



# SPECIAL INSPECTION AGREEMENT

(All references are per the 2021 International Building Code)

316 N. 26th St. 5th Floor  
Billings MT 59101  
PH: 406.657.8277  
specialinspections@billingsmt.gov

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Building Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**BEFORE A PERMIT CAN BE ISSUED:** The registered design professional in responsible charge shall fill out the Agreement and include the name of each inspector as well as confirming registration with the Building Division. This form is to be submitted to the City via email ([specialinspections@billingsmt.gov](mailto:specialinspections@billingsmt.gov)) prior to the issuance of a building permit. If changes are made as to who will perform the special inspections, a new form shall be submitted and turned into the Building Division for approval.

**STATEMENT OF SPECIAL INSPECTIONS:** In addition to this Agreement, a "Statement of Special Inspections" shall be provided per IBC 1704.3. This Statement shall be made as part of the approved plans, and be placed in a conspicuous location, such as the first or second page of the construction plans.

**SPECIAL INSPECTORS:** All special inspectors shall be registered with the Building Division prior to performing any duties. The special inspector shall provide proof of certification as a special inspector for each inspection item.

**SPECIAL INSPECTION REPORTS:** Special inspection reports are to meet the requirements of IBC 1704.2.4. Copies of summary reports for each phase are to be sent to the email address listed above, noting the Project Address and Permit Number. A final report shall be submitted stating that all special inspection and structural testing items were completed and are in conformance with the approved design drawings and specifications. Items not in conformance, unresolved items, or any discrepancies in inspection coverage (i.e. missing inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in the final report.

GENERAL SPECIAL INSPECTION ITEMS (per IBC Chapter 17)			
(only checked items are required)			
Areas requiring special inspections:	Name of Agency:	Name of Inspector:	Building Division Registration
<b>Fabricators</b> (IBC 1704.2.5 & 1705.11)			<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Other than Structural Steel</b>			
Steel Floor & roof decks (IBC 1705.2.2)			<input type="checkbox"/> YES <input type="checkbox"/> NO
Steel joists & girders (IBC Table 1705.2.3)			<input type="checkbox"/> YES <input type="checkbox"/> NO
Cold-formed Trusses > 60ft (IBC 1705.2.4)			<input type="checkbox"/> YES <input type="checkbox"/> NO
Cold-formed (IBC 1705.12.2 & 1705.13.3)			<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Structural Steel</b> (IBC 1705.2.1 & 1705.13.1)			
Welding (per N5.4 & N5.5 of AISC 360-16) (for SDC 'D-F', also J6 of AISC 341-16)			<input type="checkbox"/> YES <input type="checkbox"/> NO
High-strength bolts (per N5.6 of AISC 360-16) (for SDC 'D-F', also J7 of AISC 341-16)			<input type="checkbox"/> YES <input type="checkbox"/> NO
Details (per N5.8 of AISC 360-16) (for SDC 'D-F', also J8 of AISC 341-16)			<input type="checkbox"/> YES <input type="checkbox"/> NO
Composite Members (per Chapter C-N) (for SDC 'D-F', also J9 of AISC 341-16)			<input type="checkbox"/> YES <input type="checkbox"/> NO
H-Piles (for SDC 'D-F', also J10 of AISC 341-16)			<input type="checkbox"/> YES <input type="checkbox"/> NO

## GENERAL SPECIAL INSPECTION ITEMS (per IBC Chapter 17)

(only checked items are required)

Areas requiring special inspections:	Name of Agency:	Name of Inspector:	Building Division Registration	
<b>Concrete Construction</b> (per IBC Table 1705.3)				
Reinforcement, embeds, anchors			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Formwork			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Materials			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Shotcrete			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Post-tensioned/Pre-stressed Concrete			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Erection of precast concrete			<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Masonry Construction</b>				
Prior to Construction (Art. 1.4B & 1.5, TMS-602)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
As Construction Begins (Table 4, TMS-602)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Prior to Grouting (Table 4, TMS-602)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
During Construction (Table 4, TMS-602)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Wood Construction</b>				
High-Load Diaphragms (IBC 1705.5.1)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wood Trusses > 60ft (IBC 1705.5.2)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Mass Timber Construction (IBC Table 1705.5.3)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Structural Wood (IBC 1705.12.1 & 1705.13.2)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Soils</b> (IBC Table 1705.6)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Driven Deep Foundations</b> (IBC Table 17053.7)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Cast-in Deep Foundations</b> (IBC Table 17053.8)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Helical Pile Foundations</b> (IBC Table 17053.9)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Structural Integrity</b> (IBC Table 17053.10)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Spray Fire-Resistant Materials</b> (IBC 1705.15)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Mastic &amp; Intumescent Coatings</b> (IBC 1705.16)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>EIFS</b> (IBC 1705.17)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Fire-Resistant Penetrations</b> (IBC 1705.18)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Smoke Control</b> (IBC 1705.19)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Sealing of Mass Timber</b> (IBC1705.20)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Nonstructural Components</b>				
Roof & Wall Coverings (IBC 1705.12.3)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Designated Systems (IBC 1705.13.4 & 1705.14.3)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Architectural Components (IBC 1705.13.5)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
MEP Components (IBC 1705.13.6 & 1705.14.2)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Storage Racks (IBC 1705.13.7)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Seismic Isolation (IBC 1705.13.8 & 1705.14.4)			<input type="checkbox"/> YES	<input type="checkbox"/> NO

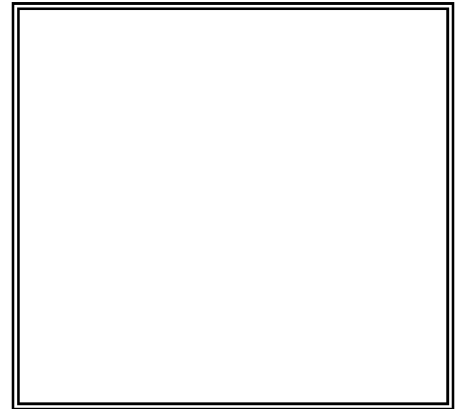
**GENERAL SPECIAL INSPECTION ITEMS (per IBC Chapter 17)**

(only checked items are required)

Areas requiring special inspections:	Name of Agency:	Name of Inspector:	Building Division Registration	
<b>Other</b> _____ (IBC 1705.1.1)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>Other</b> _____ (IBC 1705.1.1)			<input type="checkbox"/> YES	<input type="checkbox"/> NO

**Declaration by Architect/Engineer**

I, the design professional in responsible charge for this project, declare that the above listed special inspection and structural testing items are required for this project in accordance with IBC Chapter 17 and shall be responsible for submitting summary reports to the Building Division.



(SEAL)

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date**Declaration by Owner**

I, the Owner of the project, declare that the above listed firm(s) or individual(s) are hired by me to perform special inspections and structural testing for the project pursuant to IBC 1704.2.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date**CONTRACTOR RESPONSIBILITY:**

1. Notify the special inspection agency when items requiring special inspections are ready for observation. A minimum 24 hour notice shall be provided so they may become familiar with the project details.
2. Provide the special inspector access to the site, approved plans, and documents.
3. Retain the Special Inspection Record on-site for review by the building inspector.
4. Track and ensure all required inspections and tests have been performed and approved before covering.

**Declaration by General Contractor**

I, the General Contractor of the project, agree to comply with the "Contractor Responsibility" items noted above.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date**ATTACH SIGNED DECLARATION BY SPECIAL INSPECTOR FOR EACH INSPECTOR LISTED**

# CONTINUATION OF SIGNATURES

---

## DECLARATION BY SPECIAL INSPECTOR

**I DECLARE I AM PROVIDING SPECIAL INSPECTIONS AS INDICATED ON THE SPECIAL INSPECTION AGREEMENT**

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I DECLARE I AM PROVIDING SPECIAL INSPECTIONS AS INDICATED ON THE SPECIAL INSPECTION AGREEMENT**

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I DECLARE I AM PROVIDING SPECIAL INSPECTIONS AS INDICATED ON THE SPECIAL INSPECTION AGREEMENT**

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I DECLARE I AM PROVIDING SPECIAL INSPECTIONS AS INDICATED ON THE SPECIAL INSPECTION AGREEMENT**

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I DECLARE I AM PROVIDING SPECIAL INSPECTIONS AS INDICATED ON THE SPECIAL INSPECTION AGREEMENT**

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I DECLARE I AM PROVIDING SPECIAL INSPECTIONS AS INDICATED ON THE SPECIAL INSPECTION AGREEMENT**

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EVERY SPECIAL INSPECTOR MUST COMPLETE AND SIGN DECLARATION**