



## **BUNCOMBE COUNTY PERMITS & INSPECTIONS**

### **SPECIAL INSPECTION AND TESTING AGREEMENT**

To permit applicants of projects requiring special inspection and/or testing per Section 1704 of the International Building Code / NC 2012.

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

Building Case No: \_\_\_\_\_

---

**BEFORE A PERMIT CAN BE ISSUED:** The owner, or the engineer or architect of record acting as the owner's agent, shall complete 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 procedure.

**APPROVAL OF SPECIAL INSPECTION:** Each special inspector shall be approved by the Permit & Inspections Department prior to performing pre-qualifications.

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 International Building Code /NC 2012. Architect/engineer-reviewed shop 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 Permits & Inspections Department based on a separate written plan reviewed and approved by this 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 Permits & Inspections Department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

##### **3. 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 to remain at the job site with the contractor for review by the building inspector.

#### **4. Furnish Weekly Reports**

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

- a. Description of daily inspections and test 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 and engineer if not included in the nonconformance items.

#### **5. Furnish Final Report**

The special inspector or inspection agency shall submit a final signed report to the Permits & Inspections 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 and approved change orders. 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.

**(See the next page)**

**BUNCOMBE COUNTY PERMITS & INSPECTIONS DEPARTMENT  
30 VALLEY STREET  
ASHEVILLE, NC 28801  
TELEPHONE (828) 250-5360      FAX (828) 250-6082**