



SPECIAL INSPECTION AND TESTING

To applicants of projects requiring special inspection or testing per Chapter 17 of the California building code:

BEFORE A PERMIT CAN BE ISSUED, the owner or their representative, on the advice of the responsible project engineer or architect, shall complete, sign and submit this form, the structural tests and inspection schedule to this division for review and approval.

The owner and their general contractor, where applicable, shall also acknowledge the following conditions applicable to special inspection and/or testing.

1. Contractor is responsible for proper notification to the inspection or testing agency for items listed.
2. Only the testing laboratory should take samples and transport them to their laboratory.
3. Copies of all laboratory reports and inspections are to be sent directly to this division by the testing agency on a weekly basis.
4. Inspection agency to submit names and qualifications of on-site special inspectors to this division for approval. Submission of qualifications is not required when the agency utilizes an inspector who is pre-approved by the City. See item 10 below.

The agency must provide each special inspector with an identification badge that indicates the following:

- a. Name of inspector
- b. Photo of inspector
- c. The specific areas in which the inspector is qualified to inspect
- d. An authorized signature by the registered engineer who is a full-time employee of the agency
- e. The special inspector shall display his/her badge whenever performing the function of an inspector.
5. The special inspector is responsible to the Chief Building Official for immediate notification of any concerns and/or problems encountered.
6. It is the responsibility of the contractor to review the building division approved plans for additional inspection or testing requirements that may be noted. A pre-construction conference at the job is recommended to review special inspection procedures.
7. The special inspector shall use building division approved drawings.
8. BEFORE OCCUPANCY PERMIT CAN BE ISSUED: The inspection agency shall submit a statement that all items requiring testing and inspection were fulfilled and reported. Those items not tested and/or inspected shall be noted in this statement. A copy of the statement to be maintained at the job site for building inspectors review prior to final inspections.

9. Contractor responsible for the construction shall submit a written statement of responsibility to the Building Official and the owner per section 1706.1
10. Attach a city approved matrix list for all special inspectors showing inspection areas for which they are qualified by experienced and appropriate certifications.

ACKNOWLEDGEMENT

Owner:

Print Signature Date

Special Inspection Agency:

Print Signature Date

Contractor:

Print Signature Date

Project Engineer/Architect:

Print Signature Date

Approved by Chief Building Official

Print Signature Date

STRUCTURAL TESTS AND INSPECTION SCHEDULE

(Per California Building Code, Section 1704, 1705 or 1708) Plan check # _____

Prior to issuance of a building permit, the owner, on the advice of the Architect or Engineer, shall complete, sign and submit this form to the Building Official.

Project Name	Testing/Inspection Agency	
Project Address	Authorized Signature of the Testing Agency	
Owner/Representative Name (Print)	(Signature)	Date

This form hereby certifies that the testing/inspection agency named above has been engaged to perform structural test and inspection during construction, as checked below, to satisfy all applicable portions of the Building Code.

Prior to issuance of an occupancy permit, the inspection agency shall submit a statement that all items of designated work performed were reported. Any items checked but not tested or inspected will be noted and explained.

Whenever any designated 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 agency so that the required services may be performed.

REINFORCING STEEL:

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

MASONARY:

- Preliminary Acceptance Test (Masonry Units, Wall Prisms)
- Subsequent Tests (Mortar, Grout, Field Wall Prisms)
- Inspection of Grouting
- Inspection of Placement of Grouting

CONCRETE, SHOTCRETE, GROUT & MORTAR

Conc.	Shot	Grout	Mortar	
				Aggregate Tests for Design
				Suitability of Aggregates
				Mix Designs
				Test Panel
				Batch Plant Inspection
				Cement Grab Sample
				Inspection placing
				Compression Tests
				Cast Specimens
				Pick – Up Samples
				Shrinkage Bars
				Yield Check
				Air Check
				Dry Unit Weight

PILING, CAISSONS, CAPS, TIES:

- Inspection of Reinforcing Placement
- Inspection of Concrete Placement
- Inspection of Concrete Batching

UNDERPINNING:

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

PRECAST/POST TENSIONED CONCRETE

- Reinforcing Tests
- Inspection of Reinforcing Placement
- Tendon Test
- Inspection of Tendon Placement
- Inspection of Concrete Placement
- Inspection of Concrete Batching
- Inspection of Panel Attachment & Inserts
- Compression Tests
- Inspection of Stressing/Transfer

STRUCTURAL STEEL:

- Sample & Test (list specific members below)
- Shop Identification & Welding Inspection
- Shop Ultrasonic Inspection
- Shop Radiography
- Field Welding Inspection
- Field Bolting Inspection
- Field Ultrasonic Inspection
- Field Radiography
- Metal Deck Welding Inspection

ASHALTIC CONCRETE:

- Mix Design
- Inspection of Batch Plant
- Core/Test
- Field Inspection
- Suitability Test
- Asphalt Content
- Sieve Analysis
- K Factors
- Stabilometer Valve
- Swell

INSULATING CONCRETE:

- Sample & Test
- Unit Weights

FIREPROOFING:

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

SEISMIC RESISTING ELEMENTS (PERIODIC SPECIAL INSPECTION IS REQUIRED)

STRUCTURAL WOOD:

- Field Gluing (continuous inspection)
- Nailing and Bolting
- Anchoring and Other Fasteners: Specify Here: _____

COLD-FORMED STEEL FRAMING:

- Screw Attachment
- Bolting
- Anchoring of Other Fasteners: Specify Here: _____

STRUCTURAL WOOD:

- Inspection of Fabrication
- Inspection of Truss Joist Fabrication
- Sample & Test Components
- Inspection of Glu Lam Fabrication

FILL MATERIAL:

- Acceptance Tests
- Moisture-Density Determination
- Field Density

ROOFING:

- Inspection of Placement
- Sample Test

OTHERS:

- Epoxy Anchors
- Anchor Bolts Installed in Concrete

STORAGE RACKS AND ACCESS FLOORS:

- Anchorage of Access Floor
- Anchorage of Storage Rack 8 feet or Greater

ERECTION AND FASTENING OF ARCHITECTURAL COMPONENTS:

- Exterior Cladding
- Interior and Exterior Non Bearing Walls
- Interior Exterior Veneer

FASTENING OF MECHANICAL AND ELETRICAL COMPONENTS:

- Electrical Equipment for Emergency or Standby Power
- Anchorage of Other Electrical Equipment in Seismic Design Category D
- Installing Of Piping Systems
- Installing of HVAC Duct Work

SPECIFY IF OTHER TESTS, INSPECTIONS OR SPECIAL INSTRUCTIONS ARE REQUIRED FOR THE PROJECT.

SAMPLE MATRIX

INSPECTOR QUALIFICATION MATRIX

Inspector Name	Date of Hire	RC*	SM*	PC*	SSW	FP
Inspector A	05/0499	X	X	I-T	I-T	
Inspector B	07/31/98	X	X			
Inspector C	10/01/00	X	X	X	X	
Inspector D	10/01/00	X	X	I-T	I-T	X
Inspector E	08/01/01	X	X	I-T		
Inspector F	08/01/01	X	X		X	

Legend:

RC= Reinforced Concrete PC= Pre stressed Concrete FP= Fire

Proofing SM= Structural Masonry SSW= Structural Steel & Welding

I-T= In Training as lacking Certification and/or Experience

X= Meets Experience and Certain Certification Criteria

*= American Concrete Institute (ACI) Grade 1 – Is Required