All Projects that have been identified as requiring Special Inspection and Testing shall obtain the services of an approved Special Inspection and Testing Agency. The Special Inspection and Testing Agency shall be employed by the Property Owner, and acting as the Building Official’s agent shall provide reports to the Building Official as required under California Building Codes Section 109.4 and 1704. The Special Inspector is not empowered by the jurisdiction to enforce any regulations upon the project, site or workers. All Special Inspection and Testing Agencies shall first be approved by the Building Official and there shall be a signed Special Inspection and Testing Agreement in place prior to the issuance of any Building Permit.

Duties and Responsibilities of the Special Inspector

Observe Work – the Special Inspector shall observe work for compliance with the Approved Plans, Specifications and applicable workmanship provisions of the California Building Codes and Reference Standards. Inspections are to be performed on a continuous basis, meaning that the inspector is on the jobsite at all times that work or materials are being placed that require Special Inspection. Periodic inspections, if any, must have prior written approval by both the Building Official and engineer or architect that outlines the specific nature of any periodic inspections.

Obtain Test Samples – The Special Inspector shall obtain samples of specified materials, and send to the appropriate laboratories for testing. Reports from the laboratories shall be submitted to the Building Official in a timely manner, with due consideration to construction schedules.

Report Non-conforming Items – The Special Inspector shall bring non-conforming items to the immediate attention of the contractor and note all such items in their daily report. If any item is not resolved in a timely manner or is about to be incorporated into the work, the Special Inspector shall immediately notify the Building Official by telephone or in person, notify the engineer and/or architect, and post a Discrepancy Notice.

Furnish Daily Reports – On request, the Special Inspector shall complete and sign both the Special Inspection Record and the Daily Report Form for each day’s inspections. These records shall remain at the jobsite with the contractor; for review by the Building Official or designee.

Furnish Weekly Reports – On request, the Special Inspector shall furnish weekly reports of tests and inspections to the Building Official.

Furnish a Final Report – The Special Inspector or Testing Agency shall submit a final signed report to the Building Official stating that all items requiring Special Inspection and Testing were fulfilled, reported and to the best of his/her knowledge in conformance with the approved design drawings, specifications, approved change orders and applicable workmanship provisions of the CBC. This document is required to be submitted to the Building Official prior to scheduling of any Final Inspections.

Contractor Responsibilities

Notify the Special Inspector – The contractor is responsible for notifying the Special Inspector, or Testing Agency regarding individual inspections for items identified on the Special Inspection and Testing Agreement and as noted on the Building Department Approved plans and specifications. Adequate notice shall be provided so that the Special Inspector has time to become familiar with the project.

Provide Access to Approved Plans – The contractor is responsible for providing the Special Inspector access to the approved plans and specifications at the jobsite.

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 Official, or designee, upon request.
Special Inspection and Testing Agreement

Job Address: _______________________________________________________

Application #: _____________________________

Project Description: _________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

Owner: _____________________________________________________________ Phone: __________________________________

Address: ____________________________________________________________________________________________________

SPECIAL INSPECTION & TESTING AGENCY:

Name: ______________________________________________________________________________________________________

Address: ____________________________________________________________________________________________________

Responsible Party: _____________________________________________________ Phone: _________________________________

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

Owner ________________________________________ Signature ________ Date ___________

Contractor _________________________________ Signature __________ Date ___________

Agency________________________________________ Signature _____________________________ Date ___________

Reinforce Concrete, Gunite, Grout and Mortar:
Concrete  Gunite Grout Mortar
☐ ☐ ☐ ☐ Aggregate Tests
☐ ☐ ☐ Reinforcing Tests
☐ ☐ ☐ Mix Designs
☐ ☐ ☐ Reinforcing Placement
☐ ☐ ☐ Batch Plant Inspection
☐ ☐ ☐ Inspect Placing
☐ ☐ ☐ Cast Samples
☐ ☐ ☐ Compression Tests

PreCast/ PreTenssed ConCrrete
Piles  Post-Tens Pre-Tens Cladding
☐ ☐ ☐ ☐ Aggregate Tests
☐ ☐ ☐ Reinforcing Tests
☐ ☐ ☐ Placement Inspection
☐ ☐ ☐ Tendon Tests
☐ ☐ ☐ Mix Designs
☐ ☐ ☐ Reinforcing Placement
☐ ☐ ☐ Insert Placement
☐ ☐ ☐ Concrete Batching
☐ ☐ ☐ Concrete Placement
☐ ☐ ☐ Installation Inspection
☐ ☐ ☐ Cast Samples
☐ ☐ ☐ Compression Tests

Structural Steel / Welding:
☐ Sample and Test (List Specific Members Below)
☐ Shop Material Identification
☐ Welding Inspection
☐ Shop Field
☐ Welding Inspection
☐ Shop Field
☐ High-Strength Bolting Inspection
☐ Shop Field
☐ Metal Deck Welding Inspection
☐ Reinforce Steel Welding Inspection
☐ Metal Stud Welding Inspection
☐ Concrete Inset Welding Inspection

InsulatIng ConCrrete
☐ Sample Test
☐ Placement Inspection
☐ Unit Weights

FILL MATERIAL
☐ Acceptance Tests
☐ Placement Inspection
☐ Field Density

PILE DRIVING
☐ Placement Inspection

FIRE PROOFING
☐ Placement Inspection
☐ Density Tests
☐ Thickness Tests
☐ Inspect Batching

Structural Wood
☐ Shear Wall Nailing Inspection
☐ Inspection of Glulam Fab.
☐ Sample and Test Components

ADDITIONAL INSTRUCTIONS OR OTHER TESTS AND INSPECTIONS:

Engineer’s / Architect’s Seal & Signature Here

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

Owner  Signature  Date

Contractor  Signature  Date

Agency  Signature  Date