

Special Inspection Agency Replacement Request Form



Instructions: Return completed form to SpecialInspectionsFinals@portlandoregon.gov

The Portland City Code states: **"24.20.050 Selection of the Special Inspectors.** *No changes of Special Inspectors or inspection/testing agency approved by the Director shall be made without obtaining approval of the responsible architect/engineer and the Director.*"

As a result, **ONLY** the owner or the registered design professional in responsible charge acting as the owner's agent shall be allowed to request a change to the Special Inspection Agency.

Permit/IVR #: _____ Date: _____

Project Name: _____

Site Address: _____

Architect of Record (Firm): _____ Phone #: _____

Engineer of Record (Firm): _____ Phone #: _____

CHANGE REQUEST INFORMATION

A. Current approved Special Inspection Agency: _____

B. Proposed replacement Special Inspection Agency: _____

C. Explanation of requested change: _____

D. I, _____ (Print Name), certify that the requested change of Special Inspection Agency is not being made in retaliation for any report, complaint, or allegation by the Special Inspection Agency being replaced that the materials or structure did not comply with approved drawings, specifications or permit documents.

Initial: _____ Date: _____

E. I, _____ (Print Name), certify that I have received written confirmation that Special Inspection Agency removed acknowledged the request, and provided appropriate special inspection reports to new Special Inspection Agency that addressed items of concern for unfinished work, and/or any outstanding non-compliant items (NCL log).

Initial: _____ Date: _____

F. I, _____ (Print Name), certify that I have received written confirmation that the new Special Inspection Agency acknowledged the request, including a statement that key personnel received and reviewed the removed Special Inspection Agency field and testing reports (identified by report number) as appropriate to the stage of the project, and agreed to take responsibility for all special inspection categories as required for the project. The new Special Inspection Agency needs to acknowledge their awareness of any pending deferred submittal permits that have not been issued.

Initial: _____ Date: _____

G. I, _____ (Print Name), certify that I have written proof, and am able to provide copies of, notification of the change that was sent to all affected parties.

Initial: _____ Date: _____

REQUESTOR INFORMATION

Requestor Company Name: _____ Requestor Title: _____

Address: _____ Phone #: _____

I, _____ (Print Name), certify that I am the owner or the Registered Design Professional in responsible charge acting as the owner's agent.

Requestor Signature: _____ Date: _____

IF YOU HAVE QUESTIONS WHILE FILLING OUT THIS FORM, please contact your assigned BDS Inspector. Refer questions to Inspections Support staff who can direct the inquirer to the appropriate staff to answer questions.

Commercial Inspections	503-823-7303
Facility Permit Program	503-823-0652

Residential Inspections	503-823-7388
Field Issuance Remodel Program	503-823-7600