the construction team.

2. Monitor special inspections & testing activities:

The Building Inspectors will monitor work requiring Special Inspection and Testing activities at the jobsite to assure that the designated qualified Special Inspectors are performing their duties when work requiring Special Inspections is in progress.

3. Review special inspection reports:

The Building Inspector will check the special inspection reports left at the job site by the Special Inspector for any discrepancies or non-conforming items. Weekly special inspection reports received will be reviewed by the Building Inspector.

The Building Inspector must review all special inspection reports and perform field inspections to verify conformance to the approved plans, shop drawings, and specifications prior to concealing any work related to special inspections.

4. Perform final inspection:

The Building Department will not perform a final inspection or approve the project until the final Special Inspection report has been received from a Special Inspection Agency and reviewed and approved by the Building Inspector.

ACKNOWLEDGMENTS

I have read and agree to comply with my responsibilities as they are outlined in the Special Inspection and Testing Agreement.

Owner:

_____	_____	_____
Print Name	Provide Signature	Date

Registered Design Professional in Responsible Charge (Project Engineer/Architect of Record):

_____	_____	_____
Print Name /Company	Provide Signature	Date

Contractor:

_____	_____	_____
Print Name /Company	Provide Signature	Date

Special Inspections & Testing Agencies and/or Testing Laboratories, Independent Special Inspectors:

_____	_____*	_____
Print Name / Company	Provide Signature	Date

_____	_____*	_____
Print Name / Company	Provide Signature	Date

_____	_____	_____
Print Name (Independent Special Inspector)	Provide Signature	Date

_____	_____	_____
Print Name (Independent Special Inspector)	Provide Signature	Date

* This signature must be that of the responsible professional Engineer within the Special Inspection Agency.

**ACCEPTED BY THE CITY OF ROANOKE –
BUILDING DEPARTMENT**

_____	_____	_____
Print Plan Reviewer Name	Provide Signature	Date



CITY OF ROANOKE VIRGINIA
BUILDING DEPARTMENT
SPECIAL INSPECTION LOG

 Inspection Agency

 Project Address

 Building Permit Number

Note: Each Special Inspector shall record their presence on the job-site for each day's inspections. Please post this card adjacent to the Building Permit. Weekly reports shall be submitted by each Special Inspector/Inspection Agency to the City of Roanoke Building Department. When attached to the Building Permit, this card becomes a part of the Inspection Record. This Special Inspection Log shall be given to the Building Inspector at the conclusion of all Special Inspection activities.

Inspection Type	Special Inspector	ID Number	Date	Notes	Time – Arrived	Time- Left

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