

Special Inspections Agreement

City of Billings - Building Division

(406)657-8270

permits@billingsmt.gov



Date:

Project Information	
Project Name:	Building Permit #:
Project Address:	
Owner and Owner's Representative Responsibilities	
<p>Under Chapter 17 of the International Building Code (IBC), the owner, or registered design professional in responsible charge acting as the owner's agent, is required to hire an independent testing and/or inspection agency to perform required special inspections.</p> <p>The design professional shall complete this form and submit it to the building division with the building permit application. The preparer must submit the type and extent of each special inspection along with the name and qualifications of the individual(s) assigned to the project. The inspectors assigned to any project within the city of Billings must be currently registered with the building division and certified for the tasks assigned. A pre-construction meeting with the parties involved is recommended to evaluate requirements and procedures.</p>	
Special Inspector Duties and Responsibilities	
<ol style="list-style-type: none">Observe work and report nonconforming items:<ul style="list-style-type: none">The special inspector shall observe all work for conformance with the city stamped plans, design specifications, and the currently adopted IBC.The special inspector must be on-site observing the work requiring special inspection as follows:<ul style="list-style-type: none">Continuous Special Inspection - The constant monitoring by a special inspector, carried out continuously where the work to be inspected is being performed.Periodic Special Inspection - The intermittent observation by a special inspector present in the area where the work is being performed and observes the completed task before it is covered.The special inspector will bring nonconforming items to the immediate attention of the contractor and note all such items in their report. If any item is not resolved promptly or is about to be incorporated into the work, the special inspector shall immediately notify the building division by telephone or in person, the engineer or architect, and their agency. Work must stop until deficiencies are corrected.Reports:<ul style="list-style-type: none">Each special inspector shall complete and sign the <i>Special Inspection Record</i> for each day's inspections. This record is to remain at the job site for review by the building inspector.The special inspection agency shall retain all inspection records and provide them to the building division, project engineer, architect, or other designated parties upon request. Reports must include the following:<ul style="list-style-type: none">Date, description, and location of the inspection(s) or test(s) performed.Itemized changes authorized by the architect, engineer, and building division.The special inspection agency shall submit a signed final summary report to the building division stating that all required inspections and tests are approved, and to the best of their knowledge, are in conformance with the city stamped plans, design specifications, approved change orders and the currently adopted IBC.	
Contractor Responsibilities	
<ol style="list-style-type: none">Notify the special inspection agency when items requiring special inspection are ready for observation. A minimum 24 hour notice shall be provided so they may become familiar with the project details.Provide the special inspector access to the site, approved plans, and documents.Retain the <i>Special Inspection Record</i> on-site for review by the building inspector.Track and ensure all required inspections and tests have been performed and approved before covering.	

Building Division Requirements

1. Current qualifications of special inspection agency inspectors must be on file with the building division.
2. Work requiring special inspection and the performance of special inspectors will be monitored by the building inspector. **Building inspector approval must be obtained before the first placement of concrete in addition to that of the special inspector.**
3. All special inspection final reports must be received and approved before a certificate of occupancy is issued.

Special Inspection Responsibilities:

Structural Welding (1705.2)

High Strength Bolting (1705.2)

Structural Concrete and Reinforcing Bars (1705.3)

Prestressed Concrete and PT Tendons (1705.3)

Anchor Bolts in Concrete (1705.3)

Expansion and Adhesive Anchors (1705.3)

Shotcrete (1705.3)

Masonry (1705.4)

Wood - High Load Diaphragm / Trusses (1705.5)

Soils - Excavation, Fill, Compaction (1705.6)

Deep Foundations (1705.7 - 1705.9)

Fabricated Items (1705.11)

Wind Resistance (1705.12)

Sprayed Fire-resistant Materials (1705.15)

Fire Resistant Coatings (1705.16)

Exterior Insulation and Finish System (1705.17)

Fire-resistant Penetrations and Joints (1705.18)

Smoke Control (1705.19)

Sealing of Mass Timber (1705.20)

Other (*Please list below or on a separate page*)

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

▲ Owner or Authorized Representative:

▲ Owner signature:

▲ Contractor Company Name:

▲ Contractor Representative signature:

▲ Special Inspection Agency

▲ Agency Representative signature:

▲ Registered Design Professional in Responsible Charge

▲ Registered Design Professional signature:

Additional conditions required:

A copy of this form completed for each special inspection agency assigned.

A statement of special inspections meeting the requirements of IBC 1704.3 shown on the plan set.