

**SPECIAL INSPECTOR PROGRAM
SPECIAL INSPECTION AGENCY, OWNER, AND SPECIAL INSPECTOR AGREEMENT
CITY OF WINNEMUCCA BUILDING DEPARTMENT**

Project Address: _____

Project Title: _____

Design Professional: _____ Phone: _____

Special Inspector/Agency : _____

Agency Contact: _____ Phone: _____

This is to acknowledge that I have read and agree to the following requirements and terms of the City of Winnemucca Special Inspector Program and any special terms the Building Official may require.

Owner/Company Name
Print Name, Address & Telephone Number

Special Inspector Agency/Special Inspector
Address. **Attach certifications or resume**

Signature & Date

Signature & Date

**CITY OF WINNEMUCCA BUILDING DEPARTMENT
SPECIAL INSPECTOR PROGRAM**

Per IBC 1704.3 “Where special inspection or testing is required by Section 1705, the registered design profession in responsible charge shall prepare a statement of special inspections in accordance with Section 1704.3.1 for submittal by the applicant . . .”
Please ensure the special inspections identified are specific to this project.

In accordance with Section 1704 of the 2012 International Building Code the owner, or registered design professional in responsible charge acting as the owner’s agent shall employ an independent testing/inspection agency to perform required special inspections.

Requirements

Each special inspector shall be approved by the Building Official prior to performing any special inspector duties.

This office may require special installations or complicated structural features to be inspected by a Nevada registered professional engineer with the appropriate licensed discipline.

If the Building Official determines that an approved special inspector is negligent in the performance of his assigned duties through a failure to be present to perform necessary inspections, failure to provide acceptable reports, or is engaged in a conflict of interest, or fails to conform to the requirements of the drawing and technical guidelines then the inspector shall be subject to removal by the Building Official.

The special inspector will be subject to periodic on site reviews by the Building Official. These may be random and unannounced.

Special inspectors may not be in the employ of the contractor, subcontractor or material supplier performing the work. In the case of an owner/contractor the special inspector shall be employed as specified by the Building Official.

Construction activity may be stopped by the City of Winnemucca if recurring nonconforming inspections or defects of material or workmanship occurs on the project. Construction shall not resume until approved by the Building Official.

The special inspector may be required to resubmit qualification data on an annual basis or if certifications have expired. The special inspector shall make arrangements to submit any updates or changes, which occur in their qualification data.

Equipment used by the inspector or testing personnel is to be to current industry standards.

Duties of Special Inspector

The special inspector shall observe the work for conformance with the City of Winnemucca’s approved plans, plan review and revisions and supporting documentation.

The special inspection agency or special inspector shall bring nonconforming items to the immediate attention of the general contractor and include all such items in the daily report. If any item is not resolved in three (3) working days or is about to be incorporated in the work, the

special inspector shall immediately notify the Building Department by telephone, fax, or in person. The special inspector shall also notify the engineer or architect and post a noncompliance report in the project file. One copy shall be hand delivered to the contractor.

The special inspector shall be responsible for immediately notifying the City of Winnemucca Building Department of any structural failure or problems encountered on any inspection. If there is an immediate danger, which will lead to loss of property, injury or loss of life and the special inspector requires after hour notification of the emergency condition the inspector may call sheriff's dispatch at 623-6429.

The special inspector shall complete and sign a daily inspection report for any time spent on the project site. All supporting documentation shall also be signed by the special inspector. All inspection reports, testing results, and all project documents reviewed by the special inspector shall be placed in the project file and remain at the project for observation by the City of Winnemucca inspector until all special inspector activity for the project is completed to the satisfaction for the Building Official. Reports shall be written to the satisfaction of the Building Official.

Reports

Report forms shall include the following as a minimum guideline:

1. Project name, project address, permit number, date, report number, and inspector's name.
2. Allow as much line space as possible for comments.
3. Type of inspection
4. Drawing/plan number, page, and detail number
5. Contractor performing the work
6. Results of inspection (approval) or (disapproval)
7. Use the same report forms throughout project unless otherwise approved by the Building Official.
8. All spin-off documentation, such as resolution of non-conforming items or work, revised plans, testing, and/or inspection results shall be referenced in reports to ensure traceability back to the original report.
9. **A final report shall be submitted to the Building Official** stating whether all work inspected by the special inspector was found to be in compliance with approved plans, specifications, and all City of Winnemucca codes. Final reports shall not be submitted until all non-compliance items have been cleared or are identified as being unresolved and accepted by the Building Official. All applicable documentation, testing, revised plans, engineer's reports, etc. shall be submitted along with final report. Final reports shall be signed by the company owner, or individual performing the inspections.

Special Inspection Requirements, Exception and Responsibilities

Special inspections are determined by the design of the structure and the construction scheduling. All special inspections or required testing costs shall be the responsibility of the

owner. Building permit fees and any other fees paid to the Building Department do not cover any special inspection or testing agency cost incurred by the owner or contractor.

Owners and special inspectors are required to sign an agreement with the Building Official to provide special inspections for projects. Permits will not be issued until agreements for special inspection have been signed by the owner or their authorized agent and the special inspector.

It shall be the responsibility and duty of the contractor or person doing the work to notify the special inspector or testing agency that such work is ready for inspection. The Building Official requires every request for special inspection or testing to be filed at least one working day before such special inspection or testing is desired. Such requests may be in writing or by phone.

It shall be the duty of the person requesting any special inspector or testing to provide access to and means for safe and proper inspection of such work. Inspections may be denied if safe access is not provided at the job site.