



**GUILFORD COUNTY**  
PLANNING AND DEVELOPMENT DEPARTMENT

**SPECIAL INSPECTION AND TESTING AGREEMENT**

To permit applicants of projects requiring special inspection and/or testing per Section 1704.1.2:

Special inspections per Section 1704 are required for building, building components or other structures per the following:

1. Buildings or other structures listed in Table 1604.5 in category II if:
  - a. Building height exceeds 45 feet or three stories, or
  - b. The building is an Underground buildings per 405.1;
2. Buildings or other structures listed in table 1604.5 in categories III or IV;
3. Piles, piers and special foundations;
4. Retaining walls exceeding 5 feet height per 1610.3;
5. Smoke control and smoke exhaust systems;
6. Sprayed fire-resistant materials; or
7. Special case described in 1704.13.

Project Name/Address: \_\_\_\_\_

Building Permit No: \_\_\_\_\_

**BEFORE A PERMIT CAN BE ISSUED:** The owner, or the engineer or architect of record acting as the owner's agent, shall complete two (2) copies of this agreement and the attached structural tests and inspections schedule including the required acknowledgements. 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 Engineering/Construction Plan Review department prior to performing pre-qualification.

Special inspection and testing shall meet the minimum requirement of Section 1704. The following conditions are also applicable:

**A. Duties and Responsibilities of the Special Inspector**

**1. 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 **NC 2009 Building Code**. 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 Engineering/Construction Plan Review department based on a separate written plan reviewed and approved by the building department 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 Engineering/Construction Plan Review department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

**3. Furnish Daily Reports**

One 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 department's inspector.

**4. Furnish weekly Reports**

The special inspector of inspection agency shall furnish weekly reports of tests and inspections directly to the Engineering/Construction Plan Review department; 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 to the Engineering/Construction Plan Review department if not included in nonconformance items.

**5. Furnish Final Report**

The special inspector or inspection agency shall submit a final signed report to the Engineering/Construction Plan Review 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 International Building Code/NC2006. 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.



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**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 department approved plan. 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 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.

**C. Building**

**1. Approved Special Inspection**

The Engineering/Construction Plan Review department 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 department's inspector. His/her approval must be obtained prior to placement or concrete or other similar activities in addition to that of the special inspector.

**3. Issue Certificate of Occupancy**

The Engineering/Construction Plan Review department may issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and accepted.

**ACKNOWLEDGEMENTS**

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 ENGINEERING/CONSTRUCTION PLAN REVIEW DEPARTMENT:**

BY: \_\_\_\_\_ Date: \_\_\_\_\_