



420 Capitola Avenue
Capitola, California 95010
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SPECIAL INSPECTION AND TESTING AGREEMENT

To permit applicants of projects requiring special inspection and/or testing per Uniform Building Code Sec. 1701:

Project Address:

Building Permit No.:

BEFORE A PERMIT CAN BE ISSUED: The owner, or the engineer or architect of record, acting as the owner's agent, shall complete two (2) copies of this agreement and the attached Special Inspection and 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 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 the Uniform Building Code Section 1701. The following conditions are also applicable:

A Duties and Responsibilities of the Special Inspector

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 Uniform Building Code. Architect / engineer-reviewed shop 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 based on a separate written plan reviewed and approved by the building department 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 department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

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 to 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 others 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 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 non-conformance 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 Uniform 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. 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 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. Owner Responsibilities. The project owner or the engineer or architect of record acting as the owner's agent is responsible for funding special inspection services [ref. UBC Sec. 1701].

D. Designer Responsibilities

- 1. **Complete the Special Inspection & Testing Schedule.** The engineer or 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 or 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 or 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 or architect of record is responsible for any design changes, in addition to acknowledgment and approval of shop drawings which may detail structural information, and for submission of such changes to the building official for approval.

E. Building Department Responsibilities

- 1. **Approve special inspection.** 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. **Issue Certificate of Occupancy.** The building official may issue a Temporary Certificate of Occupancy or a Certificate of Final Completion and occupancy after all special inspection reports and the final compliance report have been submitted and accepted.

ACKNOWLEDGMENTS

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

Owner:

By: _____

Date: _____

Project Engineer--Architect:

By: _____

Date: _____

Soils Engineer:

By: _____

Date: _____

Contractor:

By: _____

Date: _____

Special Inspector or Inspection Agency:

By: _____

Date: _____

ACCEPTED FOR THE BUILDING DEPARTMENT

By: _____

Date: _____

SPECIAL INSPECTION AND TESTING SCHEDULE

[] Pre-construction conference required

- | | |
|--|--|
| <p>1. [] Concrete - placement & compression tests</p> <p>2. Bolts installed in concrete.
[] Installation inspection</p> <p>3. [] Special moment resisting concrete frame</p> <p>4. [] Reinforcing steel -placement.
[] Prestressing / posttensioning tendons</p> <p>5. Welding - Shop & Field
[] Visual inspection -continuous
[] Visual inspection -periodic
[] Ultrasonic testing
[] Other nondestructive testing: _____</p> <p>6. High strength bolting [] A325_____ [] A490
[] Installation Sizes: _____
[] Tension Testing</p> <p>7. Structural masonry
[] Continuous inspection & tests
[] Periodic inspection (describe below)</p> | <p>8. [] Reinforced gypsum concrete placement /tests</p> <p>9. [] Insulating concrete fill placement / tests</p> <p>10. [] Sprayed-on fireproofing thickness / density</p> <p>11. [] *Piling
[] *drilled piers, and
[] *caissons</p> <p>12. Shotcrete - placement & tests</p> <p>13. [] *Special grading
[] *Excavation
[] *Filling (engineered)</p> <p>14. Special cases:
[] * Shoring
[] * Underpinning
[] Removal of toxic materials
[] Construction under asbestos containment
[] Other (describe below)</p> |
|--|--|

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

No.	ADDITIONAL INFORMATION - REMARKS, SPECIFIED STRENGTHS, ETC.

Notes¹²³⁴

¹ The construction inspections listed are in addition to the called inspections required by Section 108 of the UBC. Special inspection is not a substitute for inspection by a city Inspector. All work requiring special inspection which is installed or covered without the approval of the City inspector is subject to removal.

² Continuous inspection is always required during the performance of the work unless otherwise specified above.

³ Special inspectors must be qualified per UBC Section 1701.2

⁴ It is the responsibility of the contractor to inform the special inspection individual or agency at least one working day prior to performing any work that requires special inspection.

SPECIAL INSPECTION FINAL COMPLIANCE APPROVAL

Approved by: _____ Date _____

SPECIAL INSPECTION AGENCY RECOGNITION LIST

Key: RC=Reinforced Concrete
SS=Structural Steel Welding/Bolting

PC=Prestressed/Post-tensioned Concrete
FP=Spray-Applied Fireproofing

SM=Structural masonry
URM=Unreinforced Masonry Push/Torque test

Agency Name	HQ Address	Phone/Fax	RC	PC	SM	SS	FP	URM
Berlogar Geotechnical	5587 Sunol Blvd. Pleasanton, CA 94566	(925) 484-0220 (925) 846-9645	X	X				
Biggs Cardosa Associates, Inc.	1871 The Alameda, Suite 200 San Jose, CA 95126	(408) 296-5515 (408) 296-8114	X	X	X	X	X	X
B.S.K. Associates	1181 Quarry Lane #300 Pleasanton, CA 94566	(925) 462-4000 (925) 462-6283	X	X	X	X	X	X
Capex Engineering Inc.	44356 S. Grimmer Blvd Fremont, CA 94538	(510) 668-1815 (510) 490-8690	X	X	X	X	X	X
Consolidated Engineering Labs	7060 Koll Center Pkwy 300 Pleasanton, CA 94566-3108	(925) 485-6000 (925) 485-5018	X	X	X	X	X	X
Construction Materials Testing, Inc.	2278-F Pike Court Concord, CA 94520-1252	(925) 668-2840 (925) 682-7953	X	X	X	X	X	X
Construction Testing Services	39 California Ave. Ste. 402 Pleasanton, CA 94566	(925) 462-5151 (925) 462-5183	X	X	X	X	X	X
Construction Testing & Engineering, Inc.	242 W. Larch Rd., Ste F Tracy, CA 95376	(800) 576-2271 (209) 839-2895	X	X	X	X	X	X
D&M Consulting Eng. Inc (Terratech)	3194 De La Cruz Blvd, Ste 19 Santa Clara, CA 95054	(408) 297-6969 (408) 297-7716	X	X	X	X	X	X
Dynamic Consultants Inc.	415 Fairchild Drive Mountain View, CA 94043	(650) 967-6982 (650) 967-6955	X	X	X	X	X	X
Earth Systems Consultants	47853 Warm Springs Blvd. Fremont, CA 94539-7400	(510) 353-0320 (510) 353-0344	X	X	X	X	X	X
ENGEO Incorporated	2401 Crow Canyon Rd Ste 200 San Ramon, CA 94583-1545	(925) 838-1600 (925) 838-7425	X	X	X	X	X	X
Forsythe Engineering Consultants	1760 Industrial Way, Su. 1 Napa, CA 94558	(707) 259-1292 (707) 259-1393				X	X	X
HP Inspections	550 Sunol St. San Jose, CA 95126	(408) 287-7722 (408) 271-0902	X	X	X	X	X	X
Inspection Consultants Inc.	870 Market St., Suite 1117 San Francisco, CA 94102	(415) 834-1960 (415) 834-1018	X	X	X	X	X	X
Inspection Services Inc.	Pier 26 The Embarcadero San Francisco, CA 94105	(415) 243-3265 (415) 243-3286	X	X	X	X	X	X
Inspection & Testing Consultants	2107 Van Ness Ave., # 216 San Francisco, CA 94107	(415) 440-1544 (415) 440-1543	X		X	X	X	X
KC Engineering Co.	865 Cotting Lane, Suite A Vacaville, CA 95688	(707) 447-4025 (707) 447-4143	X	X	X			
Kleinfelder Inc.	7133 Koll Ctr. Pkwy. # 100 Pleasanton, CA 94566	(925) 484-1700 (925) 484-2977	X	X	X	X	X	X
Korbmacher Engineering, Inc.	480 Preston Ct. Suite B Livermore, CA 94551	(925) 454-9033 (925) 454-9564				X		
Krazan and Associates Inc.	550 Parrott Street Suite 1 San Jose, CA 95112	(408) 271-2200 (408) 271-2201	X	X	X	X	X	X
Monterey Bay Welding Inspection Services	P.O. Box 3269 Santa Cruz, CA 95063	(831) 459-7542				X		
Montgomery Watson Harza	425 Roland Way Oakland, CA 94621	(510) 568-4001 (510) 568-2205	X	X	X	X	X	X
Nicholas Engineering Consultants	6743 Dublin Blvd. # 15 Dublin, CA 94568	(925) 829-8090 (925) 829-0235	X	X	X	X	X	X
PSC Associates Inc.	1185 Terra Bella Mountain View, CA 94043	(650) 969-1144 (650) 969-5523	X	X	X	X	X	X
PSI	365 Victor Street, Ste. C Salinas, CA 93907	(831) 757-3536 (831) 757-6265	X	X	X	X	X	X
RES Engineers, Inc.	150 N. Wiget Lane, Suite 204 Walnut Creek, CA 94598	(925) 932-4600 (925) 932-4625	X	X	X	X	X	X
Signet Testing Laboratories	3121 Diablo Ave. Hayward, CA 94545	(510) 887-8484 (510) 783-4295	X	X	X	X	X	X
Smith-Emery Company	P.O. Box 880550, Hunters Point Shipyard, SF CA 94188	(415) 330-3000 (415) 330-3030	X	X	X	X	X	X
Terrasearch Inc.	6840 Via Del Oro, # 110 San Jose, CA 95119	(408) 362-4920 (408) 362-4926	X	X	X	X	X	X
Testing Engineers Inc.	2811 Adeline Street Oakland, CA 94608	(510) 835-3142 (510) 834-3777	X	X	X	X	X	X
Twining Laboratories, Inc.	2527 Fresno St. Fresno, CA 93721	(209) 268-7021 (209) 268-0740	X	X	X	X	X	X
Valley Inspection Services	326 Woodrow Avenue Vallejo, CA 94571	(707) 552-7037 (707) 552-7022				X	X	X

*Agencies have not been evaluated for nondestructive testing.

Other agencies may also be qualified; the local Building Official has the ultimate responsibility for approval. This list is updated semi-annually and therefore may not necessarily reflect the most current list of recognized agencies.

Agencies have not been evaluated for geotechnical special inspection. Agencies may have offices in more than one location.