



SPECIAL INSPECTION AGREEMENT (SI-3) Effective July 5, 2011

To permit applicants of projects requiring special inspection and/or testing per Chapter 17 of the 2009 International Building Code (IBC).

Project Name/Address: _____ Project Planning . # _____

Permit # _____

Name of City of Las Vegas Inspection Supervisor: _____

BEFORE A PERMIT CAN BE ISSUED: The Owner or Owner's agent shall obtain special inspection services from a special inspection agency accredited by the International Accreditation Service (IAS) and approved by the Building Official. The owner or owner's agent shall complete two (2) copies of this agreement.

APPROVAL OF SPECIAL INSPECTORS: Each special inspection agency shall be accredited by International Accreditation Service and approved by the Building Official prior to permit issuance and prior to performing any duties. Special inspectors shall display approved 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 IBC Chapter 17.

All sections and chapters are from the 2009 International Building Code.

A. Duties and Responsibilities of the Special Inspector and Special Inspection Agency:

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 IBC.

2. Report non-conforming items

The special inspector shall bring non-conforming items to the immediate attention of the contractor and note all such items on 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.

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 Department's inspector.

4. Furnish weekly Reports

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building 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 non-conforming items;
- c. Report on how non-conforming items were resolved or unresolved as applicable; and
- d. Itemized changes authorized by the architect, engineer and building department if not included in non-conformance item.

5. **Furnish final report**

The Special inspector or inspection agency shall submit a final signed 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 IBC. 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 his report. Final report shall be reviewed, signed and stamped by the principal of the special inspection agency who is a registered design professional (civil or structural engineer) in the State of Nevada.

6. The special inspection agency shall provide a complete and accurate final report based on the requirements of the City of Las Vegas SI-5 document. An hourly fee shall be assessed for each final inspection report submitted as noted on the SI-3 (G). If a substandard report is submitted to the Building Department, the report will be rejected and assessed the full review fee. The same hourly fee will be assessed for each additional review of the same report.

B. **Contractor's 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 special inspections scope of work and as noted on the Building Department approved plans. 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 approved 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 of the Building Department's inspector upon request.

4. **Wind or seismic force resisting systems, designated seismic system or wind-or seismic resisting component**

Contractor shall submit a written statement of responsibility to the Building Official and to the owner prior to the commencement of work on the system or component per section 1709 of the 2009 International Building Code.

5. **Sign the special inspection agreement, SI-3, prior to permit issuance.**

C. **Engineer of Record's responsibilities:**

1. Specify on the project plans and specifications all items requiring special inspections, including periodic inspections in accordance with Chapter 17.
2. Prepare a statement of special inspections (SI-2) in accordance with Section 1705.
3. If structural observation is required per section 1710, and if owner hires the engineer of record, conduct structural observations. All final reports are to be submitted to the Building Official. Plan review fees will apply.

D. **Owner's responsibilities:**

1. Obtain and fund special inspection services by contract with an agency approved by the City of Las Vegas.
2. Submit the signed SI-3 to the Building Official prior to permit issuance
3. Obtain and fund structural observation by a registered design professional as required by Section 1710.

E. Scope of Work:

All work falling within the categories identified on the special inspections scope of work, SI-6 shall be inspected and/or tested in accordance with the provisions of Chapter 17 of the International Building Code.

F. Some items noted in the project's scope of work, SI-6, are to be inspected by City of Las Vegas inspectors. Call 229-6914 to schedule these inspections. An inspection hold will be in place until these inspections are scheduled. Special inspection fees apply. (\$125 per hour, 2 hour minimum)

G. All Final Special Inspection reports are to be submitted to the City of Las Vegas Area Inspection Supervisor at the City of Las Vegas Development Services Center, 333 N. Rancho Dr., Las Vegas, NV 89106. The review fee is \$150 per hour with a one hour minimum.

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

Owner: _____ Date: _____

By: _____ Print Name: _____

Special Inspection Agency: _____ Date: _____

By: _____ Print Name: _____

Contractor: _____ Date: _____

By: _____ Print Name: _____

Sub-consultant: _____ Date: _____

(if any)

By: _____ Print Name: _____

The Prime Agency accepts full responsibility for the work, actions and performance of the sub-consultant.