To permit applicants of projects requiring special inspection and/or testing per Section 1701 of the California Building Code (C.B.C.)

This project requires special inspection, and/or materials testing per Chapter 17 of the 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 Department 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 Department prior to performing any duties. Each special inspector and/or testing agency shall submit qualifications to the Building Department. 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.
- 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 ASTM E 329 - current edition. This submittal must include:
 - 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.

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. Section 1701. 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 ICBO publication MODEL PROGRAM FOR SPECIAL INSPECTION and ANCTIA publication GUIDELINES FOR SPECIAL INSPECTION CONSTRUCTION.

1. Observe work

The special inspector shall observe the work for conformance with the Building Department 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 Department based on a separate written program reviewed and approved by the Building Department 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 Department 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 Department'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 Department, 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 Department 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 Department 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 Department 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 jobsite.

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 Department's inspector upon request.

C. Building Department Responsibilities

1. Approve special inspection program

All special inspectors and special inspection programs are subject to Building Department approval.

2. Monitor special inspection

Work requiring special inspection and the performance of special inspectors shall be monitored by the Building Department'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.

Issue Certificate of Occupancy

Special inspection reports and the final special inspection report must be submitted and accepted by the Building Department before any Certificate of Occupancy can be issued.

*This informational handout has been compiled by the Sacramento Valley Chapter ICBO Committee on Special Inspection, August, 1992. The introduction/duties/responsibilities sections are from ICBO's 1989 MODEL PROGRAM FOR SPECIAL INSPECTION (except as shown in *italics*). individual Building Departments should review this handout for adequacy prior to implementation.

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 Department 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						
PRO	JECT NAME					
PROJECT ADDRESS						
PLAN REVIEW NO.						
PERMIT NO.						
OWN	IER'S NAME					
OWN	IER'S ADDRESS					
OWNER'S REP.			PHONE			
TESTING/INSPE		ING/INSPECTION AGENC	TION AGENCY(S) ITEMS			
1						
	CONTACT PERS	ON:				
2						
	CONTACT PERS	ON:				
3						
	CONTACT PERS	ON:				
4						
	CONTACT PERS	ON:				

PART II - INSPECTION REQUIRED								
	coordance 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 GR	ADING, EXACATION & FILLING						
2	PILING, DRIL	LED PIERS AND CAISSONS						
3	REINFORCIN	NG STEEL AND PRESTRESSING STEEL TENDOR	NS					
4	BOI TS INST	ALLED IN CONCRETE						
7	BOLISINSI	ALLED IN CONCINETE						
5	CONCRETE							
6	STRUCTURA	AL MASONRY						
7	WELDING: A. SPECIAL MOMENT-RESISTING STEEL FRAMES							
	WELDING: E	B. ALL STRUCTURAL WELDING, INCLUDING RE	EINFORCING STEEL					
8	HIGH-STREN	NGTH BOLTING						
9	SPECIAL MC	DMENT-RESISTING CONCRETE FRAME						
•	OI LOIAL IIIC	MENT REGISTING GONGRETE TRAINE						
10	REINFORCE	D GYPSUM CONCRETE						
11	INSULATING	CONCRETE FILL						
12	SPRAY APPI	LIED FIREPROOFING						
13	SHOTCRETE	<u> </u>						
14	SMOKE-CON	ITROL SYSTEM						
15	SPECIAL CA	ISES						
16		AL OBSERVATION PER SECTION 1702 REQUIRE						
Services report al	s designated Il activities to	on agency(s) named in Part I have been author in this agreement, and in accordance with the the Building Official, and other parties as liste al inspections performed by the Building Inspe	California Building Code (CBC d. It is understood that special	requirements,	and to			
SIGNA	TURES:		CONTACT REP.	TELEPH	HONE NO.			
OWNER	₹							
ARCHIT	ГЕСТ							
ENGINE	EER							
CONTRACTOR								
OTHER								

OTHER			
A O O E D T E D			
ACCEPTED FO	OR THE BUILDING DEPARTME	:N I :	
BY·		DATE:	
BY:	DACE A OF A	DATE:	
BY:	PAGE 4 OF 4	DATE:	
BY:	PAGE 4 OF 4	DATE:	