



# Structural Design and Inspection Information

\*Complete the Special Inspection and testing Schedule on pages 7 - 9.

**Note:** The Special Inspector Qualification Form on page 7 must be completed for **each** Special Inspector for your project.

\*\*Please note that permit(s) **will not be issued** until the Structural Design and Inspection Information is completed. All appropriate forms must be completed and wet signed before City of Tukwila Building Division staff can approve them.

# 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.

## Index

Structural Observation Agreement  
Special Inspection and Testing Agreement  
Special Inspector Qualification Form  
Special Inspection and Testing Schedule

## Appendix A

Special Inspection Forms  
Schedules and Agreements

## Appendix B

Required Special Inspections

Building Permit Number: \_\_\_\_\_

## Structural Observation Agreement

The owner shall employ \_\_\_\_\_, Design Professional 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 Design Professional of Record shall be submitted to the building official prior to each inspection required under Section 110 of the International Building Code (I.B.C.) and the Tukwila Building Division (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 plan(s) and specifications.

Structural observation does not include or waive the responsibility for the inspections required by Chapter 1 of the I.B.C., the Building Division, or for special inspection as required by Chapter 17 of the I.B.C.

\_\_\_\_\_  
Owners Signature

\_\_\_\_\_  
Engineers Signature and Seal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Special Inspection and Testing Agreement

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

Project Address: \_\_\_\_\_

**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**, 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 qualification 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 1704.2.1. 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 1704.2)
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 Plan(s): The contractor is responsible for providing the special inspector access to the approved (stamped) plan(s) as 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 approved (stamped) plan(s) 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.

Building Permit Number: \_\_\_\_\_

**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.
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, architect, and other 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 the 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 Inspectors/Inspections: The building official shall approve all special inspectors and special inspection requirements.
2. Monitor Special Inspectors/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 approved.

Building Permit Number: \_\_\_\_\_

**ACKNOWLEDGMENTS**

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

Owner: \_\_\_\_\_

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

Contractor: \_\_\_\_\_

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

Special Inspector/Inspection Agency: \_\_\_\_\_

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

Project Engineer/Architect: \_\_\_\_\_

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

ACCEPTED FOR THE BUILDING DEPARTMENT

By: \_\_\_\_\_

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

Building Permit Number: \_\_\_\_\_

## Special Inspector Qualification 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.

### Inspector Information:

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Inspection Classification: \_\_\_\_\_

Current ICC and/or WABO Number(s): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

Project Address: \_\_\_\_\_

### STATEMENT OF UNDERSTANDING

I, \_\_\_\_\_ hereby affirm that I have been employed by:

\_\_\_\_\_  
(Agency/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 City of Tukwila and I am responsible to the building official. I am aware that my duties include compliance with the approved plan(s), specifications, the I.B.C. 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: \_\_\_\_\_

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

Building Permit Number: \_\_\_\_\_

## Special Inspection and Testing Schedule

Testing/Inspection Agency/Special Inspector: \_\_\_\_\_

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

Project Address: \_\_\_\_\_

**REINFORCED CONCRETE, GUNITE, GROUT & MORTAR:**

Concrete	Gunite	Grout	Mortar	
				Aggregate Tests
				Reinforcing Tests
				Mix Designs
				Reinforcing Placements
				Batch Plant Inspection
				Inspect Placing
				Cast Samples
				Pick-up Samples
				Compression Tests

**PRECAST / PRESTRESSED CONCRETE:**

Concrete	Gunite	Grout	Mortar	
				Aggregate Tests
				Reinforcing Tests
				Tendon Tests
				Mix Designs
				Reinforcing Placements
				Insert Placement
				Concrete Batching
				Concrete Placement
				Installation Inspection
				Cast Samples
				Pick-up Samples
				Compression Tests





Building Permit Number: \_\_\_\_\_

# **APPENDIX A**

## **Special Inspection Forms, Schedules, and Agreements**

Special Inspectors Daily Report  
Special Inspection Weekly Report  
Discrepancy Notice  
Final Special Inspection Report

Building Permit Number: \_\_\_\_\_

## Special Inspection and Daily Report

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

Project 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 Plan(s) Authorized by the Building Official and Architect or Engineer:

\_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To the best of my knowledge, the work I 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: \_\_\_\_\_

(This report to remain at job-site with the contractor for review by the Building Division's inspector upon request.)

Building Permit Number: \_\_\_\_\_

# Special Inspection Weekly Report

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

Project Address: \_\_\_\_\_

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

Describe Inspections Made, Including Locations: \_\_\_\_\_

\_\_\_\_\_

List Test Made: \_\_\_\_\_

\_\_\_\_\_

Total Inspection Time Each Day:

Date							
Hours							

List Items Requiring Correction, Corrections of Previously Listed Items and Previously Listed Uncorrected Items: \_\_\_\_\_

\_\_\_\_\_

List Changes to Approved Plan(s) Authorized by the Building Official and Architect or Engineer:

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

To the best of my knowledge, the work I 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.)

Building Permit Number: \_\_\_\_\_

## Discrepancy Notice

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

Project Address: \_\_\_\_\_

Area Inspected: \_\_\_\_\_ Type of Inspection: \_\_\_\_\_

Special Inspector: \_\_\_\_\_ Laboratory: \_\_\_\_\_

Notice Delivered to:

Contractor Date/Time: \_\_\_\_\_

Engineer/Architect Date/Time: \_\_\_\_\_

Building Division Date/Time: \_\_\_\_\_

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) Plan(s) and Specifications

\_\_\_\_\_

\_\_\_\_\_

Modification Evaluation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

COMPLETED AND APPROVED

CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

INSPECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

### **DO NOT REMOVE THIS NOTICE**

Contact the City of Tukwila Building Division inspector upon issuance/posting at 206-431-3670

Post Adjacent to Building Permit Inspection Record Card

**FINAL SPECIAL INSPECTION REPORT**

City of Tukwila  
Building Division

Building Permit Number: \_\_\_\_\_

To: City of Tukwila  
Department of Community Development  
**Building Division**  
6300 Southcenter Blvd, Ste 100  
Tukwila, WA 98188  
206-431-3670

Attention: Jerry E. Hight, Building Official

Re: **Final Project Report**

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

Project 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) plan(s), specifications, and the applicable workmanship provisions of the International Building Code.

Special Inspector's Signature: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

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

Registered Professional Signature\*: \_\_\_\_\_

\*(Affix professional wet seal)

cc: Client/Owner  
Architect/Engineer