

SPECIAL INSPECTION AND TESTING AGREEMENT*

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.*
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 ASTM E 329 - current edition. 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.*

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.

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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.

3. 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.

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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, EXACATION & 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		
16	STRUCTURAL OBSERVATION PER SECTION 1702 REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> 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 California Building Code (CBC) 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		
OTHER		

ACCEPTED FOR THE BUILDING DEPARTMENT:

BY: _____ DATE: _____



Approved Special Inspection Firm List

Approved Firms	1	2	3	4	5	6	7	8	9	10	11	12	13	14
ACE Quality Control 1830 Vernon St. Ste. 7 Roseville, CA 95678 Ph: (916) 742-5096 Fax: (530) 241-5935	X	X	X	X	X	X	X	X	X	X		X	X	(1-5) (7-8)
Anderson Consulting Group 631 Commerce Drive Roseville, CA 95678 Ph: (916) 786-8883 Fax: (916) 786-7891	X	X												
Neil O. Anderson & Associates, Inc 4221 Northgate Blvd. Ste 6 Sacramento, CA 95834 Ph: (916) 929-9267 Fax: (916) 929-9269	X	X	X		X	X		(4)	X	X			X	(2) (5)
BAGG 138 Charcot Ave San Jose, CA 95131 Ph: (650) 852-9133 Fax: (650) 852-9183	X	X	X	X	X	X		X	X	X		X	X	(2) (3) (4) (5) (6) (8) (11)
Barrish Pelham & Associates, Inc. 3001 E Street Sacramento, CA 95816 Ph: (916) 418-9100 Fax: (916) 418-9101														(2) (3) (4) (5) (9) (10) (11)
Blackburn Consulting 11521 Blocker Drive, Ste 110 Auburn, CA 95603 Ph: (530) 887-1494 Fax: (530) 887-1495	X	X	X	X	X	X	X	X	X	X	X	X	X	(5)
BSK & Associates 3141 Gold Camp Dr., Ste 160 Rancho Cordova, CA 95670 Ph: (916) 853-9293 Fax: (916) 853-9297	X	X	X		X	X	X	X	X	X	X			
Brown & Mills 3050 Fite Cir # 101e Sacramento, CA 95827 Ph: (916) 362-5541 Fax: (916) 362-3454	X	X	X	X		X	X	X	X	X	X		X	(2) (5)
Bruckenstein Welding & Inspection 8125 County Road 30 1/2 Glenn, CA 95943 Ph: (530) 521-5959								X	X					(3)
CAPEX Engineering, Inc. 44364 S. Grimmer Blvd. Fremont, CA 94538 Ph: (510) 668-1815 Fax: (510) 490-8690	X		X	X	X	X	X	(4)	X	X	X	X	X	(2)
Consolidated Engineering Labs 5304 Roseville Road, Suite K North Highlands, CA 95660 Ph: (916) 617-2448 Fax: (916) 617-2459	X	X	X	X	X	X	X	X	(4)	X	X	X	X	(5)



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Approved Firms	1	2	3	4	5	6	7	8	9	10	11	12	13	14
CTS Construction Test Services 4770 Duckhorn Drive Sacramento, CA 95834 Ph: (916) 419-4747	X	X	X	X	X	X	X	(4)		X		X		(1-5)
Construction Testing & Engineering 3628 Madison Ave. Ste 22 North Highlands, CA 95660 Ph: (916) 331-6030 Fax: (916) 331-6037	X	X	X	X	X	X	X	(4)	X	X	X	X	X	
Earthtec Ltd. 1830 Vernon St., Ste. 7 Roseville, CA 95678 Ph: (916) 786-5262 Fax: (916) 786-5263	X	X	X								X			
Engeo 2213 Plaza Drive Rocklin, CA 95765 Ph: (916) 786-8883 Fax: (888) 279-2698	X	X	X	X	X	X	X	X	(4)	X		X		(5)
Geocon 3160 Gold Valley Drive, Suite 800 Rancho Cordova, CA 95742 Ph: (530) 852-9118 Fax: (530) 852-9132	X	X	X			X		X	X	X	X			(2) (5)
Inspection Consultants, LP 11295 Sunrise Gold Circle Rancho Cordova, CA 95742 Ph: (916) 321-5580 Fax: (916) 321-5590	X	X	X	X	X	X	X	X	(4)	X	X	X	X	(1) (5)
J. H. Kleinfelder & Assoc. 2882 Prospect Park Dr. Suite 200 Sacramento, CA 95670 Ph: (916) 366-1701 Fax: (916) 366-7013	X	X	X	X	X	X	X	X	X	X	X	X	X	(2) (5)
KC Engineering 865 Cotting Ln, Ste A Vacaville, CA 95688 Ph: (707) 447-4025 Fax: (707) 447-4143	X	X	X	X	X	X	X	X	X	X	X		X	(2)
Korbacher Engineering 480 Preston Ct. Suite B Livermore, CA 94551 Ph: (925) 454-9033 Fax (925) 454-9564	X	X	X	X	X	X		(4)	X	X			X	(2) (5)
Krazan & Associates, Inc. 4320 Orange Grove Ave Suite E-F Sacramento, CA 95841 Ph: (916) 564-2200 Fax: (916) 564-2222	X	X	X	X	X	X	X	X	X	X	X	X	X	(2) (5)
Matriscope, Inc. 601 Bercut Drive Sacramento, CA 95811 Ph: (916) 375-6700 Fax: (916) 447-6702	X	X	X	X	X	X	X	X	X	X	X	X	X	(2) (5)



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MPE Inc. [Mid-Pacific Engineering] 840 Embarcadero Drive, Suite 20 West Sacramento, CA 95605 Ph: (919) 927-7000 Fax: (916) 372-9900	X	X	X	X	X	X	X	X	X	X	X	X	X	(2) (5)
PSC 4141 Northgate Blvd, Ste. 6 Sacramento, CA 95834 Ph: (916) 922-1144 Fax: (916) 922-8966			X	X		X		X	X	X	X			(2) (5)
Professional Service Industries, Inc. 365 Victor St, Suite C Salinas, CA 93907 Ph: (831) 757-3536 Fax: (831) 757-6265		X	X	X				X	X	X		X		(2) (5)
Pemberton Engineering 2050 Lyndell Terr. Ste 250 Davis, CA 95616 Ph: (530) 792-0511 Fax: (530) 792-7109														
Qi Structural Engineering 636 Jerome Street Davis, CA 95616 Ph: (530) 304-5457 Fax: (530) 750-2860														(5)
Raney Geotechnical 3140 Beacon Blvd West Sacramento, CA 95691 Ph: (916) 371-0434 Fax: (916) 371-1809	X	X	X	X	X	X	X	X	X	X	X	X	X	(2) (5)
RMA Group 3150 Fitzgerald Road Rancho Cordova, CA 95742 Ph: (916) 631-7194 Fax: (916) 631-7256	X	X	X	X	X	X	X	X	X	X	X	X	X	(9)
Signet Testing Labs 3526 Breakwaters Court Hayward, CA 94545 Ph: (510) 887-8484 Fax: (510) 259-1068	X	X	X	X	X	X	X	X	X	X	X	X	X	(2) (5)
Smith Emery Company 1940 Oakdale Ave San Francisco, CA 94124 Ph: (415) 642-7326 Fax (415) 642-7055	X	X	X	X	X	X	X	X	X	X	X		X	(2) (5)
SoilCrete Engineering & Testing 3325 Longview Dr. Sacramento, CA 95821 Ph: (916) 801-4153 Fax: (866) 705-4778	X	X	X	X	X									
Soil Search Engineering 11140 Fair Oaks Bld. Ste 4E Fair Oaks, CA 95628 Ph: (916) 966-3902 Fax: (916)	X	X	X											



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Terracon Consultants, Inc. 50 Goldenland Ct, Ste 100 Sacramento, CA 95834 Ph: (916) 928-4690 Fax: (916) 928-4697	X	X	X	X	X	X	X	X	X	X		X	X	(2) (5)
Testing Engineers, Inc. 2811 Teagarden Street San Leandro, CA 94577 Ph: (510) 835-3142 Fax: (510) 834-3777			X	X		X	X	X	X	X	X	X	X	
Twining Laboratories, Inc. 1572 Santa Ana Avenue Sacramento, CA 95838 Ph: (916) 649-9000 Fax: (916) 921-8532	X	X	X	X	X		X	X	X	X	X	X	X	
Wallace-Kuhl & Associates, Inc. 3050 Industrial Blvd West Sacramento, CA 95691 Ph: (530) 372-1434 Fax: (530) 372-2565	X	X	X	X	X	X	X	(4)	X	X	X	X	X	(2) (5)
Youngdahl Consulting Group 1234 Glenhaven Ct El Dorado Hills, CA 95762 Ph: (916) 933-0633 Fax: (916) 933-6482	X	X	X	X	X	X	X	X	X	X	X	X	X	(2) (5)
Terracon Consultants, Inc. 50 Goldenland Ct, Ste 100 Sacramento, CA 95834 Ph: (916) 928-4690 Fax: (916) 928-4697	X	X	X	X	X	X	X	X	X	X		X	X	(2) (5)

- | | | |
|---|----------------------------------|--|
| 1 = Pilings, drilled piers, caissons | 7 = Re-stressing steel | 13 = Post-Tensioning |
| 2 = Soil/foundation testing, earth-work | 8 = Structural steel welding | 14 = See notes at end of this document |
| 3 = Reinforced concrete (cast-in-place, pre-cast) | 9 = Structural steel welding | |
| 4 = Reinforced concrete (pre-stressed) | 10 = Structural masonry | |
| 5 = Pneumatically placed concrete (gunite) | 11 = Insulation concrete | |
| 6 = Reinforcing steel / welding | 12 = Spray applied fire proofing | |

Footnotes:

- a. The firms listed in this document have submitted documentation to the Building Division acknowledging their expertise in the designated area of Special Inspection and are approved by the City to perform such services.
- b. This list addresses only those inspections required by the California Building Code Section 1701. Please contact the firm for a complete listing of inspection services provided.
- c. This list identifies Special Inspection firm approved pursuant to Building Division Special Inspection Policy.
- d. Where numbers in parenthesis appear on the table, check the following for the designation:

(1) Floor flatness testing	(2) Bolts installed in concrete and masonry
(3) Bolts installed in concrete	(4) Including nondestructive testing
(5) Post-Installed anchor bolts in existing concrete	(6) Medical gas testing for health care facilities
(7) Reinforced gypsum concrete	(8) Roller compacted concrete
(9) Seismic resistance (structural wood)	(10) Seismic resistance (cold formed steel)
(11) Concrete (reinforcement only)	

Other information is available at the [California Department of General Services](http://www.cdgs.ca.gov)