

## SPECIAL INSPECTION AND TESTING AGREEMENT

To permit applicants of projects requiring special inspection and/or testing per Sections 1704 & 1707 of the 2013 *California Building Code*: This project requires special inspection, and/or materials testing per Chapter 17 of the CBC.

Project Address: \_\_\_\_\_ Permit No.: \_\_\_\_\_

**BEFORE A PERMIT CAN BE ISSUED:** The owner, or the registered design professional in responsible charge, acting as the owner's agent, shall provide two (2) completed copies of this agreement including Parts 1 & 2 of the form and the attached Special Inspection and Testing Schedule if added detail is needed. A preconstruction conference with the parties involved may be required to review the special inspection requirements and procedures. 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.

**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 *International Building Code* Section 1704. The following conditions are also applicable:

### A. Duties and Responsibilities of the Special Inspector.

1. **Signify presence at jobsite.** Special inspectors should notify contractor personnel of their presence and responsibilities at the jobsite. If required by the building official, they shall sign in on the appropriate form posted with the building permit.
2. **Observe assigned work.** The special inspector shall observe assigned work for conformance with the building department approved (stamped) design 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.  

For continuous special inspection, the special inspector shall be on site 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 registered design professional in responsible charge. Periodic inspection is intended to mean that the inspector at periodic times inspects all work performed but is not required to "witness" the work being performed.
3. **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 registered design professional in responsible charge and post a discrepancy notice.
4. **Provide timely reports.** The special inspector should complete written inspection reports for each inspection visit and provide the reports on a timely basis determined by the building official. The special inspector or inspection agency shall furnish these reports directly to the building official, registered design professional in responsible charge and others as designated (see CBC Section 1704.1.2). These reports should be organized on a daily format and may be submitted weekly at the option of the building official. These reports should include:
  - 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 nonconforming items.

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.

5. **Submit 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/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 in this report.

#### **B. Owner Responsibilities.**

1. The project owner, the registered design professional in responsible charge or an agent of the owner is responsible for employing special inspection services. The special inspector/agency shall not be in the employ of the contractor, subcontractor or material supplier (see IBC Section 1704.1). In the case of an owner/contractor, the special inspector/agency shall be employed as specified by the building official.

#### **C. Registered Design Professional in Responsible Charge Responsibilities.**

1. **Prepare special inspection program.** The registered design professional in responsible charge shall list the items for which special inspection is required and shall indicate which, if any, items for which the CBC or the building official approves periodic inspection and the frequency of such inspection.
2. **Respond to field discrepancies.** The registered design professional in responsible charge shall respond to uncorrected field deficiencies in design, material or workmanship observed by the special inspector.
3. **Review shop drawings and submit design changes.** The registered design professional in responsible charge shall acknowledge and approve shop drawings that may detail structural information, shall submit to the building official and to the special inspection agency written approval of any verbally approved deviations from the approved plans and shall submit revised plans for building official approval as required.

#### **D. 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.
3. **Retain special inspection records.** The contractor is also responsible for retaining at the jobsite all special inspection records completed by the special inspector upon request.

#### **E. Building Department Responsibilities**

1. **Approve special inspection program.** 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 inspectors 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. **Review inspection reports.** The building official or his/her representative should review special inspection progress and final reports.
4. **Perform final inspection.** The building inspector should perform the final inspection and approval for a project (see CBC Appendix Chapter 1 Section 109.3.10) after the final special inspection report has been reviewed and approved.

## ACKNOWLEDGMENTS

I have read and agree to comply with the terms and conditions of this agreement.

### Owner:

\_\_\_\_\_

Property Owner's Name	Property Owner's Signature	Date
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### Project Engineer/Architect:

\_\_\_\_\_

Name of Project Engineer/Architect	Project Engineer/Architect's Signature	Date
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### Contractor:

\_\_\_\_\_

Name of Contractor	Contractor's Signature	Date
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### Special Inspector or Inspection Agency:

\_\_\_\_\_

Name of Special Inspector or Agency	Special Inspector/Agency Signature	Date
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### ACCEPTED FOR THE BUILDING DEPARTMENT

By: \_\_\_\_\_ Date: \_\_\_\_\_

# SPECIAL INSPECTION AND TESTING AGREEMENT\*

*Prior to issuance of a permit, the owner or owner's representative 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			
<b>PROJECT NAME</b>			
<b>PROJECT ADDRESS</b>			
<b>PLAN REVIEW NO.</b>			
<b>PERMIT NO.</b>			
<b>OWNER'S NAME</b>			
<b>OWNER'S ADDRESS</b>			
<b>OWNER'S REP.</b>		<b>PHONE</b>	
	<b>TESTING/INSPECTION AGENCY(S)</b>	<b>ITEMS</b>	
1			
	<b>CONTACT PERSON:</b>		
2			
	<b>CONTACT PERSON:</b>		
3			
	<b>CONTACT PERSON:</b>		
4			
	<b>CONTACT PERSON:</b>		

# 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	CONCRETE, CBC 1704.4		
2	BOLTS INSTALLED IN CONCRETE, CBC 1704.4 & 1911.5		
3	SPECIAL MOMENT-RESISTING CONCRETE FRAME, CBC Table 1704.3.5.b		
4	REINFORCING STEEL AND PRESTRESSING STEEL TENDONS, CBC 1704.4 & 1913.4		
5	WELDING: A. SPECIAL MOMENT-RESISTING STEEL FRAMES, CBC 1704.3		
	WELDING: B. ALL STRUCTURAL WELDING, INCL. REINFORCING STEEL, CBC 1704.3		
6	HIGH-STRENGTH BOLTING, CBC 1704.3.3		
7	STRUCTURAL MASONRY, CBC 1704.5		
8	REINFORCED GYPSUM CONCRETE, E/A Record, ASTM C 317		
9	INSULATING CONCRETE FILL, E/A Record, ACI 523.1R, ASTM C567		
10	SPRAY APPLIED FIREPROOFING, CBC 1704.12		
11	PILING, DRILLED PIERS AND CAISSONS, CBC 1704.8 & CBC 1704.9		
12	SHOTCRETE, CBC 2621(j) & (k), CBC 1704.4, 1913.6, 1913.2 & 1913.3		
13	SPECIAL GRADING, EXACATION & FILLING, CBC 1704.7		
14	SMOKE-CONTROL SYSTEM, CBC 1704.16		
15	MISC. & SPECIAL CASES (list)		
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.

	SIGNATURE	NAME	TELEPHONE NO.
OWNER			
ARCHITECT			
ENGINEER			
CONTRACTOR			
OTHER			

ACCEPTED FOR THE BUILDING DEPARTMENT BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Indicate addition special inspection information and requirements as applicable.

## 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-resisting 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 < 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-resisting 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**  $f_m =$  \_\_\_\_\_, Stresses \_\_\_\_\_

- Verification of  $f_m$ :
- Prism tests
  - Prism test record
  - Unit strength
- Continuous inspection
- Periodic inspection: \_\_\_\_\_

**7. Structural masonry (continued)**

- |        |                          |                          |
|--------|--------------------------|--------------------------|
| Test:  | Before                   | During                   |
| Prisms | <input type="checkbox"/> | <input type="checkbox"/> |
| Units  | <input type="checkbox"/> | <input type="checkbox"/> |
| Grout  | <input type="checkbox"/> | <input type="checkbox"/> |
| Mortar | <input type="checkbox"/> | <input type="checkbox"/> |

**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 | <input type="checkbox"/> | <input type="checkbox"/> |
| Drilling     | <input type="checkbox"/> | <input type="checkbox"/> |
| Testing      | <input type="checkbox"/> | <input type="checkbox"/> |

**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 ductwork erection
- During system testing

**15. Special cases**

- Shear wall/diaphragm nailing
- Anchorage to existing concrete/masonry
  - Installation inspection
  - Proof load testing
- Shoring
- Underpinning

**Notes:** \_\_\_\_\_  
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