



DEPARTMENT OF BUILDING & SAFETY

QAA-3 Quality Assurance Agency Special Inspection Agreement Template

333 North Rancho Drive, Las Vegas NV 89106-3703

Phone: (702) 229-6251 Fax: (702) 382-1240

****Please go to our website at www.LasVegasNevada.gov/QAA to sign your agreement****

The Building Official, in accordance with the Chapter 17 of 2012 (or 2018) International Building Code (IBC) has identified a requirement for onsite special inspection and/or testing services for that work which falls within the categories specifically identified in the **Section E** of this agreement and approved structural plans for

Project Name:

Work Type:

Owner:

Revision Comments:

Permit #:

Address:

Multiple Application Permit # / Address / Work Type:

BEFORE A PERMIT CAN BE ISSUED: The Owner or Owner's agent herewith is responsible for obtaining all special inspection and testing services from a special inspection agency approved by the Clark County Department of Building and Fire Prevention Bureau's Building Official. The owner or owner's agent shall complete two (2) copies of this agreement.

APPROVAL OF SPECIAL INSPECTORS: Each special inspection agency shall be approved by the Clark County Department of Building and Fire Prevention Bureau's Building Official (Clark County Building Official) and pursuant to the Clark County's Technical Guidelines (TG) including, but not limited to TG-016, prior to permit issuance and prior to performing any duties. Special inspectors shall display approved identification, as stipulated by the Clark County Building Official, when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of IBC Chapter 17 and, including, but not limited to Clark County's Technical Guidelines TG-016.

A. Duties and Responsibilities of the Special Inspector and Special Inspection Agency:

1. Observe work:

The special inspector shall observe the work for conformance with the City of Las Vegas Building Department approved (stamped) design drawings and specifications and applicable workmanship provisions of the IBC.

2. Report non-conforming items:

The special inspector shall bring non-conforming items to the immediate attention of the contractor and note all such items on 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 City of Las Vegas Building Department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

3. Furnish Daily reports:

On request, each special inspector shall complete and sign both the special inspection record and the daily report form for each day's inspections to remain at the job site with the contractor for review by the City of Las Vegas (and/or Clark County) Building Department's inspector.

4. Furnish weekly Reports:

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the City of Las Vegas Building Department, project engineer or architect, and others as designated. These reports must include the following:

- a. Description of daily inspections and tests made with applicable locations;
- b. Listing of all non-conforming items;
- c. Report on how non-conforming items were resolved or unresolved as applicable; and
- d. Itemized changes authorized by the architect, engineer and building department if not included in non-conformance item.

5. Furnish final report:

The special inspector and/or special inspection agency shall submit a final signed report to the City of Las Vegas Building Department stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the IBC. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e. missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in his report. Final report shall be reviewed, signed and stamped by the principal of the special inspection agency who is a State of Nevada Licensed Civil or Structural Engineer.

6. The special inspection agency shall provide a complete and accurate final report based on the requirements of the City of Las Vegas QAA-5 document and/or Clark County's Technical Guidelines (including, but not limited to TG-016). An hourly fee shall be assessed for each final inspection report submitted as noted on the document QAA-3 (G). If a substandard report is submitted to the City of Las Vegas Building Department, the report will be rejected and assessed the full review fee. The same hourly fee will be assessed for each additional review of the same report.

B. Contractor's Responsibilities

1. Notify the special inspector:

The contractor is responsible for notifying the special inspector and/or special inspection agency regarding individual inspections for items listed in the Section E as noted on the City of Las Vegas Building Department approved plans. Adequate notice shall be provided 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 approved plans at the job site.

3. Retain special inspection records:

The contractor is also responsible for retaining at the job site all special inspection records submitted by the special inspector, and providing these records for review of the City of Las Vegas (or Clark County) Building Department's inspector upon request.

4. Wind or seismic force resisting systems, designated seismic system or wind or seismic resisting component. By signing this agreement, the contractor acknowledges contractor's responsibility and the contractor is aware of the special requirements contained in the statement of special inspection, approved structural plans and approved structural specifications per sections 901.5 and 1704.4 of the 2012 (or 2018) International Building Code.

C. Engineer of Record's responsibilities:

1. Specify on the project plans and specifications all items requiring special inspections, including periodic inspections in accordance with Chapter 17.
2. In the structural specifications provide a statement of special inspections in accordance with 2012 IBC Section 1705 (or identify required verification and special inspections in accordance with the 2018 IBC Sections 1704.2.3 and 1705) and identify inspections as a continuous or periodic special inspections.
3. If structural observation is required per sections 1702.1 and 1704.5 of the 2012 IBC (or sections 202 and 1704.6 of the 2018 International Building Code), the engineer of record's structural specifications shall clearly identify the frequency and extent of structural observations.
4. If structural observation is required per sections 1702.1 and 1704.5 of the 2012 IBC (or sections 202 and 1704.6 of the 2018 International Building Code), the State of Nevada Licensed Civil or Structural Engineer shall conduct structural observations and complete the City of Las Vegas' Structural Observation Report. The final Structural Observation Report is to be wet stamped, originally signed, dated and submitted (two weeks prior to building final inspection; inspection 140) to the City of Las Vegas' area Inspection Supervisor. Additional plan review fees will apply. The review fee is one hundred seventy six dollars (\$176.00) per hour with a one hour minimum.

D. Owner's responsibilities:

1. Obtain and fund special inspection services by contract with a special inspection agency approved by the Clark County's Building Official.
2. Submit the signed and dated Special Inspection Agreement to the Building Official prior to permit issuance.

3. If structural observation is required per sections 1702.1 and 1704.5 of the 2012 IBC (or sections 202 and 1704.6 of the 2018 International Building Code) obtain and fund structural observation by a State of Nevada Licensed Civil or Structural Engineer as required by sections 1702.1 and 1704.5 of the 2012 IBC (or sections 202 and 1704.6 of the 2018 International Building Code).
4. To provide copy of this Special Inspection Agreement to the special inspection agency (and their consultants), Contractor, Engineer of Record, all sub-Contractors, all consultants (e.g. engineers, architects, etc.).

E. Scope of Work:

All work falling within the categories identified and approved structural plans shall be inspected and/or tested in accordance with the provisions of Chapter 17 of the 2012 (or 2018) International Building Code:

1st Primary special inspection agency:

(The primary agency accepts full responsibility for work, actions and performance of the special inspection agency's sub-consultant).

2nd Primary special inspection agency:

Special inspections to be performed by the City of Las Vegas' Express Inspections (To schedule call 702-229-6914):

1. Special inspection for seismic resistance for structural wood construction (per 2012 IBC Section 1705.11.2 or 2018 IBC Section 1705.12.2).
2. Special inspection for seismic resistance for cold formed steel light-frame construction per 2012 IBC Section 1705.11.3 or 2018 IBC Section 1705.12.3.

F. Some of the special inspections items as noted in the Section E are to be inspected by City of Las Vegas' inspectors utilizing the Express Inspections program. Call 702-229-6914 to schedule these inspections. An inspection hold will be in place until a Final Special Inspection Report is submitted and reviewed for compliance or City of Las Vegas has completed the 155 inspection and/or 160 inspections. Special inspection fees apply at three hundred seventeen dollars (\$317.00) per dispatch scheduled inspections with two (2) hours minimum for 155 inspection and one hundred sixty dollars (\$160.00) per hour for dispatch scheduled 160 inspections with one (1) hour minimum.

G. All Final Special Inspection reports are to be submitted to the City of Las Vegas' area Inspection Supervisor at the City of Las Vegas Development Services Center, 333 N. Rancho Dr., 2nd Floor, Las Vegas, NV 89106. The review fee is one hundred seventy six dollars (\$176.00) per hour with a one hour minimum.

I have read and agree to comply with the terms and conditions of this agreement:

Owner: _____ Date: _____

By: _____

Print Name: _____

Note: Please print this agreement and return to the City of Las Vegas with the owner's signature either by email at QAA@LasVegasNevada.gov or to our offices at the Development Services Center, 333 N. Rancho Drive (1st floor), Las Vegas, Nevada. Office hours are Monday-Thursday 7:00 am – 4:30 pm.