



## Complex Structure Agreement

Attachment (1)

BUILDING ADDRESS: \_\_\_\_\_  
                                    Number      Street

BUILDING PERMIT# BLD \_\_\_\_\_

OWNER: \_\_\_\_\_  
                    Name                                      Phone Number  
  
\_\_\_\_\_  
                    Number      Street                      City                      State                      Zip

The undersigned hereby agree that the construction contemplated under Building Permit number \_\_\_\_\_ and to be located at \_\_\_\_\_ will be carried out in compliance with the City of Rockville requirements for complex structures as delineated in the City of Rockville "Complex Structures Requirements."

The owner further agrees to implement the following Inspection Plan and acknowledges that compliance with such plan during construction is a requirement for the issuance of an Occupancy Permit by the City upon completion of construction. Inspection requirements contained herein are in addition to, not in lieu of, inspection by the Inspection Services Division.

### INSPECTION PLAN

#### 1. Responsibilities of Participants

##### a. Owner:

1. Responsible for implementing the Inspection Plan and for asking City approval of any modifications to the Plan.
2. Submit work-time schedule to the City.
3. Submit copies of contracts with the Inspection Agencies and Testing Laboratories showing scopes of work. (Delete financial arrangements)
4. Notify City in writing when construction starts. Letter to be sent to the attention of the Chief of Inspection Services.

**b. Structural Engineer of Record (SER):**

1. Approve concrete mix design in writing and submit copy to the City.
2. Approve concrete quality control plan and submit copy to the City.
3. Review and comment on the formwork and shoring design and send copy to the City.
4. Review criteria for removal and reshoring of form work and send a copy to the City.
5. Review shop drawings before steel fabrication and other structural shop drawings.
6. Review construction inspection reports and materials, and soil testing records and reports as submitted by the Geotechnical Inspection Agency and/or the Superstructure Inspection Agency and Testing Laboratories for conformance with the structural contract documents (project plans and specifications) and the City of Rockville Building Code. Initiate appropriate action required as a response to the reports that are reviewed.
7. Upon completion of all structural work, the SER shall submit a letter of certification to the City stating that to the best of his/her knowledge and in his/her professional opinion the structural phase of the building is constructed in accordance with the structural contract documents, (Project Plan and Specifications) and the City of Rockville Building Code.

**c. Observing Architect:**

Provide observation of the construction work at intervals appropriate with the work to establish compliance with approved construction drawings and specifications and the applicable City of Rockville Building Code for the following areas:

1. Means of egress to include means of egress doorways, exit access, exit stairways and enclosures, exit discharge, and other stairways.
2. Fireresistive construction to include close-in observations before concealment of walls, knee walls, ceilings and shafts to establish compliance with fire rating of elements, firestopping of vertical and horizontal penetrations as required, and fire rating of structural frame as required. **A copy of this report must be available at the time of the City close in inspection.**
3. Building ceiling heights including that of parking levels, and sound transmission control in residential buildings.
4. Requirements for making building and facilities accessible to, and usable by, physically handicapped people.

**Observing Architect continued:**

5. Provide observation reports to the City within 5 business days of the observation activity. Upon completion of the work, the architect shall provide a written professional opinion stating that to the best of his/her knowledge, information and belief, the work that he/she was responsible to observe was constructed in accordance with the approved construction drawings and specifications, the City of Rockville Building Code and the Maryland Accessibility Code. Field reports are required at the time of City Inspection.

**d. Mechanical/Plumbing Engineers of Record:**

1. Provide periodic inspections during the installation of the mechanical and plumbing systems and submit inspection reports to the City within 5 business days of the inspection activity. Field inspection reports are required at the time of City inspection.
2. Upon completion of the work provide a written professional opinion stating that to the best of his/her knowledge, information and belief, the mechanical and plumbing work has been constructed in accordance with approved plans, specifications and the Mechanical and Plumbing Code(s) of the City of Rockville.

**e. Inspection Agency(ies):**

1. Responsible for inspecting as applicable:
  - a. Soils
  - b. Subsurface - footings
  - c. Formwork and reshoring
  - d. Reinforcing steel
  - e. Concrete
  - f. Precast material
    - a. Bolted connections
    - b. Welded connections
  - g. Piles
  - h. Deep foundations
  - i. Approve in writing shoring and reshoring removal
  - j. Post-Tension construction
  - k. Structural steel construction
  - l. Grant permission to contractor prior to all burning, cutting or capping of prestressing anchorage.

**f. Electrical Engineer of record:**

1. Provide periodic inspections during the installation of the electrical systems and submit inspection reports to the City within 5 business days of the inspection activity. Field inspection reports are required at the time of city inspections.
2. Upon completion of the work provide a written professional opinion stating that to the best of his/her knowledge and belief; the electrical work has been installed in accordance with

approved plans, specifications and the Electrical code of the City of Rockville.

**g. Material testing laboratory:**

1. Responsible for testing:
  - a. Soils
  - b. Concrete
  - c. Others as applicable
2. Scope of inspections:
  - a. At least one soil technician shall be present full time during compaction of structural fill material.
  - b. Quality control of concrete shall be maintained and monitored by certified concrete technicians who are under the direction of a registered professional engineer. The concrete technician shall be present at all times during pouring.
3. Reports
  - a. The Inspection Agency shall send all inspection and testing reports within five (5) days of the inspection or testing activity to the owner or designee, the City, the SER and to such others as the owner may direct.
  - b. Each report shall include the permit number, building address and shall identify the individual who performs the inspection or test. The report shall call special attention to any conditions that were not anticipated, or which are not in conformance with plans, specifications, applicable standards or the Building Code. The reports must bear the signature of the registered engineer in charge of inspection or testing.
4. Special Certification
  - a. Upon completion of all the structural work and foundation work the inspection agencies shall submit written professional opinions to the City certifying that the work has been performed in compliance with the approved plans, structural specifications and the City of Rockville Building Code.

**h. Concrete Contractor:**

1. The concrete contractor shall submit to the Structural Engineer of record a statement describing his quality control procedures.

**i. Contractors of Record:**

Upon completion of the work each contractor of record shall submit to the City a signed certification indicating that to the best of his/her knowledge and belief, work was performed in accordance with approved construction documents and applicable codes.

## NOTICE

- Original copies of all letters must be submitted under one cover directly to the City of Rockville.
- Each letter must be addressed to the Chief of Inspection Services. Photocopies will not be accepted.
- A copy of this signed agreement (Inspection Report) must be included.
- Submission of all required letters must be forwarded at least 5 business days in advance of scheduling final inspections.

**PROPERTY OWNER:**

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Printed Name	Title	Address
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Signature		Date
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Company name		Telephone number

**OBSERVING ARCHITECT:**

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Printed Name	Title	Address
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Signature		Date
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Company name		Telephone number

**STRUCTURAL ENGINEER OF RECORD:**

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Printed Name	Title	Address
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Signature		Date
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Company name		Telephone number

**GENERAL CONTRACTOR:**

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Printed Name	Title	Address
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Signature		Date
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Company name		Telephone number

**INSPECTION AGENCY (SOILS):**

Printed Name	Title	Address
Signature		Date
Company name		Telephone number

**INSPECTION AGENCY (SUPER STRUCTURE):**

Printed Name	Title	Address
Signature		Date
Company name		Telephone number

**MECHANICAL/PLUMBING ENGINEER:**

Printed Name	Title	Address
Signature		Date
Company name		Telephone number

**ELECTRICAL ENGINEER:**

Printed Name	Title	Address
Signature		Date
Company name		Telephone number

**CONCRETE CONTRACTOR:**

Printed Name	Title	Address
Signature		Date
Company name		Telephone number

**PLUMBING CONTRACTOR:**

Printed Name	Title	Address
Signature		Date
Company name		Telephone number

**ELECTRICAL CONTRACTOR:**

Printed Name	Title	Address
Signature		Date
Company name		Telephone number

**MECHANICAL CONTRACTOR:**

Printed Name	Title	Address
Signature		Date
Company name		Telephone number

**FIRE PROTECTION CONTRACTOR:**

Printed Name	Title	Address
Signature		Date
Company name		Telephone number