SPECIAL INSPECTION AND TESTING AGREEMENT

Project Name _____ Permit #_____ - _____

Project Address _____

ACKNOWLEDGMENTS

I have read and agree to comply with the terms and conditions of this agreement. For projects where there are more than one special inspection company, please list below the special inspections from the schedule on pages **3 - 6** for each company.

Owner: _____ (Print) By: _____ (Sign) Date: _____

Phone #: _____

Contractor: _____ (Print) By: _____ (Sign) Date: _____

Phone #: _____

Special Inspection Company/Agency #1: _____ (Print) / _____ (Sign)

Phone #: _____ Special Inspections: _____

Special Inspection Company/Agency #2: _____ (Print) / _____ (Sign)

Phone #: _____ Special Inspections: _____

Special Inspection Company/Agency #3 _____ (Print) / _____ (Sign)

Phone #: _____ Special Inspections: _____

Project Engineer/Architect: _____ By: _____ Date: _____

ACCEPTED FOR THE BUILDING and SAFETY DIVISION:

By: _____ (Print) / _____ (Sign) Date: _____

BEFORE A PERMIT MAY 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 structural tests and inspections schedule, including the required acknowledgments. A preconstruction conference with the parties involved may be required to review the special inspection requirements and procedures.

APPROVAL OF SPECIAL INSPECTORS: Each special inspector shall be approved by the Building and Safety Division **prior to issuance of the building permit(s)**. Each special inspector shall submit his/her qualifications to the Building and Safety Division and is subject to a personal interview for prequalification. Submission of qualifications is not required when the agency utilizes the inspectors who are pre-approved by the City. Special inspectors shall display approved identification, as stipulated by the building division when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirement of C.B.C. 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 and Safety Division approved (stamped) design drawings and specifications, and applicable workmanship provisions of the C.B.C. Architect/engineer-reviewed shop drawings and/or placing drawings may be used only as an aid to the 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 by the Building and Safety Division based on a separate written plan reviewed and approved by the building division and the project engineer or architect.

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 item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the Building and Safety Division 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 and Safety Division's inspector.

4. **Furnish weekly reports**
The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building and Safety Division, 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 nonconforming items
   c. Report on how nonconforming items were resolved or unresolved as applicable; and
   d. Itemize changes authorized by the architect, engineer and Building and Safety Division if not included in nonconformance items.

5. Insure that an adequate number of pre-qualified inspection personnel are on the job, based on the intensity of activities, quality of work being performed and the various operations occurring.

6. **Furnish Final Report**
The special inspector or inspection agency shall submit a final signed report to the Building and Safety Division 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 C.B.C. 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 this report.

B. Contractor Responsibilities

1. Fill out the CONTRACTOR'S STATEMENT OF RESPONSIBILITY (if required on page 7)

2. **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 and Safety Division approved plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

3. **Provide Access to Approved Plans**
The contractor is responsible for providing the special inspector access to approved plans at the job site.

4. **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 by the Building and Safety Division's inspector upon request.

C. Building and Safety Division Responsibilities

1. **Approve Special Inspection**
The Building and Safety Division shall approve all special inspectors and special inspection requirements.

2. **Monitor Special Inspection**
Work requiring special inspection and the performance of special inspectors shall be monitored by the Building and Safety Division's inspector. His/her approval must be obtained **prior** to placement of concrete or other similar activities, in addition to that of the special inspector.

3. **Issue Certificate of Occupancy**
The Building and Safety Division may issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and accepted. Note: If all special inspection reports are not approved, the Building and Safety Division may withhold the Certificate of Occupancy until all discrepancies are resolved

SCHEDULE OF SPECIAL INSPECTIONS

Job Address:_____ Permit #:_____

The items checked below require a special inspector during construction in accordance \ with Chapter 17 of the California Building Code.

	Verification and Inspection	Contin	Periodic
A.	**Steel Construction (1704.3)**		
	1. Material verification of high-strength bolts, nuts and washers.		
	a. Identification markings to conform to ASTM standards specified in the approved construction documents.		X
	b. Manufacturer's certificate of compliance required.		X
	2. Inspection of high-strength bolting:		
	a. Bearing-type connections.		X
	b. Slip-critical connections	X	X
	3. Material verification of structural steel:		
	a. Identification markings to conform to ASTM standards specified in the approved construction documents.		
	b. Manufacturer's mill test reports		
	4. Material verification of weld filler materials:		
	a. Identification markings to conform to AWS designation listed in the WPS.		
	b. Manufacturer's certificate of compliance required.		
	5. Inspection of structural steel welding:		
	a. Complete and partial penetration groove welds.	X	
	b. Multi-pass fillet welds.	X	
	c. Single-pass fillet welds > 5/16"	X	
	d. Single-pass fillet welds ≤ 5/16". **Note:** Continuous special inspection is not required provided that periodic inspections of the work in progress are made and that materials, welding procedures and qualifications of welders are verified prior the start of work		X
	Floor and roof deck welds. ***See note above***		X
	e. Welded studs when used for structural diaphragms. **See Note above**		X
	g. Welded sheet steel for cold-formed steel framing members such as studs and joists. ***See Note above***		X
	h. Welding of stairs and railing systems. ***See Note above***		X
	6. Inspection of steel frame joint details for compliance with approved construction documents:		X
	a. Details such as bracing and stiffening. b. Member locations. c. Applications of joint details at each connection.		
B.	**Concrete Construction (1704.4)**		
	1. Inspection of reinforcing steel, including pre-stressing tendons, and placement.		X
	2. Inspection of reinforcing steel welding:		
	a. Identification markings to conform to AWS designation listed in the WPS.		
	b. Manufacturer's certificate of compliance required.		
	c. Verification of weldability of reinforcing steel other than ASTM A706.		X
	d. Reinforcing steel-resisting flexural and axial forces in intermediate and special moment frames, and boundary elements of special reinforced concrete shear walls, and shear reinforcement.	X	
	e. Shear reinforcement	X	
	f. Other reinforcing steel.		X
	3. Inspect bolts to be installed in concrete prior to and during placement of concrete where allowable loads have been increased.	X	
	4. Verifying use of required design mix.		X
	5. At time fresh concrete is sampled, to fabricate specimens for strength tests, perform slump and content tests and determine the temperature of the concrete.	X	
	6. Inspection of concrete and shotcrete placement for proper application techniques.	X	
	7. Inspection for maintenance of specified curing temperature and techniques.		X
	8. Inspection of prestressed concrete.		
	9. Application of prestressing forces.	X	
	10. Grouting of bonded prestressing tendons in the seismic force-resisting system.	X	
	11. Erection of precast concrete members.		X

	Verification and Inspection	Contin	Periodic
	12. Verification of in-situ concrete strength, prior to stressing of tendons in post-tensioned concrete and prior to removal of shores and forms from beams and structural slabs.		X
	13. Inspect formwork for shape, location, and dimensions of the concrete member being formed.		X
C.	**Masonry Construction (1704.5.1 and 1704.5.3)**		
	1. At the start of masonry construction verify the following to ensure compliance:		
	a. Proportions of site-prepared mortar.		X
	b. Proportions of site-prepared grout and pre-stressing grout for bonded tendons **Note**: Added requirements for Level 2 Masonry Inspections.		X
	c. Placement of masonry units. ***See Note above.***		X
	d. Construction of mortar joints		X
	e. Placement of reinforcement, connectors, pre-stressing tendons, and anchorages.		X
	f. Prestressing technique.		X
	g. Grade and size of prestressing tendons and anchorages.		X
	2. Verify:		
	a. Size and location of structural elements.		X
	b. Type, size, and location of anchors, including other details of anchorage of masonry to structural members, frames or other construction. Note: continuous special inspection for Level 2 Masonry Inspections.		X
	c. Specified size, grade, and type of reinforcement		X
	d. Welding of reinforcing bars.	X	
	e. Protection of masonry during cold weather (temperature below 40 degrees F) or hot weather (temperature above 90 degrees F)		X
	f. Application and measurement of prestressing force. **Note:** continuous special inspection for Level 2 Masonry Inspections		X
	3. Prior to grouting verify the following to verify compliance.		
	a. Grout space is clean.		X
	b. Placement of reinforcement and connectors and pre-stressing tendons and anchorages.		X
	c. Proportions of site-prepared grout and pre-stressing grout for bonded tendons.		X
	d. Construction of mortar joints.		
	4. Verify grout placement to ensure compliance with code and construction document provisions.	X	
	a. Observe grouting of prestressing bonded tendons.	X	
	5. Observe preparation of required grout specimens, mortar specimens, and/or prisms.	X	
	6. Verify compliance with required inspection provisions of the construction documents and the approved submittals.		X
D.	**Exterior facing (1704.5.4)**		
	1. During fastening of all exterior veneer and ornamentation facing units constructed of concrete, masonry, stone or similar materials, and all curtain walls weighing more than 5 pounds per square foot of wall.	X	
	2. Exterior insulation and Finish System (EIFS) (1704.12)		X
E.	**Retrofit of unreinforced masonry bearing wall buildings (1704.5)**		
	1. During the testing or mortar quality and performance of masonry shear tests.	X	
	2. During repointing operations	X	
	3. During the installation of new shear bolts.	X	
	4. Prior to the placement of the bolt and grout or adhesive for embedded bolts.	X	
	5. Prequalification tests for embedded bolts.	X	
F.	**Wood Construction (1704.6)**		
	1. Prefabricated wood structural elements and assemblies in accordance with Section 1704.2		
	2. Plywood sheathed floor and roof diaphragms, including nailing, bolting, anchoring, and other fastening of components such as drag struts and braces.		X
	3. Plywood sheathed shear walls, including nailing, bolting, anchoring, and other fastening of components such as hold-downs and braces.		X
	4. Gypsum wallboard shear walls where shear values exceed one-half of the values permitted by Footnote a of Table 2306.4.5.		X
	5. Field gluing operations of elements of the seismic-force-resisting system.	X	
G.	**Cold-Formed Steel Construction (1707.4)**		X
	1. Welding of elements of the seismic-force-resisting system.		
	2. Inspection of screw attachments, bolting, anchoring, and other fastening of components within the seismic-force-resisting system including struts, braces, and hold-downs.		X

H.	**Soils (1704.7)**		
	1. Verify materials below footings are adequate to achieve the desired bearing capacity.		X
	2. Verify excavations are extended to proper depth and have reached proper material.		X
	3. Perform classification and testing of controlled fill materials.		X
	5. Verify use of proper materials, densities and lift thickness during placement and compaction of controlled fill.	X	
	6. Prior to placement of controlled fill, observe sub-grade and verify that site has been prepared properly.		X
I.	**Pile Foundations (1704.8)**		
	1. Verify pile materials, sizes and lengths comply with the requirements.	X	
	2. Determine capacities of test piles and conduct additional load tests, as required.	X	
	3. Observe driving operations and maintain complete and accurate records for each pile.	X	
	4. Verify locations of piles and their plumbness.	X	
	a. Confirm type and size of hammer. b. Record number of blows per foot of penetration. c. Determine required penetrations to achieve design capacity. d. Record tip and but elevations and record any pile damage.		
	5. For steel piles, perform additional inspections in accordance with Section 1704.3.		
	7. For concrete piles and concrete-filled piles, perform additional inspections in accordance with Section 1704.4.		
	8. For specialty piles, perform additional Inspections as determined by the registered design professional in responsible charge.		
	8. For augered uncased piles and caisson piles, perform inspections in accordance with Section 1704.9.		
J.	**Pier Foundations (1704.9)**		
	1. Observe drilling operations and maintain complete and accurate records for each pier.	X	
	2. Verify locations of piers and their plumbness. Confirm:	X	
	a. Pier diameters, b. Bell diameters (if applicable), c. Lengths, embedment into bedrock (if applicable), d. Adequate and strata bearing capacity.		
	3. For concrete piers, perform additional inspections in accordance with Section 1704.4.		
	4. For masonry piers, perform additional inspections in accordance Section 1704.5.		
K.	**Spray-Applied Fire-Resistant Materials (1704.10)**		
	1. Structural member surface conditions. **Note:** Before application of the sprayed fire-resistant material.		X
	2. Verify minimum ambient temperature **Note:** Before and after application.		X
	3. Verify ventilation of area. **Note:** During and after application.		X
	4. Measure average thickness. **Note:** Thickness shall be determined in accordance with ASTM E605		
	5. Verify density of material. **Note:** Density shall be determined in accordance with ASTM E6605		
	6. Test cohesive/adhesive bond strength **Note:** Cohesive/adhesive bond strength shall be in accordance with the field test specified in ASTM E736		
L.	**Mastic and Intumescent Fire-Resistant Coating (1704.11)** Note: Special Inspection for mastic and intumescent fire-resistant coatings applied to structural elements and decks shall be in accordance with AWCI 12-B		
M.	**Special Cases (1704.13)**		
	1. Underpinning	X	
	2. Lateral shoring of excavation		X
	3. Crane Safety ***Note: See AB-023***	X	

N.	**Smoke Control System (1704.14)** Note: Smoke control systems shall be tested during erection of ductwork and prior to Concealment; and prior to occupancy and after sufficient completion.	X	
O.	**Demolition (1704.15)** Note: Demolition of buildings more than two stories or 25 feet in height, except Type V bldgs.	X	
P.	**Bolts Installed in Existing Masonry or Concrete (1704.16)** Note No special inspection is required if demand values are less than one-half of allowable Values per ICC ES Evaluation Reports.	X	
Q.	**New Construction or Alteration of Existing Building within Special Slope Protection Areas (1704.18)**		
R.	**Seismic Resistance of Non-Structural Components (1705.3)**		
	1. Heating, ventilating and air-conditioning (HVAC) ductwork containing hazardous materials and anchorage of such ductwork.		X
	2. Piping systems and mechanical units containing flammable, combustible or highly toxic materials.		X
	3. Anchorage of electrical equipment used for emergency or standby power systems.		X
	4. Anchorage of electrical equipment.		X
	5. Suspended ceiling systems and their anchorage. **Note:** In buildings assigned to Seismic Design Categories E and F only		X
	6. Access floors and their anchorage.		X
	7. Steel storage racks and their anchorage, where the importance factor is equal to 1.5 in accordance with Section 15.5.3 of ASCE 7, or 8 feet or greater in height.		X
	9. Erection and fastening or interior and exterior non-bearing walls weighing more than 15 pounds square foot.		X
	10. Installation of vibration isolation systems where the required nominal clearance between the equipment support frame and restraint is less than or equal to 0.25 inches.		X
S.	**Designated Seismic System Verifications (1707.9)** Note:Indicate seismic sytem		X
T.	**Seismic isolation system (1707.10)**		X
U.	**Inspect Fabricator's Fabrication and Quality Control Procedures (1704.2.1)**		

Project Title: _____ Permit #: _____

Project Address: _____

CONTRACTOR'S STATEMENT OF RESPONSIBILITY

Per Section 1706 of the 2007 California Building Code, the contractor responsible for the construction of a main wind or seismic force resisting system, designated seismic system or a wind or seismic resisting component listed in the statement of special inspections (structural tests and inspection schedule and as noted on the Building Division approved plans) shall submit a written statement of responsibility to the Building Official and the owner prior to the commencement of work on the system or component.

To comply with the requirements of Section 1706, the contractor acknowledges the following:

1. The contractor is aware of the special requirements contained in the statements of special inspections (structural tests and inspection schedule and as noted on the Building Division approved plans) prepared by the engineer of record or the registered design professional per the requirements of Section 1705 of the 2007 CBC.

2. Control will be exercised to obtain conformance with the construction documents approved by the Building Official.

3. The contractor has procedures for exercising control within the contractor's organization, the method and frequency of reporting, and the distribution of the reports.

Provide a brief description of the procedure:

_____
_____
_____
_____
_____

4. The contractor has the qualified personnel to exercise such control.

Specify the name (s) of the person (s) exercising such control and a brief description of their qualifications.

_____
_____
_____
_____
_____

ACKNOWLEDGEMENT:

Contractor:
Print: _____ Sign: _____ Date: _____

SPECIAL INSPECTOR DAILY REPORT

SI Agency: _____ Date: _____

Project Name/Address: _____

_____

Inspection Type(s)/Coverage: _____

[ ] Continuous [ ] Periodic

Time Beginning Inspection: _____ Time Ending Inspection: _____

Describe Inspections Made, Including Locations: _____

List Tests Made: _____

List Items Requiring Correction, Corrections of Previously Listed Items and Previously Listed Uncorrected Items:

List Changes to Approved Plans Authorized by Architect or Engineer:

Comments: _____

To the best of my knowledge, work inspected was in accordance with the building department approved designed drawings, specifications and applicable workmanship provision of the U.B.C. except as noted above.

Signed: _____ Date: _____

Print Full Name: _____ I.D. Number: _____

(This report to remain at jobsite with the contractor for review by the Building & Safety Division inspector upon request)

SPECIAL INSPECTOR WEEKLY REPORT

City of _____ for (date) _____

Project Name/Address: _____

_____

Inspection Type(s)/Coverage: _____

[ ] Continuous [ ] Periodic

Describe Inspections Made, Including Locations: _____

_____

_____

_____

_____

List Tests Made: _____

_____

_____

_____

_____

Total Inspection Time Each Day:

Date							
Hours							

List Items Requiring Correction, Corrections of Previously Listed Items and Previously Listed Uncorrected Items:

_____

_____

_____

_____

List Changes to Approved Plans Authorized by Architect or Engineer:

_____

_____

_____

_____

Comments: _____

_____

_____

_____

_____

To the best of my knowledge, work inspected was in accordance with the building department approved designed drawings, specifications and applicable workmanship provisions of the U.B.C. except as noted above.

Signed: _____ Date: _____

Print Full Name: _____ I.D. Number: _____

(This form to be distributed weekly by the Special Inspection Agency of record.)

cc: Building Department

Engineer/Architect
Owner

SPECIAL INSPECTOR FINAL REPORT

Date: _____

To City or County of: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Attention: _____

Re: Final Project Report

Project Name: _____

Address: _____

To whom it may concern:

This is to certify that I performed special inspection on the following portions of the work at the above address which required continuous inspection, and which I was employed to inspect:

_____

Based upon my personal observation and written reports of this work, it is my judgment that the inspected work was performed, to the best of my knowledge, in accordance with the approved plans, specifications, and the applicable workmanship provisions of the Uniform Building Code.

Very truly yours,

_____ _____
(Special Inspector's Signature) Date

_____ _____
Print Full Name ID Number

cc: Client/Owner
Architect/Engineer
Building & Safety Division