



**BUILDING SERVICES DIVISION COMMERCIAL SPECIAL INSPECTION AGREEMENT**

**(Special inspection, testing and structural observation agreement)**

Revised 3/15

**Permit Number:** \_\_\_\_\_

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

**Project**

**Address:** \_\_\_\_\_

**This agreement presents the requirements for special inspection, testing and structural observation for commercial, industrial, and multi-family construction designed following the 2014 Oregon Structural Specialty Code (the 2012 International Building Code with 2014 Oregon amendments)**

For a building permit to be issued, the owner or the owner's authorized agent shall complete and sign Sections C and D of this agreement acknowledging their understanding, and intent to comply with, the requirements of the *Special Inspections and Structural Observations Program*.

In accordance with Oregon Structural Specialty Code (OSSC) Sections 107.1, 1704.2, 1704.3, and 1704.5, the structural observations and on-site special inspections have been identified in a program statement prepared by the registered design professional in responsible charge for all work that falls within the categories specifically identified in OSSC Chapter 17.

The program statement will be included within the approved construction documents, and the special inspections and structural observations will be determined and administered from this statement.

All special inspections identified within the statement presented in the approved construction documents shall be inspected or tested in accordance with the provisions of OSSC Section 1705. The special inspector shall comply with the duties and responsibilities presented in Sections II and V of the Oregon Building Officials Association (OBOA) Special Inspection Program and shall observe and document the work for conformance with the approved plans and specifications. All written results of these inspections or tests, including noncompliance lists and final summary letters, shall be provided to the Building Official and the registered design professional in responsible charge.

**Special inspections are in addition to, and do not replace, inspections required to be performed by City inspectors. Before proceeding with the project, City inspectors must approve all work after a report by the special inspector has been provided. Example: Prior to placing concrete in a footing/foundation, approval by BOTH the special inspector and City inspector must be obtained.**

The final special inspection and structural observation reports shall be submitted to the Building Services Division **a minimum of two days prior to requesting a final inspection.** A final inspection request will not be granted until the final special inspection and structural observation reports have been deemed acceptable by the Building Services Division.

**A. SPECIAL INSPECTION AND TESTING (To be completed by plans examiner)**

The following inspections have been indicated within the program statement prepared by the design professional in responsible charge:

- |  |   |
|--|---|
| <input type="checkbox"/> Inspection of Fabricators (OSSC 1705.2)   | <input type="checkbox"/> Cast-in-Place Deep Foundations [Pier Foundation] (OSSC 1705.8) |
| <input type="checkbox"/> Steel Construction (OSSC 1705.2)          | <input type="checkbox"/> Helical Pile Foundations (OSSC 1705.9)                         |
| <input type="checkbox"/> Concrete Construction (OSSC 1705.3)       | <input type="checkbox"/> Sprayed Fire-Resistant Materials (OSSC 1705.13)                |
| <input type="checkbox"/> Masonry Construction (OSSC 1705.4)        | <input type="checkbox"/> Mastic & Intumescent Fire-Resistant Coating (OSSC 1705.14)     |
| <input type="checkbox"/> Wood Construction (OSSC 1705.5)           | <input type="checkbox"/> EIFS (OSSC 1705.15)  |
| <input type="checkbox"/> Soils (OSSC 1705.6)                       | <input type="checkbox"/> Fire-Resistant Penetrations and Joints (OSSC 1705.16)          |
| <input type="checkbox"/> Radon Mitigation (OSSC 1705.18)           | <input type="checkbox"/> Smoke Control (OSSC 1705.17)                                   |
| <input type="checkbox"/> Post-Installed Anchors (OSSC 1705.1.1(3)) | <input type="checkbox"/> Driven Deep Foundations [Pile Foundation] (OSSC 1705.7)        |

In accordance with OSSC Section 1705.1.1, the building official has determined that the following *Special Case* inspections are required: \_\_\_\_\_

**B. STRUCTURAL OBSERVATION / OSSC SECTION 1704.5 (To be completed by plans examiner)**

- Structural Observation Program is not required for this project
- Structural observation shall be provided following the program noted in the Structural Drawings
- The building official has determined that structural observation is required with the following frequency and extent:  
\_\_\_\_\_  
\_\_\_\_\_

**C. NAMES OF PARTIES INVOLVED (To be completed by applicant)**

Please complete the following information by listing the general contractor responsible for construction and the design professionals involved in the project. **This information is provided for identification only, signatures are not required.**

**Contractor:** \_\_\_\_\_ **Engineer of Record:** \_\_\_\_\_  
**Architect of Record:** \_\_\_\_\_ **Geotechnical Engineer:** \_\_\_\_\_

Commercial Construction Special Inspection/Testing And Structural Observation Agreement  
Page 3

A special inspection agency may be chosen from any of the approved inspector lists accepted by the Building Services Division. The Building Services Division recognizes the agency lists published by OBOA and the Washington Association of Building Officials (WABO). The OBOA-approved agency list is provided for your convenience.

If multiple special inspection are required, and multiple agencies will be used, identify each agency and the special inspections they will perform.

- |   |   |
|---|---|
| <input type="checkbox"/> ACS Testing Inc. (503) 443-3799                  | <input type="checkbox"/> Krazan & Associates, Inc. (425) 485-5519             |
| <input type="checkbox"/> Carlson Testing Inc. (503) 684-3460              | <input type="checkbox"/> Mayes Testing Engineers, Inc. (503) 281-7515         |
| <input type="checkbox"/> Clair Company, Inc. (800) 383-8855               | <input type="checkbox"/> Northwest Geotechnical Inc. (503) 682-1880           |
| <input type="checkbox"/> Kleinfelder, Inc. (503) 644-9447                 | <input type="checkbox"/> Professional Service Industries, Inc. (503) 289-1778 |
| <input type="checkbox"/> FEI Testing and Inspections, Inc. (541) 757-4698 | <input type="checkbox"/> KPFF (503) 227-3251 – Inspections Only               |

If the agency you desire to employ is not included within the approved lists, use the “Other” box to indicate the agency or inspector you intend to use. A written request to use this agency or individual shall be submitted to the Building Services Division for review and approval by the Building Official. Include with this request qualifications and validations demonstrating the agency’s or individual’s competence to perform inspections for the types of construction in question.

Other: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**D. SIGNATURE (To be completed by applicant)**

The owner/authorized agent has read the requirements of the Special Inspection and Structural Observation Program, as presented in the program statement prepared by the designer in responsible charge, and Chapter 17 of the 2014 OSSC, and agrees to comply with the terms and conditions of the program.

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

**E. ACCEPTED FOR THE BUILDING SERVICES DIVISION  
(To be completed by plans examiner)**

Plans Examiner: \_\_\_\_\_ Date: \_\_\_\_\_

For any questions pertaining to this agreement, please call (503) 526-2409.