

Special Inspection and Testing Agreement

Project Address / Title	Permit No.
Testing / Inspection Agency	

To applicants of projects requiring Special Inspection or Testing per Section 1704 of the 2016 California Building Code, Part 2, Volume 2 of 2 please acknowledge and return this form to the City. Special inspection agencies and individual special inspectors shall be approved by the Building Official prior to approval of plans and issuance of permit. Please refer to our Approved Special Inspection Firms list OR submit a letter to the Building Official, attaching the Special Inspection firm and individual inspector(s) qualifications **and** resumes, requesting approval for the required special inspection.

Before a permit can be issued: The Owner or the owners authorized agent, other than the contractor, shall employ one or more approved agencies to provide special inspections and tests during construction on the types of work specified in Section 1705 and shall fill out completely, sign and submit two (2) copies of the attached “Structural Tests and Inspection Schedule” to this Department for review and approval.

The Owner and General Contractor hereby also acknowledge the following conditions applicable to Special Inspection and/or Testing:

- Contractor is responsible for proper identification to the Inspection or Testing Agency for items listed.
- Testing Laboratory **only** should take samples and transport them to their laboratory.
- Inspection or Testing Agencies to submit names and qualification of on-site Special Inspectors to the Building Division for approval prior to issuing permits.
- Copies of all laboratory reports and inspections are to be sent directly to the City by the Inspection or Testing Agency. Approved agencies shall keep records of special inspections and tests.
- Special Inspectors shall provide weekly report to this Division of all inspection activity.
- It is the responsibility of the Contractor to review City approved plans for additional inspection or testing requirements that may be noted.
- All section inspections shall be continuous unless otherwise noted and approved by the Building Official.

Before a Certificate of Occupancy can be issued: The Inspection or Testing Agency shall submit a statement bearing the signature of the California licensed Civil or Structural Engineer who is the “responsible quality assurance engineer” with the Inspection or Testing Agency. Those items not tested and/or inspected shall be noted in this statement; in addition to a notation that no known or observed deficiencies exist. Note that a copy of this statement shall be submitted to the City Building Inspector prior to final inspections.

Acknowledgement (Please print legibly or type)

Owner’s Name (Print)	Signature	Date
Contractor’s Name (Print)	Signature	Date
Project Engineer / Architect (Print)	Signature	Date
Special Inspection Agency Engineer (Print)	Signature	Date
Building Official Signature		Date



Structural Tests and Inspection Schedule

We hereby certify that the Inspection or Testing Agency named above has been engaged to perform structural tests and inspection during construction, as checked below, to satisfy all portions of the Building Code.

Prior to issuance of a Certificate of Occupancy, the Inspection or Testing Agency shall submit a statement that all items of designated work performed were reported.

Whenever any items on this list are ready for sampling, testing or inspection, it shall be the responsibility of the Contractor to give timely notice to the Inspection or Testing Agency so that the required services may be performed.

STRUCTURAL STEEL:

- Sample & Test (list specific numbers below)
- Shop Ident. & Welding Inspection
- Shop Ultrasonic Inspection
- Shop Radiography
- Field Welding Inspection
- Field Bolting Inspection
- Field Ultrasonic Inspection
- Field Radiology
- Metal Deck Welding Inspection
- Open Web Steel Joists & Girders

REINFORCING STEEL:

- Tensile & Bend, one set per heat
- per _____ tons
- Inspection of Placement
- Inspection of Welding

PRECAST / CONCRETE:

- Reinforcing Tests
- Inspection of Reinforcing Placement
- Tendon Tests
- Inspection of Tendon Placement
- Inspection of Concrete Placement
- Inspection of Concrete Batching
- Inspection of Panel Attach &

Inserts

- Inspection of Panel Installation
- Compression of Tests
- Inspection of Stressing/Transfer

INSULATING CONCRETE:

- Sample & Test
- Unit Weights

FIREPROOFING:

- Inspection of Placement
- Density Tests
- Thickness Tests
- Inspect Batching

FILL MATERIAL:

- Acceptance Test
- Moisture Density Determination
- Field Density

STRUCTURAL WOOD:

- Inspection of Fabrication
- Inspection of Truss Joist Fab.
- Sample & Test Components
- Inspection of Glu-lam Fab.

PILING, CAISSONS, CAPS, TIES:

- Inspection of Reinforcing Placement
- Inspection of Concrete Placement

SOILS:

- Design bearing capacity
- Testing of compacted fill

UNDERPINNING:

- Inspection of Steel Fabrication
- Inspection of Reinforcing Forms
- Inspection of Concrete Placement

- Inspection of Tiebacks

MASONRY:

- Preliminary Acceptance Tests (Masonry Units, Wall Prisms)
- Subsequent Tests (Mortar, Grout Field Wall Prisms)

- Inspection of Grouting
- Inspection of Placement & Grouting

ASPHALTIC CONCRETE:

- Mix Designs
- Inspection of Batch Plant
- Core/Test
- Field Inspection
- Suitability Tests
- Specific Gravity
- Asphalt Content
- Sieve Analysis
- K Factors

- Stabilometer Value
- Swell

OTHER:

OTHER TESTS, INSPECTION OR SPECIAL INSTRUCTIONS

Concrete	Grout	Mortar	OTHER TESTS, INSPECTION OR SPECIAL INSTRUCTIONS	
			Aggregate Tests for Designs	Concrete: Footing f'c = _____ Columns f'c = _____
			Suitability of Aggregate	Slab f'c = _____ Susp. Slab f'c = _____
			Mix Designs	Piers f'c = _____ Lt. Weight f'c = _____
			Test Panel	
			Batch Plant Inspections	Grout: PSI = _____
			Cement Grab Sample	
			Inspect Placing	
			Compression Tests	Mortar: PSI = _____
			Cast Specimens	
			Pick-up Samples	
			Shrinkage Bars	
			Yield Check	
			Air Check	
			Dry Unit Weight	

NOTE: A concrete strength test shall be the average of two cylinders made from same sample, tested at 28 days.

All Special Inspections shall be based on the California Building Code 2019