SPECIAL INSPECTION AND TESTING AGREEMENT

To permit applicants of projects requiring special inspection and/or testing per chapter 17 of the 2013 California Building Code and California Energy Code

This project requires special inspection, and/or materials testing per ***chapter 17 of the 2013 CBC.*** *Prior to issuance of a permit, the applicant shall complete Part I of this form. Part II shall be completed by the project architect/engineer and the Building Division as part of the plan review process. Before permit issuance all parties must sign this agreement. Please note that failure to comply with special inspection requirements could be expensive in terms of retrofit design and construction as well as delays in the Project.*

BEFORE A PERMIT CAN BE ISSUED: The owner, or the engineer or architect of record acting as the owner's agent, shall submit two complete copies of this agreement *including the required signatures*. 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 and/or testing agency shall be approved by the Building Division prior to performing any duties. Each special inspector and/or testing agency shall submit qualifications to the Building Division. Appropriate criteria for qualification could involve one of the following:*

1. *A current listing by the Office of the State Architect under the LEA program.*
2. *Submittal of a written operating plan certifying that the laboratory complies with the Recommended Practice for Inspection and Testing Agencies for Concrete, Steel and Bituminous Materials as used in Construction with current ASTM, AISC, AWS, ACI standards. This submittal must include:*
   a. *Applicable names, certifications and resumes for the managing engineer, inspectors and supervisory technicians for laboratory and field.*
   b. *List of major equipment including model capacity and calibration appropriate for the services to be provided.*
   c. *Statement of qualifications and experience for review and approval by Building Department.*
3. *A submittal containing a combination of documents similar to those outlined in one and two above, and a statement of qualifications for review by the Building Official.*
4. *HERS Raters approved by the California State Energy Commission.*

Special inspectors shall display approved identification, as stipulated by the Building Department, when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of C.B.C. chapter 17. The following conditions are also applicable:

A. Duties and Responsibilities of the Special Inspector *NOTE: In addition to the items below, appropriate job tasks and guidelines are as noted by ICC publication* *<u>MODEL PROGRAM FOR SPECIAL INSPECTION</u>* *and ANCTIA publication* *<u>GUIDELINES FOR SPECIAL INSPECTION CONSTRUCTION.</u>*

1. **Observe work**

   The special inspector shall observe the work for conformance with the Building 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 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 Division based on a separate written *program* 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 Division by telephone or in person, notify the engineer or architect, and document nonconforming items and actions taken on Daily Report.

3. **Furnish daily reports**
Unless otherwise approved, each special inspector shall complete and sign a *special inspection daily report* form for each day's inspections to remain at the jobsite with the contractor for review by the Building Division's inspector.

4. **Furnish weekly reports**
On request, the special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building 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. Itemized changes authorized by the architect, engineer and Building Division if not included in non-conformance items.

5. **Furnish final report**
The special inspector or inspection agency shall submit a final signed report to the Building 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. **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 Division approved plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

2. **Provide access to approved plans and work to be inspected**
The contractor is responsible for providing the special inspector access to approved plans and to the work to be inspected at the job site.

3. **Retain special inspection records**
The contractor is also responsible for retaining at the jobsite all special inspection records submitted by the special inspector, and providing these records for review by the Building Division's inspector upon request.

C. Building Division Responsibilities

1. **Approve special inspection program**
All special inspectors and special inspection programs are subject to Building Division approval.

2. **Monitor special inspection**
Work requiring special inspection and the performance of special inspectors shall be monitored by the Building Division's inspector. Inspection 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**
Special inspection reports and the final special inspection report must be submitted and accepted by the Building Division before any Certificate of Occupancy can be issued.

SPECIAL INSPECTION AND TESTING AGREEMENT

Prior to issuance of a permit, the applicant shall complete Part I of this form. Part II shall be completed by the project Architect/Engineer and the Building Division as part of the plan review process. Before permit issuance all parties must sign this agreement. Please note that failure to comply with special inspection requirements could be expensive in terms of retrofit design and construction as well as delays in the Project.

PART I	
PROJECT NAME	
PROJECT ADDRESS	
PLAN REVIEW NO.	
PERMIT NO.	
OWNER'S NAME	
OWNER'S ADDRESS	
OWNER'S REP.	**PHONE**

	TESTING/INSPECTION AGENCY(S)	ITEMS
1		
	CONTACT PERSON:	
2		
	CONTACT PERSON:	
3		
	CONTACT PERSON:	
4		
	CONTACT PERSON:	

SPECIAL INSPECTION AND TESTING AGREEMENT

PART II - INSPECTION REQUIRED

In accordance with Chapter 17 of the CBC, as adopted by this jurisdiction, Special Inspection is required as noted below:
Preconstruction meeting [ ] Required [ ] Waived.

ITEM	DESCRIPTION	CONTINUOUS	PERIODIC
1	SPECIAL GRADING, EXCAVATION & FILLING		
2	PILING, DRILLED PIERS AND CAISSONS		
3	REINFORCING STEEL AND PRESTRESSING STEEL TENDONS		
4	BOLTS INSTALLED IN CONCRETE		
5	CONCRETE		
6	STRUCTURAL MASONRY		
7	WELDING: A. SPECIAL MOMENT-RESISTING STEEL FRAMES		
	WELDING: B. ALL STRUCTURAL WELDING, INCLUDING REINFORCING STEEL		
8	HIGH-STRENGTH BOLTING		
9	SPECIAL MOMENT-RESISTING CONCRETE FRAME		
10	REINFORCED GYPSUM CONCRETE		
11	INSULATING CONCRETE FILL		
12	SPRAY APPLIED FIREPROOFING		
13	SHOTCRETE		
14	SMOKE-CONTROL SYSTEM		
15	SPECIAL CASES – HERS INSPECTIONS		
16	STRUCTURAL OBSERVATION PER SECTION 1704.5 OF THE 2013 CBC OR PC ORDINANCE REQUIRED: [ ] YES [ ] NO		

The special inspection agency(s) named in Part I have been authorized to perform the Special Inspection and testing services designated in this agreement, and in accordance with the 2013 California Building Code requirements, and to report all activities to the Building Official, and other parties as listed. It is understood that special inspections are required in addition to the normal inspections performed by the Building Inspector.

	SIGNATURES:	CONTACT REP.	TELEPHONE NO.
OWNER			
ARCHITECT			
ENGINEER			
CONTRACTOR			

SPECIAL INSPECTION AND TESTING AGREEMENT

SPECIAL INSPECTION FINAL REPORT

SPECIAL INSPECTOR	**FIRM**
PERMIT NUMBER:	
LOCATION OF OBSERVATION AND PERTINENT FACTS	
JOB ADDRESS:	
DATE AND TIME:	
SIZE AND TYPE OF STRUCTURE:	
INSPECTION BEING MADE:	
REMARKS:	
EVIDENCE (Reports, Photos, Etc):	

Based upon personal observation and written reports of this work, it is my judgement that all items requiring special inspection and testing were fulfilled and reported and, to the best of my knowledge, are in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the C.B.C.

_____

(Special Inspection Agency Signature)

_____

Title and Date

SPECIAL INSPECTION AND TESTING AGREEMENT

DAILY INSPECTION REPORT

SPECIAL INSPECTOR:	**FIRM:**
Permit No:	
LOCATION:	

TO THE CHIEF BUILDING OFFICIAL:

I hereby certify that the following portions of the work at the above address which required continuous inspection, and which I was employed to inspect, were inspected and, in my opinion, comply with the provisions of the approved plans and specifications.

	Masonry		**Re-Bar Placement**		**Concrete or Mix**
	Welding		**Concrete Placement**		**Tendon Stressing**
	Hi-Ten Bolts		**Tendon Placement**		**Other**

Description & Location of Work Completed:

Non Conforming Items:

Date:	**Time Arrived:**
Size Structure:	**Time Departure:**
No. of Stories:	
Lab:	

_____

_____

(Special Inspector's Signature)

_____

_____

(Certification type and Number)