Department of
Resource Management
675 Texas Street, Suite 5500
FAIRFIELD, CALIFORNIA 94533

Building and Safety Division
(707) 784-6765

David Cliche
Building Official

PROGRAM FOR SPECIAL INSPECTION

SPECIAL INSPECTION AND TESTING AGREEMENT

To permit applicants of projects requiring special inspection and/or testing per California Building Code Sec. 1701

Project Address:_____ **Permit No.:**_____

BEFORE A PERMIT CAN BE ISSUED: The owner, or the engineer or architect of record, acting as the owner's agent, shall complete two (2) copies of this agreement and the attached Special Inspection and Testing Schedule, including the required acknowledgments. A pre-construction conference with the parties involved may be required to review the special inspection requirements and procedures.

APPROVAL OF SPECIAL INSPECTORS: Special inspectors may have no financial interest in projects for which they provide special inspection. Special inspectors shall be approved by the building department prior to performing any duties. Special inspectors shall submit their qualifications and are subject to personal interviews for prequalification. Special inspectors shall display approved identification, as stipulated by the Building Official when performing the function of special inspector. Special inspection and testing shall meet the minimum requirements of the California Building Code Section 1701. The following conditions are also applicable:

A. Duties and Responsibilities of the Special Inspector:

1. **Observe work –** The special inspector shall observe the work for conformance with the building department approved (stamped) designs drawings and specifications and applicable workmanship provisions of the California Building Code. Architect/Engineer-reviewed shop drawings may be used only as an aid to inspection. Special inspections are to be performed on a continuous basis, meaning that the special inspector is on site in the general area at all times observing the work requiring special inspection. Periodic inspections, if any, must have prior approval based on a separate written plan reviewed and approved by the building department and the architect or engineer of record.
2. **Report nonconforming items –** The special inspector shall bring nonconforming items to the immediate attention of the contractor and note all such items in the daily report. If any items are not resolved in a timely manner or are about to be incorporated in the work, the special inspector shall immediately notify the 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 building inspector.
4. **Furnish weekly reports –** The special inspector or inspection agency shall furnish weekly reports of test and inspections directly to the Building Official, engineer or architect of record, and others as designated. These reports are to include the following:
   a. Description of daily inspections and tests made with applicable locations.
   b. Listing of all nonconforming items.
   c. Report on how nonconforming items were resolved or unresolved as applicable; and
   d. Itemized changes authorized by the architect, engineer and Building Official if not included in nonconformance items.
5. **Furnish final report –** The special inspector or inspection agency shall submit a final signed report to the Building Official stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his or her knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the California Building Code. Items not in

conformance, unresolved items or any discrepancies in inspection coverage (i.e. missed inspections, periodic inspections when continuous were required, etc.) shall be specifically itemized on an addendum to this report.

B. Contractor Responsibilities:

1. **Notify the special inspector –** The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule and as noted on the building department approved plans. Adequate notice shall be provided so 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 upon request.

C. Owner Responsibilities: The project owner or the engineer or architect of record acting as the owner's agent is responsible for funding special inspection services (ref. CBC Sec. 1701).

D. Designer Responsibilities:

1. **Complete the Special Inspection & Testing Schedule –** The engineer or architect of record shall specify special inspection required in the construction documents and list these items on the Special Inspection & Testing Schedule on the plans.
2. **Respond to field discrepancies –** The engineer or architect of record shall respond to uncorrected field deficiencies in design, material, or workmanship observed by the special inspector.
3. **Document verbal approval of deviation from approved plans –** The engineer or architect of record shall submit to the Building Official and to the special inspection agency written approval of any verbally approved deviations form the approved plans.
4. **Submit design changes –** The engineer or architect of record is responsible for any design changes, in addition to acknowledgment and approval of shop drawings which may detail structural information, and for submission of such changes to the Building Official for approval.

E. Building Department Responsibilities:

1. **Approve special inspection –** The building department shall approve all special inspectors and special inspection requirements.
2. **Enforce special inspection –** Work requiring special inspection and the performance of special inspection shall be monitored by the building inspector. His/her approval must be obtained prior to placement of concrete, covering of structural steel, or other similar activities in addition to that of the special inspector.
3. **Issue Certificate of Occupancy –** The Building Official may issue a Temporary Certificate of Occupancy or a Certificate of Final Completion and Occupancy after all special inspection reports and the final compliance report have been submitted and accepted.

ACKNOWLEDGEMENTS

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

Owner Signature	Owner Name (Print Name)	Date
Project Engineer/Architect Signature	Engineer/Architect Name (Print Name)	Date
Soils Engineer Signature	Soils Engineer Name (Print Name)	Date
Contractor Signature	Contractor Name (Print Name)	Date
Special Inspector or Inspection Agency	Special Inspector/Agency Name (Print)	Date

ACCEPTED FOR THE BUILDING DEPARTMENT:

By (employee signature)	Date

SPECIAL INSPECTION AND TESTING SCHEDULE

1. Concrete:
[ ] Continuous placement inspection
[ ] Exceptions _____
[ ] ____ Cylinders per _____CY
Test: ____ @ 7 ____ @ 28 ____ Hold

2. Bolts installed in concrete:
[ ] All bolts
[ ] Location:_____

3. Special moment-resistant concrete frame:
[ ] As indicated
[ ] Location: _____

4. Reinforcing steel and prestressing tendons:
[ ] Placement inspection
[ ] Stressing and grouting of tendons

5. Structural Welding: CBC Table 1704.3
Periodic Visual Inspection:
[ ] Single pass fillet welds <5/16”
[ ] Steel deck
[ ] Welded studs
[ ] Cold formed studs and joists
[ ] Stair and railing systems
[ ] Reinforcing steel
Continuous Visual Inspection:
[ ] All other welding
[ ] Reinforcing steel
[ ] Other: _____
Special moment-resistant frames: AISC 341
[ ] UT all CJP groove welds
[ ] UT all CJP groove welds >5/16”
[ ] UT all PP groove welds in column splices
[ ] UT all PP groove welds in column splices >3/4”
[ ] UT column flanges at beam flange welds
[ ] Other: _____

6. High Strength bolting:
Snug Tight: [ ] All
[ ] As indicated
Full Pretension [ ] All
[ ] As indicated

7. Structural Masonry f'_m = ____, Stresses ____ .
Verification of f'_m: [ ] Prism tests
[ ] Prism test record
[ ] Unit strength
[ ] Continuous inspection
[ ] Periodic inspection: _____

7. Structural Masonry (continued):

Test:	Before	During
Prism	[ ]	[ ]
Units	[ ]	[ ]
Grout	[ ]	[ ]
Mortar	[ ]	[ ]

8. Reinforced gypsum concrete:
[ ] Continuous inspection of mixing and placement
[ ] Periodic inspection _____
[ ] Strength testing _____

9. Insulating concrete fill:
[ ] Periodic inspection _____
[ ] Strength testing _____

10. Spray-applied fire resistive materials
[ ] Periodic inspection _____
[ ] Testing per CBC 1704.12

11. Piling, drilled pier and caisson

	Continuous	Periodic
Pile Driving	[ ]	[ ]
Drilling	[ ]	[ ]
Testing	[ ]	[ ]

12. Shotcrete: CBC 1913
[ ] Continuous placement inspection
[ ] Preconstruction panel
[ ] In-place cores
Strength testing:
[ ] Test panel
[ ] In-place cores

13. Special grading, excavation, and filling:
[ ] Periodic Inspection
[ ] Subgrade tests _____
[ ] Compaction tests _____
[ ] Verify bearing strata

14. Smoke control systems:
[ ] Periodic inspection
[ ] During system testing

15. Special cases:
[ ] Shear wall/diaphragm masonry
Anchorage to existing concrete/masonry
[ ] Installation inspection
[ ] Proof load testing
[ ] Shoring
[ ] Underpinning

Notes: _____

SPECIAL INSPECTION AGENCY RECOGNITION LIST

[1] Agencies have not been evaluated for nondestructive testing. *Agency sub-contracts laboratory services.

Other agencies may also be qualified; the local Building Official has the ultimate responsibility for approval. This list is updated annually and may therefore, not necessarily reflect the most current list of recognized agencies. Agencies have not been evaluated for geotechnical special inspections. Agencies may have more than one location.

Key: RC = Reinforced Concrete PC = Prestressed/Post-tensioned Concrete SM = Structural Masonry
SS = Structural Steel Welding/Bolting FP = Spray-Applied Fireproofing URM=Unreinforced Masonry Push/Torque Tests Only

Agency Name	HQ Address	Phone/Fax	RC	PC	SM	SS[1]	FP	URM
Apex Testing Laboratories, Inc.	3450 Third St., Suite 3E San Francisco, CA 94124	**(415) 550-9800** (415) 550-9880	X	X	X	X	X	X
Applied Materials Engineering	980 - 41st Street Oakland, CA 94608	**(510) 420-8190** (510) 420-8186	X	X	X	X	X	X
Applied Testing Consultants	3060 Thorntree Dr., Suite 10 Chico, CA 95973	**(530) 891-6625** (530) 891-4243	X	X	X	X	X	X
B.S.K. Associates	1181 Quarry Lane, #300 Pleasanton, CA 94566	**(925) 462-4000** (925) 462-6283	X		X	X	X	X
Berlogar Geotechnical Consultants	5587 Sunol Boulevard Pleasanton, CA 94566	**(925) 484-0220** (925) 846-9645	X	X				
Biggs Cardosn Associates, Inc.*	1871 The Alameda, Suite 200 San Jose, CA 95126	**(408) 296-5515** (408) 296-8114	X	X	X	X		X
Capex Engineering Inc.	74 Shanico Common Freemont, CA 94539	**(510) 668-1815** (510) 490-8690	X	X	X	X	X	X
Consolidated Engineering Labs	7060 Koll Center Parkway, #300 Pleasanton, CA 94566-3108	**(925) 485-5000** (925) 485-5018	X	X	X	X	X	X
Construction Materials Testing, Inc.	2278-F Pike Court Concord, CA 94520-1252	**(925) 825-2840** (925) 682-7953	X	X	X	X	X	X
Construction Testing & Engineering, Inc.	3628 Madison Ave., #22 North Highlands, CA 95660	**(916) 331-6030** (916) 331-6037	X	X	X	X	X	X
Construction Testing Services	2142 Rheem Drive, Suite E Pleasanton, CA 94588	**(925) 462-5151** (925) 462-5183	X	X	X	X	X	X
Dynamic Consultants Inc.	1300 Space Park Way Mountain View, CA 94043	**(650) 967-6982** (650) 967-6955	X	X	X	X	X	X
Earthtec, Inc.	1830 Vernon St., #7 Roseville, CA 95678	**(916) 786-5262** (916) 786-5263	X	X	X	X	X	X
ENGEO Incorporated	2401 Crow Canyon Rd, Suite 200 San Ramon, CA 94583-1545	**(925) 838-1600** (925) 838-7425	X	X	X	X	X	X
ES Geotechnologies, an Earth Systems Company	446 S. Hillview Drive Milpitas, CA 95035	**(408) 934-9302** (408) 946-4569	X	X	X	X	X	X
GeoEngineering Consultants	7567 Amador Valley Blvd., #310 Dublin, CA 94568	**(925) 321-5550** (800) 432-3752	X	X	X	X		X
Golder Associates	1000 Enterprise Way, Suite 190 Roseville, CA 95678	**(916) 786-2424** (916) 786-2434						
Harza	425 Roland Way Oakland, CA 94621	**(510) 568-4001** (510) 568-2205	X	X	X	X	X	X
HP Inspections	690 Sunol Street, Bldg. H San Jose, CA 95126	**(408) 288-8460** (408) 271-0902	X	X	X	X	X	X
Inspection & Testing Consultants	246 First Street #307 San Francisco, CA 94105	**(415) 357-1668** (415) 357-1262	X		X	X	X	X
Inspection Consultant Inc.	870 Market St., Suite 1117 San Francisco, CA 94102	**(415) 834-1960** (415) 834-1018	X	X	X	X	X	X
Inspection Services Inc.	Pier 26 The Embarcadero San Francisco, CA 94105	**(415) 243-3265** (415) 243-3266	X	X	X	X	X	X
KC Engineering Co.	865 Cotting Lane, Suite A Vacaville, CA 95688	**(707) 447-4025** (707) 447-4143	X	X	X	X		X
Kleinfelder Inc.	7133 Koll Center Parkway, #100 Pleasanton, CA 94566	**(925) 484-1700** (925) 484-2977	X	X	X	X	X	X
Korbmacher Engineering, Inc.	480 Preston Ct. Livermore, CA 94551	**(925) 454-9033** (925) 454-9564	X	X	X	X	X	X
Krazan & Associates Inc.	5044 Bailey Loop McClellan, CA 95652	**(916) 564-2200** (916) 564-2222	X	X	X	X	X	X
MatriScope Engineering Laboratories, Inc.	3102 Industrial Blvd. West Sacramento, CA 95691	**(916) 375-6700** (916) 375-6702	X	X	X	X	X	X
Moore Twining Laboratories, Inc.	2527 Fresno Street Fresno, CA 93721	**(559) 268-7021** (559) 268-0740	X	X	X	X	X	X
Neil O. Anderson and Associates	902 Industrial Way Lodi, CA 95240	**(209)367-3701** **(209) 369-4228**	X	X	X	X	X	X
Nicholas Engineering Consultants*	6743 Dublin Boulevard, #15 Dublin, CA 94568	**(925) 829-8090** (925) 829-0235	X	X	X	X	X	X
Nortech Geotechnical	8620 Technology Way Reno, NV 89521	**(775) 852-7475** (775) 852-7488	X	X	X	X		X
PSC Associates Inc.	1185 Terra Bella Mountain View, CA 94043	**(650) 969-1144** (650) 969-5523	X	X	X	X	X	
PSI	365 Victor Street, Suite C Salinas, CA 93907	**(831) 757-3536** (831) 757-6265	X	X	X	X	X	X
Raney Geotechnical, Inc.	3140 Beacon Blvd. West Sacramento, CA 95691	**(916) 371-0434** (916) 371-1809	X	X	X	X	X	X

RES Engineers, Inc.	150 North Wiget Lane, Suite 204 Walnut Creek, CA 94598-2434	**(925) 932-4600** (925) 932-4625	X	X	X	X	X	X
Sierra Testing Laboratories, Inc.	5040 Robert J. Mathews Pkwy #1 El Dorado Hills, CA 95762	**(916) 939-3460** (916) 939-3507	X	X	X	X	X	X
Signet Testing Laboratories	3121 Diablo Avenue Hayward, CA 94545	**(510) 887-8484** (510) 783-4295	X	X	X	X	X	X
Smith-Emery Company	P.O. Box 880550, Hunters Point, Bldg 114, SF, CA 94118	**(415) 330-3000** (415) 330-3030	X	X	X	X	X	X
Terrasearch Inc.	6840 Via Del Oro, #110 San Jose, CA 95119	**(408) 362-4920** (408) 362-4926	X	X	X	X	X	X
Terratech	1365 Vander Way San Jose, CA 95112	**(408) 297-6969** (408) 297-7716	X	X	X	X	X	X
Testing Engineering Inc.	2811 Teagarden Street San Leandro, CA 94577	**(510) 835-3142** (510) 834-3777	X	X	X	X	X	X
Triangle Engineering*	1388 Haight Street, Suite 172 San Francisco, CA 94117	**(415) 626-6972** (415) 626-6972						X
Valley Inspection Services*	326 Woodrow Avenue Vallejo, CA 94571	**(707) 552-7037** (707) 552-7022				X	X	X
Wallace, Kuhl & Associates Inc.	3410 W. Hammer Ln, Suite F Stockton, CA 95219	**(209) 234-7722** (209) 234-7727	X	X	X	X	X	X
Youngdahl Consulting Group Inc.	502 Giuseppe Court, Suite 2 Roseville, CA 95678	**(916) 773-7633** (916) 773-7833	X	X	X	X	X	X
Youngdahl Consulting Group, Inc.	1234 Glenhaven Court El Dorado Hills, CA 95762	**(916) 933-0633** (916) 933-6482	X	X	X	X	X	X

As of 12/5/12