



**CITY OF WILSONVILLE**  
Community Development Department  
Building Division  
[www.ci.wilsonville.or.us/building](http://www.ci.wilsonville.or.us/building)  
29799 SW Town Center Loop E  
Wilsonville, OR 97070  
Phone: (503) 682-4960

## BUILDING DIVISION COMMERCIAL SPECIAL INSPECTION AGREEMENT

(Special inspection, testing, and structural observation agreement)

**Permit Number:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

This agreement represents the requirements in Wilsonville for special inspection, testing, and structural observation for construction projects which are designed following the Oregon Structural Specialty Code (OSSC) (the International Building Code with Oregon amendments).

### BEFORE A PERMIT CAN BE ISSUED:

- The registered Design Professional in Responsible Charge (DPRC) shall fill out this Agreement. A completed copy of this form must be submitted to the City prior to the issuance of a building permit. If changes are made as to who will perform the special inspections a new form shall be submitted for approval.
- The owner or the owner's authorized agent shall complete and sign Sections C and D of this agreement.

**STATEMENT OF SPECIAL INSPECTIONS:** In addition to this Agreement, a "Statement of Special Inspections" shall be provided by the registered DPRC per OSSC Sections 107.1, 1704.2, 1704.3, and 1704.6. This program statement must include all work that falls within the categories specifically identified in OSSC Chapter 17. This Statement shall be made as part of the approved plans, and be placed in a conspicuous location, such as the first page of the construction plans or the first page of the structural sheets.

**SPECIAL INSPECTORS:** All special inspectors shall be approved by the Building Department prior to performing any duties. The special inspector shall provide proof of certification as a special inspector for each inspection item. All identified special inspections shall be completed or tested in accordance with the provisions of OSSC Section 1705. The special inspector shall comply with the duties and responsibilities presented in the Oregon Building Officials Association (OBOA) Special Inspection Program and shall observe and document the work for conformance with the approved plans and specifications. All written results of these inspections or tests, including noncompliance lists and final summary letters, shall be provided to the Building Official and the registered design professional in responsible charge.

**SPECIAL INSPECTION REPORTS:** Special inspections are in addition to, and do not replace, inspections required to be performed by City inspectors. **Before proceeding with the project, City inspectors must approve all work after a report by the special inspector has been provided.** Example: Prior to placing concrete in a footing/foundation, approval by BOTH the special inspector and City inspector must be obtained. Reports shall be timely provided on site and via email to the assigned City inspector.

**FINAL REPORT:** The final special inspection and structural observation reports shall be submitted to the Building Division **a minimum of two days prior to requesting a final inspection.** A final inspection request will not be granted until the final special inspection and structural observation reports have been deemed acceptable by the Building Division.

**A. STRUCTURAL OBSERVATIONS (OSSC § 1704.6)**

- Structural observations are not required for this project
- Structural observations shall be provided following the program noted in the structural drawings
- The building official has determined that structural observation is required with the following frequency and extent: \_\_\_\_\_

**B. REQUIRED SPECIAL INSPECTIONS AND TESTS (OSSC § 1705)**

- Special Cases (OSSC § 1705.1.1) \_\_\_\_\_
- Steel Construction (OSSC § 1705.2)
- Concrete Construction (OSSC § 1705.3)
  - Anchors Cast in Concrete (OSSC Table 1705.3)
  - Anchors Post-installed in Hardened Concrete Members (OSSC Table 1705.3)
- Masonry Construction (OSSC § 1705.4)
- Wood Construction (OSSC § 1705.5)
- Soils (OSSC § 1705.6)
- Driven Deep Foundations (OSSC § 1705.7)
- Cast-in-Place Deep Foundations (OSSC § 1705.8)
- Helical Pile Foundations (OSSC § 1705.9)
- Structural Integrity of Deep Foundation Elements (OSSC § 1705.10)
- Fabricated Items (OSSC § 1705.11)
- Special Inspections for Wind Resistance (OSSC § 1705.12)
- Special Inspections for Seismic Resistance (OSSC § 1705.13)
  - Structural Steel (OSSC § 1705.13.1)
  - Structural Wood (OSSC § 1705.13.2)
  - Cold-formed Steel Light-frame Construction (OSSC § 1705.13.3)
  - Designated Seismic Systems (OSSC § 1705.13.4)
  - Architectural Components (OSSC § 1705.13.5)
  - Plumbing, Mechanical and Electrical Components (OSSC § 1705.13.6)
  - Storage Racks (OSSC § 1705.13.7)
  - Seismic Isolation Systems (OSSC § 1705.13.8)
  - Cold-formed Steel Special Bolted Moment Frames (OSSC § 1705.13.9)
- Testing for Seismic Resistance (OSSC § 1705.14)
- Sprayed Fire-Resistant Materials (OSSC § 1705.15)
- Mastic and Intumescent Fire-Resistant Coatings (OSSC § 1705.16)
- Exterior Insulation and Finish Systems (EIFS) (OSSC § 1705.17)
- Fire-Resistant Penetrations and Joints (OSSC § 1705.18)
- Testing for Smoke Control (OSSC § 1705.19)
- Sealing of Mass Timber (OSSC § 1705.20)
- Radon Mitigation Inspections (OSSC § 1705.21)

### C. NAMES OF PARTIES INVOLVED (To be completed by applicant)

Please complete the following information by listing the general contractor responsible for construction and the design professionals involved in the project. **This information is provided for identification only, signatures are not required.**

Contractor: \_\_\_\_\_  
Architect of Record: \_\_\_\_\_  
Engineer of Record: \_\_\_\_\_  
Geotechnical Engineer: \_\_\_\_\_

A special inspection agency may be chosen from any of the approved inspector lists accepted by the Building Division. The Building Division recognizes the agency lists published by [OBOA](#) and the Washington Association of Building Officials ([WABO](#)).

If multiple special inspection are required, and multiple agencies will be used, identify each agency and the special inspections they will perform.

- |  |   |
|--|---|
| <input type="checkbox"/> ACS Testing, Inc. (503) 443-3799              | <input type="checkbox"/> KPFF, Inc. (503) 227-3251 – Inspections Only         |
| <input type="checkbox"/> Carlson Testing, Inc. (503) 684-3460          | <input type="checkbox"/> Krazan & Associates, Inc. (425) 485-5519             |
| <input type="checkbox"/> Clair Company, Inc. (800) 383-8855            | <input type="checkbox"/> Northwest Geotech, Inc. (503) 682-1880               |
| <input type="checkbox"/> FEI Testing & Inspection, Inc. (541) 757-4698 | <input type="checkbox"/> Professional Service Industries, Inc. (503) 289-1778 |
| <input type="checkbox"/> Kleinfelder, Inc. (503) 644-9447              | <input type="checkbox"/> Terracon Consultants, Inc. (503) 659-3281            |

If the agency you desire to employ is not included within the approved lists, use the "Other" box to indicate the agency or inspector you intend to use. A written request to use this agency or individual shall be submitted to the Building Division for review and approval by the Building Official. Include with this request qualifications and validations demonstrating the agency's or individual's competence to perform inspections for the types of construction in question.

Other: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### D. SIGNATURE (To be completed by applicant)

The owner/authorized agent has read the requirements of the Special Inspection and Structural Observation Program, as presented in the program statement prepared by the designer in responsible charge, and Chapter 17 of the OSSC, and agrees to comply with the terms and conditions of the program.

Owner/Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

### E. ACCEPTED FOR THE BUILDING DIVISION

Plans Examiner: \_\_\_\_\_ Date: \_\_\_\_\_

For any questions pertaining to this agreement, please call (503) 682-4960 #1.