



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. 1704

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. CSC 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 from 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

- | | |
|---|---|
| <p>1. Concrete:
 <input type="checkbox"/> Continuous placement inspection
 <input type="checkbox"/> Exceptions _____
 <input type="checkbox"/> _____ Cylinders per CY
 Test: @ 7 i@ 28 ___ Hold</p> <p>2. Bolts installed in concrete:
 <input type="checkbox"/> All bolts
 <input type="checkbox"/> Location: _____</p> <p>3. Special moment-resistant concrete frame:
 <input type="checkbox"/> As indicated
 <input type="checkbox"/> Location: _____</p> <p>4. Reinforcing steel and prestressing tendons:
 <input type="checkbox"/> Placement inspection
 <input type="checkbox"/> Stressing and grouting of tendons</p> <p>5. Structural Welding:
 <i>Periodic Visual Inspection:</i>
 <input type="checkbox"/> Single pass fillet welds <5/16"
 <input type="checkbox"/> Steel deck
 <input type="checkbox"/> Welded studs
 <input type="checkbox"/> Cold formed studs and joists
 <input type="checkbox"/> Stair and railing systems
 <input type="checkbox"/> Reinforcing steel
 <i>Continuous Visual Inspection:</i>
 <input type="checkbox"/> All other welding
 <input type="checkbox"/> Reinforcing steel
 <input type="checkbox"/> Other:
 <i>Special moment-resistant frames:</i>
 <input type="checkbox"/> UT all CJP groove welds
 <input type="checkbox"/> UT all CJP groove welds >5/16"
 <input type="checkbox"/> UT all PP groove welds in column splices
 <input type="checkbox"/> UT all PP groove welds in column splices >3/4"
 <input type="checkbox"/> UT column flanges at beam flange welds
 <input type="checkbox"/> NDT rate reduction per UBC 1703.1 applies
 <input type="checkbox"/> Other: _____</p> <p>6. High Strength bolting:
 Snug Tight: <input type="checkbox"/> All
 <input type="checkbox"/> As indicated
 Full Pretension <input type="checkbox"/> All
 <input type="checkbox"/> As indicated
 Structural Masonry Stresses
 Verification of <input type="checkbox"/> Prism tests
 <input type="checkbox"/> Prism test record
 <input type="checkbox"/> Unit strength
 <input type="checkbox"/> Continuous inspection
 <input type="checkbox"/> Periodic inspection: _____</p> | <p>7. Structural Masonry (continued):
 Test: Before During
 Prism <input type="checkbox"/> <input type="checkbox"/>
 Units <input type="checkbox"/> <input type="checkbox"/>
 Grout <input type="checkbox"/> <input type="checkbox"/>
 Mortar <input type="checkbox"/> <input type="checkbox"/>
 Reinforced gypsum concrete:
 <input type="checkbox"/> Continuous inspection of mixing and placement
 <input type="checkbox"/> Periodic inspection _____
 Strength testing</p> <p>8. insulating concrete fill:
 <input type="checkbox"/> Periodic inspection _____
 <input type="checkbox"/> Strength testing _____</p> <p>9. Spray-applied fire resistive materials
 <input type="checkbox"/> Periodic inspection _____
 <input type="checkbox"/> Testing per UBC Std. 7-8</p> <p>10. Piling, drilled pier and caisson
 Continuous Periodic
 Pile Driving <input type="checkbox"/> <input type="checkbox"/>
 Drilling <input type="checkbox"/> <input type="checkbox"/>
 Testing <input type="checkbox"/> <input type="checkbox"/></p> <p>11. Shotcrete:
 <input type="checkbox"/> Continuous placement inspection
 <input type="checkbox"/> Preconstruction panel
 <input type="checkbox"/> In-place cores
 <i>Strength testing:</i>
 <input type="checkbox"/> Test panel
 <input type="checkbox"/> In-place cores</p> <p>12. Special grading, excavation, and filling:
 <input type="checkbox"/> Periodic Inspection
 <input type="checkbox"/> Subgrade tests _____
 <input type="checkbox"/> Compaction tests _____
 <input type="checkbox"/> Verify bearing strata</p> <p>14. Smoke control systems:
 <input type="checkbox"/> Periodic inspection
 <input type="checkbox"/> During system testing</p> <p>15. Special cases:
 <input type="checkbox"/> Shear wall/diaphragm masonry
 Anchorage to existing concrete/masonry
 <input type="checkbox"/> Installation inspection
 <input type="checkbox"/> Proof load testing
 <input type="checkbox"/> Shoring
 <input type="checkbox"/> Underpinning</p> |
|---|---|

Notes:
