SPECIAL INSPECTION & TESTING AGREEMENT

CITY OF NOVI
BUILDING DIVISION
Michigan Building Code 2015 (MBC 2015)

Project Name: _____

Project Address: _____

Building Permit No.: _____

PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT:
The Owner and/or the Registered Design Professional acting as the Owner's Agent, shall complete this agreement and the City of Novi Statement of Special Inspections. Note: This agreement is only required for large projects. Please contact the Building Department at 248-347-0415, if you have questions.

SPECIAL INSPECTION PROGRAM RESPONSIBILITES:

A. Owner Responsibilities:

1. **Sign the Special Inspection and Testing Agreement.**
2. **Employ and Fund the Special Inspections and Testing Services**:
   The project Owner, the Engineer/Architect of record, or an Agent of the Owner is responsible for employing and funding the special inspection and testing services. The Special Inspection Agencies and Special Inspectors shall not be in the employ of the Contractor, a subcontractor or material supplier. In the case of an Owner who is also acting as the Contractor, Special Inspection Agencies and the Special Inspectors shall be employed as specified by the Building Official.

B. Registered Design Professional Responsibilities:

1. **Sign the Special Inspection and Testing Agreement:**
   The Engineer/Architect of record shall complete the Special Inspection and Testing Agreement and submit it with the Building Permit Application.
2. **Complete the City's Statement of Special Inspections:**
   The Engineer/Architect of record shall complete the Statement of Special Inspections and submit it with the Building Permit Application. The completion of the Statement of Special Inspections includes the following:
   a. Check the construction items on the Statement of Special Inspections that require Special Inspections. This shall include identification of materials, systems, components and work required to have Special Inspection and Testing.
   b. Identify the type and extent of each Special Inspection and the names of firms and individuals performing special inspections and/or testing.
   c. Identify the type and extent of each test.
   d. Coordinate with the project Owner on the selection of the Special Inspection Agencies, Special Inspectors, Testing Labs, and Fabricator Shops.
   e. Pre-qualify Special Inspection Agencies, Special Inspectors, Testing Labs, and Fabricator Shops for each applicable construction operation based on the City's "Minimum Qualifications for Special Inspectors" posted on the Building Division's website under "Special Inspection Program".

f. Provide (list on the City's Statement of Special Inspections) the name and contact information of each designated Special Inspection Agency, Special Inspector, Testing Lab and Fabricator Shop. This includes providing the Building Department with all documents required by the City's Statement of Special Inspections for each party involved in the Special Inspection Program.

g. Coordinate with the Building Permit Applicant to insure that the completed Special Inspection and Testing Agreement and the completed Statement of Special Inspections are submitted to the Building Division for review and acceptance at the time of Building Permit Application.

3. **Respond to field discrepancies**:
   The Engineer/Architect of Record shall respond to Special Inspector reports of uncorrected, nonconforming items (discrepancies) and shall provide remedial measures.
4. **Review shop drawings and submit design changes**:
   The Engineer/Architect of Record shall acknowledge and accept shop drawings that detail structural information. Written approval of any verbally approved deviations from the approved plans shall be submitted to the Building Division and to the Special Inspector/Special Inspection Agency. Revised plans shall be submitted for Building Division review and approval.

C. Contractor Responsibilities:

1. **Sign the Special Inspection and Testing Agreement.**
2. **Notify the Special Inspection Agency/Special Inspector/Testing Lab**:
   The Contractor or the holder of the Building Permit is responsible for notifying the Special Inspector or Special Inspection and Testing Agency regarding individual Special Inspections and Testing for items listed on the City's Statement of Special Inspections.
3. **Post & Maintain the Special Inspection Log:**
   The Contractor shall post the City's Special Inspection Log adjacent to the Building Permit. The Contractor shall make sure that each Special Inspector records their presence on the job site by having them complete the log for each day of special inspections.
4. **Provide access to approved plans:**
   The Contractor is responsible for providing the Special Inspector with access to the approved plans and approved shop drawings.
5. **Retain Special Inspection records at the job site**:
   The Contractor is responsible for retaining, at the job site, copies of all special inspection records completed by Special Inspectors and making them available to the City's Building Inspector upon request.
6. **Obtain Building Division approval prior to concealment**:
   The Contractor shall request Building Division inspections and obtain approvals prior to concealing any work requiring special inspections.

CI. Special Inspection Agency, Special Inspector, and Testing Lab Duties and Responsibilities:

1. **Sign the Special Inspection and Testing Agreement.**
2. **General requirements:**
   Special Inspectors shall review approved plans, specifications, and all applicable referenced standards and approved shop drawings for Special Inspection requirements. Special Inspectors shall comply with the Special Inspection requirements of the MBC-2015 and the Statement of Special Inspections regarding work and materials.
3. **Signify presence at job site:**

The Special Inspector shall notify the Contractor's personnel of their presence and responsibilities at the job site. The Special Inspector shall record their presence on the job site on the City's Special Inspection Log.
This record shall include the following:

a. Inspection type
b. Name of special inspection
c. Certification number
d. Date
e. Any pertinent notes
f. Time of arrival and departure

4. **Observe assigned work & comply with Statement of Special Inspections:**
    a. Inspect categories listed on the approved Statement of Special Inspections that they are responsible for. Inspections shall indicate conformance with approved plans, specifications, all applicable referenced standards and applicable workmanship provisions of the MBC-2015.
    b. Use the Architect/Engineer reviewed and accepted structural shop drawings as an aid in conducting the related special inspections.
    c. Be on site at all times to observe construction operations that require continuous Special Inspections and Testing. Be on site to observe construction operations that require periodic inspections as required per Sections 1703, 1704 and 1705 of MBC-2015.
5. **Report nonconforming items (discrepancies)**:
    The Special Inspectors shall bring all nonconforming items to the immediate attention of the Contractor and note all such items in the Special Inspector's daily report. If any item is not resolved in a timely manner or is about to be covered by construction, the Special Inspector shall immediately notify the Building Division, the Engineer/Architect of record, and post a discrepancy notice at the job site.
    The Special Inspector shall write a separate report to be posted at the job site regarding noted discrepancies. This report shall contain, as a minimum, the following about each nonconforming item:
    a. Description and exact location.
    b. Reference to applicable details of approved plans/specifications.
    c. Name and title of each individual notified and method of notification.
    d. Corrective action taken to resolve the noted discrepancy at the job site.
6. **Provide Progress Reports**:
    The Special Inspectors shall complete written inspection reports for each visit and leave a copy on site for the Contractor and the Building Inspector to review.
    The Special Inspector/Special Inspection Agency shall provide copies of these reports weekly; or at the completion of a Special Inspection if Special Inspections take place more than a week apart, to the Building Division's Building Inspector, Engineer/Architect of record, and any others designated. These reports shall include:
    a. Date.
    b. Time of arrival and departure.
    c. Building Permit number.
    d. Project name on address.
    e. Type of Inspection.
    f. Inspection frequency required - Continuous or Periodic
    g. Inspections made including locations.
    h. Tests performed.
    i. Any non-conformance items (discrepancies) and how they were resolved.
    j. Listing of unresolved items, parties notified, time and method of notification.
    k. Itemization of changes authorized by the Engineer or Architect of record.
    l. Inspector's signature.

m. Full name of inspector printed clearly.
n. Certification number.

7. **Submit final report**:
The Special Inspection Agency shall submit a final report that is sealed, signed and dated by its responsible Engineer, to the City of Novi Building Division's Building Inspector, stating that all items requiring Special Inspections and Testing were fulfilled and reported. This report shall also state that all required Special Inspections and tested items were inspected and found to be in conformance with the approved plans, shop drawings, specifications, all applicable referenced standards, the Statement of Special Inspections and applicable provisions of the MBC-2015. Items not in conformance, unresolved items, or any discrepancies in Special Inspection coverage (i.e., missed inspections, periodic inspections when continuous inspections were required, etc.) shall be specifically mentioned in this report.

E. Building Division Responsibilities:

1. **Review and acceptance of submitted documents for compliance with The Special Inspection Program Requirements:**
The Building Division is responsible for reviewing all submitted plans, specifications, and forms related to the Special Inspection Program, and any other submitted documents for compliance with the Michigan Building Code. All items submitted shall be reviewed and accepted prior to issuance of the Building Permit. These include the following:
    a. Check the qualification of each Special Inspector, Special Inspection Agency, Testing Lab, and Fabricator Shop that is listed on the Statement of Special Inspections in accordance with the City's "Minimum Qualifications for Special Inspections" posted on the Building Department's website under "Special Inspection Program" at www.cityofnovi.org.
    b. Check that all parties involved in the Special Inspection Program have completed their portion of the Special Inspection and Testing Agreement. (If required).
    c. Issue the Building Permit with the accepted Statement of Special Inspections, Special Inspection and Testing Agreement (if required), and permit conditions attached to the approved plans that will be kept on the job site.
    d. Determine if a pre-construction meeting is required to review the Special Inspection Program with all appropriate members of the construction team.
2. **Approve fabrication(s) used for building components installed on-site.**
3. **Monitor special inspections & testing activities:**
The Building Inspectors will monitor work requiring Special Inspection and Testing activities at the jobsite to ensure that the designated qualified Special Inspectors are performing their duties when work requiring Special Inspections is in progress.
4. **Review special inspection reports**:
The Building Inspector will check the special inspection reports left at the job site by the Special Inspector for any discrepancies or non-conforming items. Weekly special inspection reports received will be reviewed by the Building Inspector.
The Building Inspector shall review all special inspection reports and perform field inspections to verify conformance to the approved plans, shop drawings, and specifications prior to concealing any work related to special inspections.
5. **Perform inspections prior to concealing work:**
The Building Division will perform requested inspections when the final Special Inspection report has been received from the Special Inspection Agency and reviewed and accepted by the Building Inspector. The inspections shall be completed and approved during each stage of the Special Inspection process prior to concealing any work requiring Special Inspections.

ACKNOWLEDGMENTS

I have read and agree to comply with my responsibilities as they are outlined in the Special Inspection and Testing Agreement.

Owner:

_____	_____	_____
Print Name	Signature	Date

Registered Design Professional in Responsible Charge (Project Engineer/Architect of Record):

_____	_____	_____
Print Name / Company	Signature	Date

Contractor:

_____	_____	_____
Print Name / Company	Signature	Date

Special Inspections & Testing Agencies and/or Testing Laboratories, Independent Special Inspectors:

_____	_____*	_____
Print Name / Company	Signature	Date
_____	_____*	_____
Print Name / Company	Signature	Date
_____	_____	_____
Print Name / Company (Independent Special Inspector)	Signature	Date
_____	_____	_____
Print Name / Company (Independent Special Inspector)	Signature	Date

* This signature shall be that of the responsible professional Engineer within the Special Inspection Agency.

ACCEPTED BY THE CITY OF NOVI – BUILDING DIVISION

_____	_____	_____
Print Plan Reviewer Name	Signature	Date