

**City of McMinnville Building Division**

**SPECIAL INSPECTIONS**

Project Address \_\_\_\_\_ Project \_\_\_\_\_

Architect (Firm) \_\_\_\_\_ Phone \_\_\_\_\_

Engineer (Firm) \_\_\_\_\_ Phone \_\_\_\_\_

Plans Examiner \_\_\_\_\_ Phone \_\_\_\_\_

**A. SPECIAL INSPECTIONS REQUIRED FOR: (Description & Extent of Special Inspection)**

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

**B. INSPECTION TO BE PERFORMED BY: (Fill Out in Same Order As Above Inspections)**

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

Note: It is the duty of the person doing the work requiring special inspections to notify the Special Inspector **and** the Building Inspector that such work is ready for inspection. Regular inspections will be performed by the Building Inspector as required by State Building Code Section 108.6

Duties of Special Inspectors:

Please see back of this sheet for responsibilities. Coordinate all activities with the McMinnville Building Division Building Official prior to the start of the project (434-7314).

Owner's Responsibilities:

1. Owner shall employ the firm(s) or individual(s) listed in part 'B' above (State Building Code Section 1701) to perform listed special inspections.
2. Owner shall complete part "B" above and return the signed form to the Building Division so that a building permit can be issued.
3. Provide completed copies of this form to the architect or engineer, the contractor, and all special inspectors.

Owner hereby agrees to arrange for above firm(s) and/or individual(s) to perform listed special inspection(s).

Signature of Owner/Authorized Agent \_\_\_\_\_

Print Name \_\_\_\_\_ Phone \_\_\_\_\_

Firm \_\_\_\_\_ Date \_\_\_\_\_

## DUTIES OF SPECIAL INSPECTORS

(Excerpt from Section 1701 Uniform Building Code.)

1. The special inspector shall observe the work assigned for conformance with the approved design drawings and specifications.
2. The special inspector shall furnish inspection reports to the building official, the engineer or architect of record, and other designated persons. All discrepancies shall be brought to the immediate attention of the contractor for correction, then, if incorrect, to the proper design authority and to the building official.
3. The special inspector shall submit a final signed report stating whether the work requiring special inspection was, to the best of his knowledge, in conformance with the approved plans and specifications and the applicable workmanship provision of this code.

## ENGINEERING SITE OBSERVATIONS

Engineering site observations means the observation of materials and completed work to observe their general compliance with the approved permit plans. Generally, the project engineer (or architect) that has been responsible for the structural design is appointed to perform the site observations.

It should be noted that this may be in addition to the requirement for a special inspector according to Section 1701 of the State Building Code (i.e. reinforced concrete, structural steel, masonry, etc.). When these types of special inspections are required, the project engineer shall monitor the inspections performed by the special inspector.

The project engineer shall observe the general progress of the project, verify design assumptions, and then shall take appropriate action to provide for public safety.

### **Inspection and test reports shall be sent to:**

**Building Official  
City of McMinnville  
231 NE 5<sup>th</sup> Street  
McMinnville, OR 97128**

Inspection reports must provide the project address and permit number.