



City of Ashland Building Safety Division

51 Winburn Way • Ashland, OR 97520
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Policies / Interpretations / Procedures

BD-PP-0028

SPECIAL INSPECTION AND TESTING AGREEMENT

Policy Summary:

Provides method for permit applicants requiring Special Inspection and/or Testing in accordance with Chapter 17 of the Oregon Structural Specialty Code (OSSC).

Background:

Chapter 17 of the Oregon Structural Specialty Code (OSSC) states: *An approved agency shall provide all information necessary for the Building Official to determine that the agency meets the applicable requirements.*

Discussion:

Due to the prescriptive requirements of Chapter 17 of the Oregon Structural Specialty Code (OSSC), it has become necessary to implement a Special Inspection and/or Testing Agreement between an approved agency and the Building Official to ensure that the requirements of Chapter 17 are satisfied.

Policy:

To permit applicants of projects requiring Special Inspection and/or Testing per Chapter 17 of the Oregon Structural Specialty Code (OSSC), a Special Inspection and Testing Agreement must be obtained, completed, reviewed and approved by the Building Official prior to the permit being issued. The agreement is available at the front counter of the Building Division and on our website at www.ashland.or.us.

This process is outlined as follows:

BEFORE A PERMIT CAN BE ISSUED: The owner, engineer or architect of record, acting as the owner's agent, shall complete two (2) copies of this agreement, 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 submit his/her qualifications to the building official. The building official shall approve each special inspector prior to permit issuance and prior to performing any duties. Special inspectors shall display identification, as stipulated by the building official, when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of OSSC Chapter 17. The following conditions are also applicable:

1. Duties and responsibilities of the Special Inspector
 - a. **Observe work**

The special inspector shall observe the work for conformance with the building department approved (stamped) design drawings and specifications and applicable workmanship provisions of the OSSC. 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 inspection 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 and the architect and/or engineer of record.
 - b. **Report non-conforming items**

The special inspector shall bring non-conforming 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 department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.



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c. **Furnish daily reports**

On request, each special inspector shall complete and sign both the special inspection record and the daily report for each day's inspection to remain at the job-site with the contractor for review by the building department's inspector.

d. **Furnish weekly reports**

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the building department, architect and engineer of record, and others as designated. These reports must include the following:

- i. Description of daily inspections and tests made with applicable locations;
- ii. Listing of all non-conforming items;
- iii. Report on how non-conforming items were resolved or unresolved as applicable; and
- iv. Itemized changes authorized by the architect, engineer and building department if not included in non-conforming items.

e. **Furnish Final Report**

The special inspector or inspection agency shall submit a final report to the building department 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 design drawings, specifications, approved change orders and the applicable workmanship provisions of the OSSC. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

2. **Contractor's Responsibilities**

a. **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 department approved plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

b. **Provide access to approved plans**

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

c. **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 department's inspector upon request.

3. **Building Department Responsibilities**

a. **Approve special inspection**

The building department shall approve all special inspection and special inspection requirements.

b. **Monitor special inspection**

Work requiring special inspection and the performance of special inspectors shall be monitored by the building department'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.

c. **Issue Certificate of Occupancy**

The building department may issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and accepted.

4. **Owner Responsibilities**

The owner or the engineer/architect of record acting as the owner's agent shall:

- a. Obtain and fund special inspection services by contract with an agency approved by the Building Official.
- b. Submit the signed Special Inspection and Test Agreement to the building official prior to permit issuance.
- c. Obtain and fund structural observation by engineer of record as required by section 1702 of the OSSC.

5. **Engineer or Architect of Record Responsibilities**

The engineer or architect of record shall include special inspection requirements on the plans and specifications.