

CITY OF PFLUGERVILLE
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BUILDING DEPARTMENT
 PO BOX 589
 Pflugerville, Texas 78691
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Special Inspection Certificate

Special Inspection Certificate Agreement must be completed and submitted before building permits will be issued

Project Name:	Date:
Project Address:	Permit Number:

Type of Inspection	
<input type="checkbox"/> Bolts in Concrete	<input type="checkbox"/> Plate Anchors
<input type="checkbox"/> Concrete	<input type="checkbox"/> Sheer walls and braced wall lines
<input type="checkbox"/> Ductile Moment-Resisting Concrete Frame	<input type="checkbox"/> Smoke Control Systems, fire stopping and draft stops
<input type="checkbox"/> EIFS Systems	<input type="checkbox"/> Special Cases (Simpson fasteners and nail sizes)
<input type="checkbox"/> High Strength Bolting	<input type="checkbox"/> Engineered joist and roof trusses with required bracing
<input type="checkbox"/> Insulating Concrete Fill	<input type="checkbox"/> Spray-Applied Fireproofing
<input type="checkbox"/> Medical Gas/Vacuum Lines	<input type="checkbox"/> Structural Masonry
<input type="checkbox"/> Pilings, Drilled Piers and Caissons	<input type="checkbox"/> Welding
<input type="checkbox"/> Erection of Precast Concrete Members	<input type="checkbox"/> Special Grading, Excavating and Filling
<input type="checkbox"/> Reinforced Gypsum Concrete	<input type="checkbox"/> Load Paths, Headers, Posts, Engineered Wood Items
<input type="checkbox"/> Service Entrance Section Over 1000 AMPS (UL-89) Potential Test	

Certificate of Inspection By Owner	
(To Be Completed By Project Owner Prior To Permit Issuance)	
Per IBC Chapter 17, certain aspects of the proposed construction work are to be placed under the inspection of project Architect, Engineer or Special Inspector appointed by me. I certify that the construction described above will receive such special inspection.	
Project Architect:	Project Contractor:
Project Engineer:	Signature of Owner or Agent:

Special Inspection Responsibility Certificate	
(To Be Completed By Project Architect, Engineer, Special Inspector or Owner Prior to Permit Issuance)	
<p>I certify that I am familiar with the design of the above named project and in accordance with IBC Chapter 17, I do hereby assume full responsibility for carrying out the required Special Inspection(s) listed above. Inspection reports will be filed with Building Inspection Department as required under IBC Sec. 1704.1.2. The following individual(s) will be field inspector(s) under my direct supervision and will be present at the job site to render a full, complete and competent special inspection.</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;">Seal and Signature</div>
<div style="border: 1px solid black; padding: 5px; min-height: 30px;">Special Inspector Name(s) and Specialty:</div>	

Certificate of Compliance	
(To Be Completed Prior To Final Inspection)	
<p>I certify, to the best of my knowledge, that the design requirements of the approved construction documents for which Special Inspection(s) were required have been complied with. A guarantee that the project contractor has fulfilled his contractual obligation is neither intended or implied.</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;">Seal and Signature</div>
<div style="border: 1px solid black; padding: 5px; min-height: 30px;">Architect, Engineer, Special Inspector or Owner Responsible for Special Inspection:</div>	

SPECIAL INSPECTION AND TESTING AGREEMENT

Permit applications for projects requiring special inspections and/or testing per Chapter 17 of the 2009 IBC.

Building Permit Application No.

Project Name/Address: _____

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 form including the required seals and signatures.

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

A. Duties and Responsibilities of the Special Inspector

- **Observe Work**

The special inspector shall observe the work for conformance with the approved (stamped) design drawings and specifications and applicable workmanship provisions of the IBC. Architect/engineer reviewed shop drawings and/or placement drawings may be used only as an aid to inspection. Special inspector is on site in the general area at all times observing the work requiring special inspection.

- **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 Inspections Department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

- **Furnish Daily Reports**

Each special inspector shall complete and sign both the special inspection record and the daily report form for each day's inspections. The records and reports are to remain at the jobsite with the contractor for review by the Building Inspection Department's inspector.

- **Furnish Weekly Reports**

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Inspections Department, project engineer or architect, and others as designated. The reports must include the following:

- a. Description of daily inspections and tests made with the 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 Official, if not included in non-conformance items. Proposed changes to the approved plans must be submitted to the Building Official before the work can be covered and must bear an original seal/signature of the architect/engineer of record.

- **Furnish Final Reports**

The special inspector or inspection agency shall submit a final signed report to the Building Official and the architect/engineer of record noting 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 this report.

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 Inspections 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 responsible for providing the special inspector access to approved plans at the jobsite.

3. Retain Special Inspection Records

The contractor is also responsible for retaining at the jobsite all special inspection records submitted by the special inspector, and providing these records for review by the Building inspector upon request.

C. Building Inspection Department Responsibilities

1. Monitor Special Inspection

Work requiring special inspection and the performance of special inspectors shall be monitored by the Building Inspection 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.

2. Issue Certificate of Occupancy

The Building Official may issue a Temporary Certificate of Occupancy or Certificate of Occupancy only after all special inspection reports and the final report have been electronically submitted and accepted.

ACKNOWLEDGEMENTS

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

Owner:

_____ (Print Name) _____ (Owner Signature/Date)

Contractor:

_____ (Print Name) _____ (Contractor Signature/Date)

Special Inspector Or Inspection Agency:

_____ (Print Name) _____ (Sp. Inspector or Agency Signature/Date)

Project Engineer/Architect:

_____ (Print Name) _____ (Prj. Eng./Architect Signature/Date)

Accepted For The Building Inspection Department:

_____ (Date)