



# KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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**B-010**  
BULLETIN

## SPECIAL INSPECTION AGREEMENT

FOR MORE INFORMATION VISIT THE CDS WEBSITE AT: [WWW.CO.KITTITAS.WA.US/CDS](http://WWW.CO.KITTITAS.WA.US/CDS)

In accordance with International Building Code Chapter 17, where application is made for construction as described in this section, the **owner** or the **registered design professional** in responsible charge acting as the owner's agent shall employ one or more special inspectors to provide inspections during construction.

**APPLICANT:** \_\_\_\_\_ **PERMIT NUMBER:** \_\_\_\_\_

**TAX I.D. NUMBER:** \_\_\_\_\_

**PROJECT DESCRIPTION:** \_\_\_\_\_

**SITE ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **PLANS EXAMINER:** \_\_\_\_\_

**BEFORE A PERMIT WILL BE ISSUED:** Two (2) copies of this agreement shall be completed by the owner or the registered design professional in responsible charge of this project, acting as the owner's agent. In addition, two (2) copies of a **Statement of Special Inspections** must also be submitted. A pre-construction meeting with the parties involved may be required to review the special inspection requirements and procedures prior to permit issuance.

**STATEMENT OF SPECIAL INSPECTIONS:** The permit applicant shall submit a **Statement of Special Inspections** prepared by the registered design professional in responsible charge in accordance with Section 107.1 and Section 107.3.4, as a condition for permit issuance. This statement shall be prepared in accordance with Section 1704.3.

**APPROVAL OF SPECIAL INSPECTORS:** Kittitas County Community Development Services (CDS) is responsible to approve the special inspection agency and individual special inspectors who will complete the required inspections for the project listed under this agreement (Section 1703).

If the project is for an Essential Facility as defined in Table 1604.5, Kittitas County requires a special inspection agency registered with the Washington Association of Building Officials (WABO).

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## A. Duties And Responsibilities of the Special Inspection Agency and Inspectors:

### 1. General Requirements

The special inspector(s) shall review approved plans and specifications for special inspection requirements. Special inspectors will comply with the special inspection requirements of the Statement of Special Inspections including work and materials.

### 2. Observe Assigned Work

The special inspector(s) shall observe the work for compliance with CDS approved (stamped) plans, specifications, and all applicable provisions of the International Building Code (IBC).

The Statement of Special Inspections shall list whether the required inspections are “continuous” or “periodic”.

**Continuous Special Inspection** – Means that the same inspector is on site day-to-day observing the work requiring special inspections. This term is often referred to as a “resident” inspector.

**Periodic Special Inspection** – Some inspections may be made on a periodic basis to satisfy the requirements of continuous inspection, provided these periodic scheduled inspections are performed as outlined in the project plans and approved by the Building Official.

### 3. Maintain Daily Reports

The special inspector(s) shall complete and sign a daily report for each day's inspections. The daily report(s) shall remain at the job site with the contractor for CDS inspector to review. The reports shall include the following:

- Description of the inspections, with locations and test performed.
- Listing of any non-conforming items. Include how nonconforming items were resolved.
- List unresolved items, parties notified, and time and method of notification.
- Itemize and list changes authorized by the engineer or architect of record if not included in the nonconforming items.

### 4. Furnish Weekly Reports

The inspection agency shall furnish weekly reports of the tests and inspections performed directly to CDS, project engineer, architect, and/or others as designated. The weekly report shall include a copy of each daily report completed the prior week. Weekly reports shall include the same information as required for daily reports. The weekly report can be emailed to CDS by prior approval.

### 5. Submit Final Report

The special inspection agency shall submit a final signed report to CDS stating that all items requiring special inspection and testing by the Statement of Special Inspection were fulfilled, reported and in conformance with the approved (stamped) drawings, specifications, approved change orders and the applicable Sections 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, etc.) shall be specifically itemized in this report.

- The final report shall be reviewed, signed and stamped by the principal of the special inspection agency who is a registered design professional in the State of Washington.
- In addition, the final report shall be reviewed by the design professional in responsible charge of the project and; said individual shall issue a formal letter to the owner and CDS stating that all items requiring special inspection and testing by the Statement of Special Inspection were fulfilled, reported and in conformance with the approved (stamped) drawings, specifications, approved change orders and the applicable Sections of the IBC.

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## B. Owner's Responsibilities

### 1. Retain Special Inspection Services

The project owner or an authorized agent of the owner is responsible to obtain and fund special inspection services by contract with an agency approved by CDS. The contractor will **not** retain, pay, or supervise the special inspection agency.

- Submit two (2) copies of this signed special inspection agreement.
- The permit applicant shall submit a **Statement of Special Inspections** prepared by the registered design professional in responsible charge in accordance with Section 107.1 and Section 107.3.4, as a condition for permit issuance. This statement shall be prepared in accordance with Section 1704.3.
- The owner shall employ a registered design professional to perform **Structural Observations** as defined in Section 1704.5.

## C. Registered Design Professional in Responsible Charge

### 1. Statement of Special Inspections

In accordance with Section 1704.3, where special inspection or testing is required by Section 1704, the registered design professional in responsible charge shall prepare a **Statement of Special Inspections** in accordance with Section 1705.

### 2. Structural Observations

Conduct **Structural Observations** as required by IBC Section 1704.5. At the conclusion of the work included in the permit, the structural observer shall submit to the Building Official a written statement that the site visits have been made and identify any reported deficiencies that, to the best of the structural observer's knowledge, have not been resolved.

### 2. Respond to Field Discrepancies.

The engineer or architect of record shall respond to special inspection reports of uncorrected non-complying (discrepancies) items and shall provide remedial measures.

## D. Contractor's Responsibilities

### 1. Contractor Responsibility

Each contractor responsible for the construction a component listed in the **Statement of Special Inspections** shall submit a written **Statement of Responsibility** to the Building Official and the owner prior to the commencement of work on the system or component. The contractor's **Statement of Responsibility** shall contain acknowledgement of awareness of the special requirements contained in the Statement of Special Inspection (Section 1704.4).

## E. Kittitas County Community Development Services (CDS) Responsibilities

### 1. Verify Compliance

Kittitas County CDS shall review submittal documents for compliance with special inspection requirements as outlined in the **Statement of Special Inspections** per IBC Chapter 17. The Building Official is charged with the legal authority to review the plans, specifications, special inspection program and other submittal documents for compliance with code requirements.

### 2. Approve Special Inspectors

Kittitas County CDS shall approve the special inspection agency, all special inspectors and special inspection requirements.

Each special inspection agency and individual special inspector must be approved by the Building Official prior to permit issuance and prior to performing any duties. No testing services will be performed by Kittitas County CDS.

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## ACKNOWLEDGMENTS

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

Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Signed By: \_\_\_\_\_ Print Name: \_\_\_\_\_

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Special  
Inspection Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Signed By: \_\_\_\_\_ Print Name: \_\_\_\_\_

- Submit WABO certification for special inspection agency and inspectors, **(or)**
  - Submit special inspection agency documentation for Building Official approval.
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Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Signed By: \_\_\_\_\_ Print Name: \_\_\_\_\_

- Submit written statement of responsibility in accordance with IBC Section 1704.4.
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Engineer of  
Record: \_\_\_\_\_ Date: \_\_\_\_\_

- Statement of Special Inspections completed and submitted in accordance with IBC Section 1704.3.
- Structural Observations required in accordance with IBC Section 1704.5.

Structural Observer: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signed By: \_\_\_\_\_ Print Name: \_\_\_\_\_

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Names of Special Inspectors	Scope of Work
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Inspector name: _____	Scope of Work: _____
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Inspector name: _____	Scope of Work: _____
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Inspector name: _____	Scope of Work: _____
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Inspector name: _____	Scope of Work: _____
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Inspector name: _____	Scope of Work: _____
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- Submit copies of inspector certifications provided for each discipline.