



City of Gig Harbor  
Community Development Department  
**Special Inspection and Testing  
Agreement**

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Project name: \_\_\_\_\_

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

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

Bldg. Permit # \_\_\_\_\_

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**SPECIAL INSPECTION REQUIREMENTS UNDER GHMC CH. 15**

Before a building permit can be issued, the owner, or owner's agent must submit two completed copies of this agreement, a resume' or other documentation of the special inspector(s) qualifications and certifications, and the attached special inspection and testing schedule for review and approval by the building official. The building official may require a personal interview with proposed special inspection personnel prior to their approval. A pre-construction conference may also be required to review the special inspection requirements and procedures.

**DUTIES AND RESPONSIBILITIES OF THE SPECIAL INSPECTOR**

In addition to the requirements prescribed under GHMC Ch. 15, the following constitute the duties and responsibilities of the special inspector.

1. **Observe On-site Work** – The special inspector must observe the work for conformance with the design drawings and specifications approved and stamped by the building department, and the applicable workmanship provisions of the Gig Harbor building code. Unless specifically approved by the building official, the special inspector must provide continuous observation of all work under their charge. Periodic special inspections may be allowed by the building official upon receipt of a separate written plan submitted by the design professional in responsible charge.
2. **Report Nonconforming Items** – The special inspector must 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, the design professional in responsible charge, and must post a discrepancy notice on site.
3. **Furnish Daily Reports** – Special inspectors must complete and sign both the special inspection record and the daily report form for each day's inspections. Daily reports and records must be retained at the job site for review by the building official.
4. **Furnish Weekly Reports** – The special inspector or inspection agency must furnish weekly reports of tests and inspections directly to the building official, design professional in responsible charge, and others as designated. These reports must include:
  - a. Descriptions of daily inspections and tests made with applicable locations;
  - b. A listing of all nonconforming items;
  - c. Reports on how nonconforming items were resolved or unresolved as applicable; and
  - d. Itemized changes authorized by the design professional in responsible charge and building department if not included in nonconformance items. *All changes must have the prior approval of the building official.*
5. **Furnish Final Report** – The special inspector or inspection agency must submit a final signed report to the building official stating that all items requiring special inspection and testing were inspected and to the best of his/her knowledge, are in conformance with the approved design drawings, specifications, approved change orders, and applicable workmanship standards of the Gig Harbor building code. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e. missed inspections, unauthorized periodic inspections, etc. ) shall be specifically itemized on this report.

CONTRACTOR RESPONSIBILITIES

In addition to the requirements prescribed under GHMC Ch. 15, the following constitute the duties and responsibilities of the contractor.

1. **Special Inspector Notification** – 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 must be provided so that special inspections can be scheduled and 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 building department approved plans at the job site.
3. **Retain Special Inspection Records** – The contractor is 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 official upon request.
4. **Correct Nonconformities** – The contractor is responsible for correcting all nonconformities to the satisfaction of the design professional in responsible charge and the building official.

BUILDING DEPARTMENT RESPONSIBILITIES

1. **Approve Special Inspections** – The building official must approve all special inspectors and special inspection requirements.
2. **Monitor Special Inspections** – Work requiring special inspection and the performance of special inspectors will be monitored by the building official. Building official approval, in addition to that of the special inspector, must be obtained prior to placement of concrete or the concealment of other work
3. **Issuance of Certificate of Occupancy** – The building official may issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and approved. *Occupancy prior to issuance of a Certificate of Occupancy is prohibited.*

OWNER RESPONSIBILITIES

The project owner or owner’s agent must fully fund all special inspection services as required by the building official.

DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE RESPONSIBILITIES

The design professional in responsible charge shall include all special inspection requirements, including special inspections required under a products third party testing and/or listing, on the plans and specifications.

ACKNOWLEDGEMENTS

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

Owner: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Special Inspector/  
Agency: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED BY THE CITY OF GIG HARBOR, COMMUNITY DEVELOPMENT DEPARTMENT

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