

**DEPARTMENT OF RESOURCE MANAGEMENT**

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Building & Safety Division

**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 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 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
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# 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:**  
*Periodic Visual Inspection:*  
 Single pass fillet welds  $\leq 5/16"$   
 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:*  
 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  
 NDT rate reduction per UBC 1703.1 applies  
 Other: \_\_\_\_\_

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

7. **Structural Masonry**  $f'_m = \underline{\hspace{2cm}}$ , Stresses  $\underline{\hspace{2cm}}$ .  
 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 UBC Std. 7-6

11. **Piling, drilled pier and caisson**  
                                   Continuous           Periodic  
 Pile Driving                
 Drilling                    
 Testing                  

12. **Shotcrete:**  
 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

<sup>1</sup> 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

Agency Name	HQ Address	Phone/Fax	RC	PC	SM	SS	FP	URM
ACE Quality Control	1050 Melody Lane, Suite 160 Roseville, CA 95678	<b>(916) 742-5096</b> (916) 899 5739	X	X	X	X	X	X
Achievement Engineering Corp	9245 Laguna Springs Dr, Ste 200 Elk Grove, CA 95758	<b>(916) 509-7297</b> (408) 217 9632	X	X	X	X	X	X
Apex Testing Laboratories, Inc.	3450 Third St., Suite 3E San Francisco, CA 94124	<b>(415) 550-9800</b> (415) 550-9880	X	X	X	X	X	X
Applied Materials Engineering	980 – 41 <sup>st</sup> Street Oakland, CA 94608	<b>(510) 420-8190</b> (510) 420-8186	X	X	X	X	X	X
Applied Testing Consultants	3060 Thorntree Drive, Suite 10 Chico, CA 95973	<b>(530) 891-6625</b> (530) 891-4243	X	X	X	X	X	X
Baez Geotechnical Group	1686 2 <sup>nd</sup> Street, Suite 205 Livermore, CA 94550	<b>(925) 766-1616</b> (209) 632-3771	X	X	X	X	X	X
Bay Area Geotechnical Group	138 Charcot Avenue San Jose, CA 95131	<b>(650) 852-9133</b> (650) 852-9138	X	X	X	X	X	X
Berlogar Geotechnical Consultants	5587 Sunol Boulevard Pleasanton, CA 94566	<b>(925) 484-0220</b> (925) 846-9645	X	X	X	X		
B.S.K. Associates	1181 Quarry Lane, #300 Pleasanton, CA 94566	<b>(925) 462-4000</b> (925) 462-6283	X		X	X	X	X
Berlogar Geotechnical Consultants	5587 Sunol Blvd. Pleasanton, CA 94566	<b>(925) 462-4000</b> (925) 846-9645	X	X				
Biggs Cardson Associates, Inc.	1871 The Alameda, Suite 200 San Jose, CA 95126	<b>(408) 296-5515</b> (408) 296-8114	X	X	X	X		X
Cal Engineering & Geology, Inc. (CE&G)	1870 Olympic Blvd., Suite 100 Walnut Creek, CA 94596	<b>(925)935-9771</b> (925)935-9773	X					
Capex Engineering Inc.	74 Shanico Common Freemont, CA 94539	<b>(510) 668-1815</b> (510) 490-8690	X	X	X	X	X	X
Capitol Engineering Laboratories, Inc.	631 Commerce Drive, #200 Roseville, CA 95678	<b>(916) 786-2488</b> (916) 786-9372	X	X	X	X	X	X
Consolidated Engineering Labs	2001 Crow Canyon Rd., Suite 100 San Ramon, CA 94583	<b>(925) 314-7100</b> (925) 855-7140	X	X	X	X	X	X
Construction Materials Testing, Inc.	2278-F Pike Court Concord, CA 94520-1252	<b>(925) 825-2840</b> (925) 682-7953	X	X	X	X	X	X
Construction Testing & Engineering, Inc.	3628 Madison Ave., #22 North Highlands, CA 95660	<b>(916) 331-6030</b> (916)331-6037	X	X	X	X	X	X
Construction Testing Services	2142 Rheem Drive, Suite E Pleasanton, CA 94588	<b>(925) 462-5151</b> (925) 462-5183	X	X	X	X	X	X
Critical Weld Inspections, Inc.	350 West Channel Rd. Benicia, CA 94510	<b>(707) 297-6795</b> (510) 217-6179	X	X	X	X	X	
Dynamic Consultants Inc.	1300 Space Park Way Mountain View, CA 94043	<b>(650) 967-6982</b> (650) 967-6955	X	X	X	X	X	X
Earthtec, Inc.	1830 Vernon St. #7 Roseville, CA 95678	<b>(916) 786-5262</b> (916) 786-5263	X	X	X	X	X	X
ENGEO Incorporated	2401 Crow Canyon Rd, Suite 200 San Ramon, CA 94583-1545	<b>(925) 838-1600</b> (925) 838-7425	X	X	X	X	X	X
ES Geotechnologies, an Earth Systems Company	446 S. Hillview Drive Milpitas, CA 95035	<b>(408) 934-9302</b> (408) 946-4569	X	X	X	X	X	X
Forsythe Engineering Consultants*	1760 Industrial Way, Suite 1 Napa, CA 94558	<b>(707) 259-1292</b> (707) 259-1393	X		X	X	X	
Geocon Consultants, Inc	2480 Hilborn Road, #240 Fairfield, CA 94534	<b>(925) 371-5900</b> (925) 371-5915	X	X	X	X	X	
GeoEngineering Consultants	7567 Amador Valley Blvd., #310 Dublin, CA 94568	<b>(925) 321-5550</b> (800) 432-3752	X	X	X	X		X
Gularte & Associates, Inc.	1049 Nichols Drive Rocklin, CA 95765	<b>(916) 626-5577</b> (916)-626-5533	X		X	X Bolts only		
Golder Associates	1000 Enterprise Way, Suite 190 Roseville, CA 95678	<b>(916) 786-2424</b> (916) 786-2434	X	X	X	X	X	X
Harza	425 Roland Way Oakland, CA 94621	<b>(510) 568-4001</b> (510) 568-2205	X	X	X	X	X	X
HP Inspections	690 Sunol Street, Bldg. H San Jose, CA 95126	<b>(408) 288-8460</b> (408) 271-0902	X	X	X	X	X	X
Inspection & Testing Consultants	246 First Street, #307 San Francisco, CA 94105	<b>(415) 357-1668</b> (415) 357-1262	X		X	X	X	X
Inspection Consultant Inc.	870 Market St., Suite 1117 San Francisco, CA 94102	<b>(415) 834-1960</b> (415) 834-1018	X	X	X	X	X	X
Inspection Services Inc.	Pier 26 The Embarcadero San Francisco, CA 94105	<b>(415) 243-3265</b> (415) 243-3266	X	X	X	X	X	X

Agency Name	HQ Address	Phone/Fax	RC	PC	SM	SS	FP	URM
Inspection & Testing Consultants	246 First Street #307 San Francisco, CA 94105	(415) 357-1668 (415) 357-1262	X		X	X	X	X
Integrity Inspections LLC	33520 Canvas Back Street Woodland, CA 95695	(707) 974-0541			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
KIPS Engineering Inc.	142 N Milpitas Blvd #443 Milpitas, CA 95035	(530) 633-7388	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
L & M Consulting Engineers	25A Crescent Drive, #170 Pleasant Hill, CA 94523	(925) 200-6211	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
MBF Inspection Services, Inc.	P.O. Box 2428 Roswell, New Mexico 88202	(575) 625-0599 (575) 625-0687	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
Ninyo & Moore	1956 Webster Street, Suite 400 Oakland, CA 94612	(510) 633-5640 (510) 633-5646	X	X	X	X	X	
Norcon, LLC	470 3 <sup>rd</sup> Street, Suite 105 San Francisco, CA 94107	(415) 692-0519	X	X	X	X	X	
Nortech Geotechnical	8620 Technology Way Reno, NV 89521	(775) 852-7475 (775) 852-7488	X	X	X	X		X
PJC & Associates, Inc.	600 Martin Ave, Suite 210 Rohnert Park, CA 94928	(707) 584-4804 (707) 584-4811	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
RMA Group	3150 Fitzgerald Road Rancho Cordova, CA 95742	(916) 631-7194 (916) 631-7256	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
Stevens Ferrone & Bailey	1470 Enea Circle, Suite 1551 Concord, CA 94520	(925) 688-1001 (925) 688-1005	X	X	X	X	X	
Structure Groups	2352 Research Drive Livermore, CA 94550	(925) 447-9900 (925) 447-9901	X	X	X	X	X	
Summit Associates	2300 Clayton road, Suite 1380 Concord, CA 94520	(925) 363-5560 (925) 363-5511	X	X	X	X	X	
Terracon	3140 Gold Camp Drive, #170 Rancho Cordova, CA 95670	(916) 858-1579 (916) 858-8277	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
Twining, Inc.	1572 Santa Ana Avenue Sacramento, CA 95838	(916) 830-2667 (916) 921-8532	X	X	X	X	X	X
Twining Laboratories, Inc.	2527 Fresno Street Fresno, CA 93721	(559) 268-7021 (559) 268-0740	X	X	X	X	X	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.	1234 Glenhaven Court El Dorado Hills, CA 95762	(916) 933-0633 (916) 933-6482	X	X	X	X	X	X