Structural Design and Inspection Information
City of Bonney Lake
Building Division

Structural Design and Inspection Information

The following information packet was compiled to assist the designer; contractor and owner to better understand the code requirements related to the structural design and inspection of non-conventional construction. The designer should use this booklet during the submittal process to organize the inspection team and develop a schedule to assist the contractor/builder.

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**Structural Observation Agreement**

The owner shall employ__________________________________________, Engineer of Record, who agrees to provide services as described below for the project located at_________________________________________ for permit number___________________.

Structural observation is defined as the visual observation of the structural system beginning at the foundation stage and continuing through the framing stage. This includes, but is not limited to, the elements and connections at significant stages. A written statement by the Engineer of Record shall be submitted to the building official prior to each inspection required under Section 1709 of the International Building Code and the City of Bonney Lake Building Division. The statement shall indicate that each completed stage is in general conformance with the structural requirements of the building code and the approved plans and specifications.

Structural observation does not exclude or waive the responsibility for the inspections required by Section 109 of the International Building Code or the City of Bonney Lake Building Division or for the special inspection as required by Section 1704 of the International Building Code.

_____________________________          ________________________________
Owners Signature                  Engineers Signature and Seal

_____________________________          ________________________________
Date                              Date
City of Bonney Lake
Building Division

**Special Inspection and Testing Agreement**

To permit applicants of projects requiring special inspection and/or testing per Section 1704 of the International Building Code (I.B.C.).

Project Name/Address: _________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Permit Number:________________________________________________________________________

BEFORE A PERMIT CAN BE ISSUED: The owner, the engineer or architect of record acting as the owner’s agent, shall complete two (2) copies of this agreement, the special inspections qualification form and the attached structural tests and inspections schedule including the required acknowledgments. A pre-construction conference with the parties involved may be required to review the special inspection requirements and procedures.

APPROVAL OF SPECIAL INSPECTORS: Each special inspector shall be approved by the Building Division; prior to performing any duties. Each special inspector shall complete the enclosed Special Inspector Qualification Form and submit his/her qualifications to the Building Division and is subject to a personal interview for pre-qualification. Special inspectors shall display approved identification, as stipulated by the Building Division, when performing the function of a special inspector. Special inspection and testing shall meet the minimum requirements of I.B.C. Section 1704. The following conditions are also applicable:

A. Duties and Responsibilities of the Project Owner:

1. Funding

   The project owner, the engineer or architect of record, acting, as the owner’s agent is responsible for funding special inspection services (See I.B.C., Section 1704.1.)

2. Employment

   The project owner/agent hereby, agrees that he/she shall not terminate his/her contract for special inspection services; with the below named firm until he/she has obtained the services of another inspection firm and submitted a new Special Inspection Agreement Form for approval and accepted by the building official.

B. Contractor Responsibilities:

1. Notify the Special Inspector

   The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule and as noted on the building division approved (stamped) plan(s). Adequate notice shall be provided so that the special inspector has time to become familiar with the project.
2. Provide Access to Approved Plans

The contractor is responsible for providing the special inspector access to the approved (stamped) plans at the job-site.

3. Retain Special Inspection Records

The contractor is also responsible for retaining at the job-site all special inspection records submitted by the special inspector and providing these records for review by the building division’s inspector, upon request.

It is the responsibility of the contractor to review the building division’s approved (stamped) plans for additional inspections or testing requirements that may be noted.

4. Samples

Only the special inspection agency or materials engineering laboratory shall be permitted to take laboratory samples and transport them to the facility.

C. Duties and Responsibilities of the Special Inspector:

1. Observe Work

The special inspector shall observe the work for conformance with the building division approved (stamped) design drawings and specifications and applicable workmanship provisions of the I.B.C. architect/engineer-reviewed shop drawings and/or placing drawings may be used only as an aid to inspection.

Special inspections are to be performed on a continuous basis; meaning that the special inspector is on site in the general area at all times observing the work requiring special inspection. Periodic inspections, if any, must have prior approval by the building official based on a separate written plan reviewed and approved by the building official and the project engineer or architect.

2. Report Nonconforming Items

The special inspector shall bring nonconforming items to the immediate attention of the contractor and note all such items in the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the building official by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

3. Furnish Daily Reports

On request, each special inspector shall complete and sign both the Special Inspection Record and the Daily Report Form for each day’s inspections to remain at the job-site with the contractor for review by the building division’s inspector.

4. Furnish Weekly Reports

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the building official project engineer or architect and others as designated. These reports must include the following:
a. Description of daily inspections and tests made with applicable locations;
b. Listing of all nonconforming items;
c. Report on how nonconforming items were resolved or unresolved as applicable; and
d. Itemized changes authorized by the architect, engineer and building department if not included in conformance items.

5. Furnish Final Report

The special inspector or inspection agency shall submit a final report to the building official stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved (stamped) design drawings, specifications, approved change orders and the applicable workmanship provisions of the I.B.C. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e. missed inspections, periodic inspections when continuous was required, etc.) should be specifically itemized in this report.

D. Building Division Responsibilities

1. Approved Special Inspection

The building official shall approve all special inspectors and special inspection requirements.

2. Monitor Special Inspection

Work requiring special inspection and the performance of special inspectors, shall be monitored by the building division’s inspector. His/her approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

3. Issue Certificate of Occupancy

The building official will only issue a certificate of occupancy after all special inspection reports and the final report have been submitted and accepted.

ACKNOWLEDGMENTS

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

Owner: _______________________________ By: _______________ Date: __________________

Contractor: ___________________________ By: _______________ Date: __________________

Special Inspector or Inspection Agency: __________________ By: _______________ Date: __________________

Project Engineer/Architect: ___________________________ By: _______________ Date: __________________

ACCEPTED FOR THE BUILDING DEPARTMENT

By: _______________________________ Date: __________________
SPECIAL INSPECTOR QUALIFICATON FORM

Each special inspector making inspections for any inspecting/testing agency shall complete this form and enclose a work experience resume for the past five (5) years.

INSPECTORS’ NAME:______________________________________________________________

ADDRESS:__________________________________________________________________________

CITY, STATE, ZIP:___________________________________________________________________

PHONE:_____________________________________

INSPECTION CLASSIFICATION:______________________________________________________

ICC NUMBER:______________________________________________________________________

PROJECT NAME:__________________________________________________________

PROJECT ADDRESS:________________________________________________________________

STATEMENT OF UNDERSTANDING

I,__________________________________________________________________________

HEREBY AFFIRM THAT I HAVE BEEN EMPLOYED BY:

________________________________________________________________________________

(Firm)

________________________________________________________________________________

(Address)

To perform special inspection at above stated project and that I am aware that in performing this inspection, I am acting as an agent for the jurisdiction and responsible to the building official. I am aware that my duties include compliance with the approved plans, specifications, the International Building Code and recognized construction practices, which do not conflict with any of the aforementioned documents. I will submit written reports to the building official as required.

_____________________________________

Signature
# City of Bonney Lake Building Division

## SPECIAL INSPECTION AND TESTING SCHEDULE

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<tr>
<th>Project Name</th>
<th>Building Permit Number</th>
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<thead>
<tr>
<th>Project Address</th>
<th>Testing/Inspection Agency/Special Inspector</th>
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REINFORCED CONCRETE, GUNITE, GROUT & MORTAR:

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<thead>
<tr>
<th>Concrete Gunite</th>
<th>Grout</th>
<th>Mortar</th>
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<td>Aggregate Tests</td>
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<td>Reinforcing Tests</td>
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<td>Mix Designs</td>
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<td>Reinforcing Placements</td>
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<td>Batch Plant Inspection</td>
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<td>Inspect Placing</td>
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<td>Compression Tests</td>
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STRUCTURAL STEEL/WELDING:

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<td>Pick-up Samples</td>
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PRECAST/PRESTRESSED CONCRETE:

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<th>Post-Tens</th>
<th>Pre-Tens Cladding</th>
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<td>Concrete Placement</td>
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<tr>
<td>Installation Inspection</td>
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<td>Cast Samples</td>
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<td>Pick-up Samples</td>
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<td>Compression Tests</td>
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FIREPROOFING:

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<tr>
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<td>Inspect Placing</td>
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<td>Cast Samples</td>
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<tr>
<td>Pick-up Samples</td>
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<td>Compression Tests</td>
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MASONARY:

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<th>Masonry</th>
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<tr>
<td>Special Inspection Stresses Used</td>
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<tr>
<td>Concrete Placing</td>
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<tr>
<td>Installation Inspection</td>
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ADDITIONAL INSTRUCTIONS OR OTHER TESTS AND INSPECTIONS:

Form completed by: ___________________________ Title: ___________________________

Telephone No.: ___________________________ Date: ___________________________
City of Bonney Lake
Building Division

APPENDIX A

SPECIAL INSPECTION FORMS, SCHEDULES AND AGREEMENTS

1. DAILY REPORT FORM
2. WEEKLY REPORT FORM
3. DISCREPANCY NOTICE
4. SPECIAL INSPECTION FINAL REPORT FORM
5. STRUCTURAL OBSERVATION AGREEMENT
SPECIAL INSPECTOR DAILY REPORT

City of Bonney Lake Building Division       Date: ______________________

Project Name/Address: __________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Inspection Type(s)/Coverage: ______________________   [ ] Continuous   [ ] Periodic

Time Beginning Inspection: _______________ Time Ending Inspection: ___________________

Describe Inspections Made, Including Locations: ______________________________________
______________________________________________________________________________
______________________________________________________________________________

List Test Made: ________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

List Items Requiring Correction, Corrections of Previously Listed Items and Previously Listed
Uncorrected Items: __________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

List Changes to Approved Plans Authorized by the Building Official and Architect or Engineer:
______________________________________________________________________________
______________________________________________________________________________

Comments: ______________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

To the best of my knowledge, the work inspected was in accordance with the building division
approved design drawings, specifications and applicable workmanship provisions of the I.B.C.
extcept as noted above.

Signed: _____________________       Date:________________________

Print Full Name: ____________________________       I.D. Number: __________________

(This report to remain at job-site with the contractor for review by the building division’s
inspector upon request).
### SPECIAL INSPECTOR WEEKLY REPORT

City of Bonney Lake Building Division

Project Name/Address: __________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Inspection Type(s)/Coverage: ___________________________  [ ] Continuous  [ ] Periodic

Describe Inspections made, Including Locations: ______________________________________
______________________________________________________________________________
______________________________________________________________________________

List tests Made: ________________________________________________________________
______________________________________________________________________________

Total Inspection Time Each Day:

<table>
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<th>Date</th>
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<td>Hours</td>
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List Items Requiring Corrections, Corrections of Previously Listed Items and Previously Listed Uncorrected Items: ______________________________________________________________
______________________________________________________________________________

List Changes to Approved Plans Authorized by the Building Official and Architect or Engineer:
______________________________________________________________________________
______________________________________________________________________________

Comments: ____________________________________________________________________
______________________________________________________________________________

To the best of my knowledge, the work inspected was in accordance with the building division approved design drawings, specifications and applicable workmanship provisions of the I.B.C. except as noted above.

Signed: ___________________________ Date: __________________

Print Full Name: ____________________ I.D. Number: ________________________________

cc: Building Division
    Engineer/Architect

(This form to be distributed weekly when required by the building division and/or engineer/architect.) Special Inspections
City of Bonney Lake
Building Division

DISCREPANCY NOTICE

PERMIT NUMBER: _______________________________________________________________

DATE: __________ JOB ADDRESS: ________________________________________________

JOB DESCRIPTION:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

AREA INSPECTED: ______________ TYPE OF INSPECTION: __________________________

SPECIAL INSPECTOR: __________ LABORATORY: _________________________________

NOTICE DELIVERED TO: [ ] CONTRACTOR DATE: __________ TIME: __________

[ ] ENGINEER/ARCHITECT [ ] BUILDING DIV.

MAKE THE FOLLOWING CORRECTIONS AND SECURE INSPECTION APPROVAL PRIOR TO PROCEEDING WITH THIS PHASE OF THE WORK.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

CONTRACTOR’S RESPONSE:
[ ] REPAIR OR REPLACE IN ACCORDANCE WITH APPROVED (STAMPED) PLANS AND SPECIFICATIONS
[ ] MODIFICATION EVALUATION
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Signed: __________ Date: ______  Signed: ______ Date: ______

COMPLETED AND APPROVED

CONTRACTOR: ___________________________ DATE: __________________

INSPECTOR: ___________________________ DATE: __________________

DO NOT REMOVE THIS NOTICE
Post Adjacent to Building Permit Inspection Record Card
FINAL SPECIAL INSPECTION REPORT

Date: _______________________________

To:  City of Bonney Lake
Public Services Department
Building Division
9002 Main St E
Bonney Lake, WA. 98391

Attention:    Scott Fielding, Building Official

Re:     Final Project Report

Project Name: _________________________________________________________________________

Address:____________________________________________________________________________
_____________________________________________________________________________________

To Whom it May Concern:

This is to certify that I performed special inspection on the following portions of the work at the above
address, which required continuous inspection and which I was employed to inspect:
____________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Based upon my personal observation and written reports of this work, it is my judgment that the inspected
work was performed, to the best of my knowledge, in accordance with the approved (stamped) plans,
specifications and the applicable workmanship provisions of the International Building Code.

____________________________________________________________________________
(Special Inspector’s Signature)

Print Full Name Date Registered Professional Signature* Date
*(Affix professional wet seal)

cc:  Client/Owner
     Architect/Engineer