



420 Capitola Avenue
Capitola, Ca 95010
Phone (831) 475-7300
Fax (831) 479-8879

CITY OF CAPITOLA SPECIAL INSPECTION & TESTING AGREEMENT

To permit applicants of projects requiring special inspection and/or testing per California Building Code Chapter 17

Project Address: _____

Building Permit #: _____

BEFORE A PERMIT CAN BE ISSUED: The owner, engineer, or architect of record, acting as the owner's agent, shall complete this agreement and the attached Special Inspection & Testing Schedule, including the required acknowledgments. A preconstruction conference with the parties involved may be required to review the special inspection requirements and procedures.

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 City of Capitola Building Dept. 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 a special inspector.

A. DUTIES & RESPONSIBILITIES OF THE SPECIAL INSPECTOR

- 1. Observe Work:** The special inspector shall observe the work for conformance with the Building Dept. approved (stamped) construction drawings, specifications, and applicable workmanship provisions of the California Code of Regulations Title 24 (California Building Code). Architect or engineer reviewed shop drawings may be used only as an aid to inspection.

Special inspections are to be performed on a continuous basis, meaning 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 based on a separate written plan reviewed and approved by the Building Dept. and the architect or engineer of record.

- 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 Dept. by telephone or in person, notify the engineer or architect, and post a discrepancy notice.



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3. **Furnish Daily Reports:** On request, each special inspector shall complete and sign both the special inspection record and the daily report form for each day's inspections that shall remain at the jobsite with the contractor for review by the Building Inspector.
4. **Furnish Weekly Reports:** The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Official, engineer and architect of record, and other as designated. These reports are to include the following:
 - a. Description of daily inspections and tests made with applicable locations;
 - b. Listing of all nonconforming items;
 - c. Report detailing the resolution of all nonconforming items;
 - d. Itemized changes authorized by the architect, engineer, and Building Official if not already included in the nonconformance items.
5. **Furnish 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 on an addendum to this report.

B. DUTIES & RESPONSIBILITIES OF THE CONTRACTOR

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 Dept. 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 the approved plans, calcs., and all other corresponding information 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 upon request.

C. DUTIES & RESPONSIBILITIES OF THE OWNER

1. The project owner or the engineer or the engineer/architect of record, acting as the owner's agent, is responsible for funding special inspection services.



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D. DUTIES & RESPONSIBILITIES OF THE DESIGNER

- 1. Complete the Special Inspection & Testing Schedule:** The engineer/architect of record shall specify special inspection required in the construction documents and list these items on the Special Inspection & Testing Schedule on the plans.
- 2. Respond to Field Discrepancies:** The engineer/architect of record shall respond to uncorrected field deficiencies in design material or workmanship observed by the special inspector.
- 3. Document Verbal Approval of Deviation from Approved Plans:** The engineer/architect of record shall submit to the Building Official and to the special inspection agency written approval of a verbally approved deviations from the approved plans.
- 4. Submit Design Changes:** The engineer/architect of record is responsible for any design changes in addition to acknowledgement and approval of shop drawings which may detail structural information, and for submission of such changes to the Building Official for approval.

E. DUTIES & RESPONSIBILITIES OF THE BUILDING DEPARTMENT

- 1. Approve Special Inspection:** The Building Dept. 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. Issue Certificate of Occupancy:** The Building Official may issue a Temporary Certificate of Occupancy or a Certificate of Occupancy after all special inspection reports and the final compliance report have been submitted and approved.



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ACKNOWLEDGEMENTS

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

OWNER: _____
Signature _____ Print Name _____ Date _____

ARCHITECT/
ENGINEER: _____
Signature _____ Print Name _____ Date _____

SOILS
ENGINEER: _____
Signature _____ Print Name _____ Date _____

CONTRACTOR: _____
Signature _____ Print Name _____ Date _____

SPECIAL INSPECTOR
OR AGENCY: _____
Signature _____ Print Name _____ Date _____

BUILDING DEPT.
APPROVAL: _____
Signature _____ Print Name _____ Date _____



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SPECIAL INSPECTION & TESTING SCHEDULE **[] Pre-construction conference required**

1. [] Concrete – placement & compression tests
2. [] Bolts installed in concrete
 [] Installation inspection
3. [] Special moment resisting concrete frame
4. [] Reinforcing steel – placement
 [] Prestressing or posttensioning tendons
5. [] Welding – Shop & Field
 [] Visual inspection – continuous
 [] Visual inspection – periodic
 [] Ultrasonic testing
 [] Other nondestructive testing:

6. [] High strength bolting
 [] A325
 [] A490
 [] Installation - Sizes; _____
 [] Tension Testing
7. [] Structural masonry
 [] Continuous inspection & tests
 [] Periodic inspection (describe below)
8. [] Reinforced gypsum concrete placement / tests
9. [] Insulated concrete fill placement / tests
10. [] Sprayed-on fireproofing thickness / density
11. [] Pilings*
 [] Drilled Piers*
 [] Caissons*
12. [] Shotcrete – placement & testing
13. [] Special grading*
 [] Excavation*
 [] Fill* (engineered)
14. [] Special Circumstances
 [] Shoring*
 [] Underpinning*
 [] Removal of toxic materials/substances
 [] Construction under asbestos containment
 [] Other (describe below)

ADDITIONAL INFO: CALCULATIONS, SPECIFICATIONS, SPECIFIED STRENGTHS, ETC...

*Final compliance report approval is required for these items before proceeding with next phase of construction



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NOTES

Special inspection is not a substitute for inspection by a City of Capitola Inspector. All work requiring special inspection which is installed or covered without the approval of the City Inspector is subject to removal.

Continuous inspection is always required during the performance of the work unless otherwise specified above.

It is the responsibility of the contractor to inform the special inspector or agency at least on working day prior to performing any work that requires special inspection.

SPECIAL INSPECTION FINAL COMPLIANCE APPROVAL

Approved by: _____

Date: _____