



SPECIAL INSPECTION and TESTING AGREEMENT

Community Development Department - Building Division
305 Main Street, Klamath Falls OR 97601
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APPROVAL PROCESS

Prior to permit issuance, the owner or design professional in responsible charge (DPIRC), acting as the owner's agent, shall complete this agreement, including the required acknowledgments. A pre-construction conference with the parties involved may be required to review the special inspection requirements and procedures.

Each special inspector shall submit his/her qualifications to the Building Official. The Building Official review qualifications and indicate approval each special inspector prior to permit issuance and prior to performing any duties. Special inspectors shall provide identification when performing the function of a special inspector. Special inspection and testing shall meet the requirements of Oregon Structural Specialty Code (OSSC) Chapter 17.

TERMS and CONDITIONS

OWNER:

Services. Obtain special inspection services by contract with an agency approved by the Building Official.

Agreement. Submit the signed Special Inspection and Test Agreement to the Building Official.

Observation. Obtain structural observation by DPIRC as required by section 1702 of the OSSC.

DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE:

Requirements. Include special inspection requirements on the plans and specifications.

CONTRACTOR:

Notification. Notify special inspector or agency regarding individual inspections for items listed on the attached schedule and as noted on the building department approved plan. Provide adequate notice so that the special inspector has time to become familiar with the project.

Access to approved plans. Provide special inspector with access to approved plans at the job-site.

Record retention. Retain at the job-site all special inspection records submitted by the special inspector, and provide these records for review by the building department's inspector upon request.

SPECIAL INSPECTOR or INSPECTION AGENCY:

Observation. Observe the work for conformance with the building department 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 inspection 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 official and the architect and/or engineer of record.

Non-conforming items. 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 department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

Periodic reports. The special inspector or inspection agency shall furnish reports on a schedule stipulated by the Building Official (for example weekly, bi-weekly, or monthly) of tests and inspections. Reports shall be sent directly to the building department, DPIRC, and others as designated. The reports shall include:

- Description of daily inspections and tests made with applicable locations;
- Listing of all non-conforming items;
- Report on how non-conforming items were resolved or unresolved as applicable; and
- Changes authorized by the DPIRC and building department if not included in non-conforming items.

Final report: Submit a final report to the building 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 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. This and structural observation report(s) shall be furnished to the Building Official prior to issuance of a Certificate of Occupancy.

