## SPECIAL INSPECTION PROPOSAL FORM

**Note:** This form must be completed by the Owner or Architect/Engineer of Record and approved by the Building Official prior to issuance of a Building Permit. The qualified individual special inspector must be identified along with their firm. Special Inspector may not be employed by the Contractor or anyone responsible for the construction work.

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>PERMIT APPLICATION NO.:</th>
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</thead>
<tbody>
<tr>
<td>OWNER</td>
<td>DATE:</td>
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</tbody>
</table>

**PROPOSED SPECIAL INSPECTOR** Firm: [Name] and Individual: [Name]  
(Please fill out one of these forms for each Special Inspector on this project. Attach proposed inspector’s qualifications.)

**PROPOSED TESTING AGENCIES**  
(Specify which category they are testing.)

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The use of a special inspector does not negate the need to call for and have all normal required CBJ inspections inspected and approved by CBJ Inspectors. Report requirements shall comply with the 2012 IBC Section 1704.2.4

### TYPES OF INSPECTIONS REQUIRED:

- **1. CONCRETE**
  - Inspection Scope & Schedule*
  - Frequency of Sampling Materials
  - Frequency of Testing

- **2. BOLTS INSTALLED IN CONCRETE**
  - Inspection Scope & Schedule*

- **3. SPECIAL MOMENT - RESISTING CONCRETE FRAME**
  - Inspection Scope & Schedule*
  - Frequency of Sampling Materials
  - Frequency of Testing

- **4. REINFORCING STEEL AND PRESTRESSED STEEL TENDONS**
  - Inspection Scope & Schedule*
  - Method of Testing

- **5. WELDING**
  - **A. SPECIAL MOMENT - RESISTING STEEL FRAMES**
    - Inspection Scope & Schedule*
    - Type of non-destructive testing
    - Frequency of Tests
  - **B. STRUCTURAL WELDING INCLUDING REINFORCING STEEL**
    - Inspection Scope & Schedule*
    - Type of non-destructive testing
    - Frequency of Tests

- **6. HIGH-STRENGTH BOLTING**
  - Inspection Scope & Schedule*
  - Method of Testing
  - Frequency of Testing

- **7. STRUCTURAL MASONRY**
  - Inspection Scope & Schedule*
  - Frequency of Sampling Materials
  - Frequency of Testing

- **8. REINFORCED GYPSUM CONCRETE**
  - Inspection Scope & Schedule*
  - Frequency of Sampling Materials
  - Frequency of Testing

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Check each type of inspection required by Architect/Engineer of Record as indicated on the approved building plans and specifications.
9. INSULATING CONCRETE FILL
   Inspection Scope & Schedule

   Frequency of Sampling Materials
   Frequency of Testing

10. SPRAYED-ON FIREPROOFING
    Inspection Scope & Schedule

    Method of Inspection
    Frequency of Sampling Materials
    Frequency of Testing

11. PILING, DRILLED PIERS AND CAISSONS
    Inspection Scope & Schedule

    Method of Inspection

12. SHOTCRETE
    Inspection Scope & Schedule

    Method of Inspection
    Frequency of Sampling Materials
    Frequency of Testing

13. SPECIAL GRADING, EXCAVATION AND FILLING
    Inspection Scope & Schedule

    Method of Testing Soil Density

14A. SPECIAL CASES
     TYPE: ____________________________
     Inspection Scope & Schedule

     Method of Inspection
     Other

14B. SPECIAL CASES
     TYPE: ____________________________
     Inspection Scope & Schedule

     Method of Inspection
     Other

14C. SPECIAL CASES
     TYPE: ____________________________
     Inspection Scope & Schedule

     Method of Inspection
     Other

SPECIAL INSPECTOR CERTIFICATION:
I hereby certify that I am qualified to perform the special inspection items marked above, that I will perform the special inspections at the appropriate times scheduled by the contractor and that I will submit weekly and final reports.

   Special Inspector: ____________________________ Date: ____________

OWNER CERTIFICATION: (May be signed by Architect/Engineer of Record on Owner's behalf.)
I hereby certify that I will employ the aforementioned Special Inspector to perform the inspections shown above.

   Owner: ____________________________ Date: ____________

BUILDING OFFICIAL’S APPROVAL OF PROPOSAL OF SPECIAL INSPECTION:

   Building Official: ____________________________ Date: ____________

Note:
Special Inspection weekly reports must be submitted to the owner and to the Building Official within 5 working days of the last day of the week being reported to avoid Suspension of the Building Permit and possible Stop Work Order.
A monthly summary letter is required for overall status including any outstanding items that require followup. The final special inspection approval letter(s) must be submitted before use or occupancy. Any variation to the special inspection proposal requires prior approval of the Building Official.

* (extent of work inspected; continuous or periodic, frequency)