



City of San Jose
BUILDING OCCUPANCY
RESUMPTION PROGRAM

JUNE 2009

BUILDING OCCUPANCY RESUMPTION PROGRAM

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BUILDING OCCUPANCY RESUMPTION PROGRAM

After a major earthquake involving damage to San Jose buildings, it is important that buildings are inspected promptly for their safety and structural integrity so that they can be reoccupied and business can resume operations as soon as it is safely possible. The Building Division and volunteer inspectors utilize standard emergency inspection and posting procedures with the overarching focus aimed at protecting the safety of our citizens and facilitating the City's economic development objectives. Some building owners may wish to develop programs of private inspection for their buildings to permit rapid, individualized emergency response in the aftermath of a major earthquake.

A program of private emergency building inspection, including precertification of building owners' engineers or architects, is outlined below. In order to assist Building Division emergency management and assure public safety, it is necessary that private emergency inspection teams follow the same general format and procedures as those used by the City's post-disaster safety assessment teams.

PURPOSE

The purpose of a precertified emergency inspection program is to allow a quick and thorough evaluation of possible damage to a structure by qualified persons familiar with the structural design and life-safety systems of the building. This private emergency inspection could facilitate rapid decisions regarding the closure or reoccupancy of a building or areas within a building. Prearranged emergency inspection could reduce inspection delays, as City inspection personnel are typically dispatched first to areas of greatest damage or public hazard, which may not include the building in question.

PREPARATION

Building owners or their authorized representatives may request participation in this program at any time except during the aftermath of an earthquake resulting in a declared state of emergency. A building designated as having met the requirements outlined below in preparing for emergency response shall be placed on a list identifying them as having a City approved private emergency inspection team. The Building Division assesses a fee of \$210.00 per hour to cover the staff time used to review and process the application.

Building owners who wish to participate in the program should take the following steps; more detailed information is presented on referenced pages.

- Select emergency inspection team - (page 3, item A)
- Obtain building plans
- Write inspection plan - (page 4, item D)
- Develop building information, evacuation plan, inspector response requirements, equipment and drawing locations, and other pertinent information - Use Checklist - Appendix A (page 6)
- Prepare precertification documentation (page 4)
- Submit written building emergency inspection program, including inspection plan
- Obtain and store emergency earthquake safety and inspection equipment/supplies (page 3, item B)
- Update inspection plan, supplies, personnel changes, and training as necessary
- Submit Annual Renewal form - Appendix D - before anniversary of initial approval date each year (page 9)

EMERGENCY INSPECTOR REQUIREMENTS - A minimum of one primary and one alternate inspector shall be retained by the building owner for each applicable inspection discipline.

Few architects consider structural inspections within their purview; however, architects can add expertise to an inspection team to address nonstructural hazards such as blockage of exits, facade and ceiling assembly hazards and life safety system performance. Architects or engineers experienced with historical structures should be considered for the emergency inspection of historic buildings.

Approved emergency inspectors for this program will be deputized by the Chief Building Official. This authorizes them to perform inspections and post buildings which are on the precertified list with official City placards. The extent of responsibility and liability is governed by the agreement between the owner and inspectors.

A. Minimum Qualifications and Requirements

1. Structural Inspectors

- a. Possession of a current California license as a professional civil or structural engineer or architect
- b. Relevant experience in the structural design and/or inspection of similar buildings
- c. Proficiency in ATC-20 Detailed Evaluation Procedures plus additional and/or refresher training as necessary for readiness

2. Elevator Inspectors (not required if structural inspector assumes responsibility for elevators)

- a. Employment by a firm engaged in elevator maintenance and installation as their primary business.
- b. Familiarity with the building elevator installation

3. Life-safety System Inspectors (required for high-rise buildings)

- a. Familiarity with building life-safety system

B. Required Documents, Equipment and Supplies

1. Copy of building Emergency Inspection Program including evacuation plan and other pertinent information
2. Structural, architectural, and/or life-safety system drawings; or As-built drawings; or a clear description of the structural system identifying particular items of concern and unique features of the building
3. Personal safety equipment including hardhat, protective clothing, respirator, etc.
4. Inspection equipment including flashlights, measuring devices, ladders, and other applicable items
5. ATC-20 Detailed Evaluation forms (latest edition) for reporting inspection findings to Building Division
6. Caution tape and barricades
7. "Walkie-talkies" or other two-way emergency communication equipment for large buildings, if applicable
8. Sufficient green, yellow, and red official City issued safety assessment placards for posting at each entrance to the building

EMERGENCY INSPECTION PROGRAM - The program documentation shall include the following information. Please provide information requested in the following sections to complete the Program Format document located in Appendix E.

A. List of primary and alternate emergency inspectors for this building with addresses and phone numbers, and email addresses for engineers and architects:

1. Licensed engineers/architects retained for structural inspection
2. Staff building engineers
3. Elevator firm, if elevator inspection required
4. Life-safety system inspectors, if required

- B. Building information
1. Photograph of building (include the front elevation)
 2. Address
 3. Description of building including age, number of stories, size, materials
 4. Estimated current building valuation
 5. Number of building entrances to be posted with City placards
 6. Listing of building use(s) - offices, apartments, etc.
 7. Description of structural system
 8. Description of life-safety system including location of emergency power generator
 9. Description of building fire detection and suppression systems
 10. Description and locations of potential falling hazards
 11. Location, type, and handling instructions for any hazardous material
- C. Emergency response requirements and information including:
1. Trigger for activation of emergency response (e.g. state of emergency declaration, earthquake magnitude ≥ 6.0 in the regional Bay Area)
 2. Access procedures and/or keys for entrance to the site and all building areas
 3. Location of equipment and supplies
 4. Location of Emergency Inspection Plan and on-site drawings
- D. Emergency inspection plan including:
1. Inspection guidelines consistent with *ATC-20 Procedures for Postearthquake Safety Evaluation of Buildings* including Detailed Evaluation Procedure. Notes: Recommended methodology for welded steel joint inspection is FEMA 352. For special inspection or materials testing, use only agencies preapproved by the City; a current list is available at Building Division website www.sanjoseca.gov/building.
 2. Detailed instructions specifying priority of building areas and elements to inspect, and how to access those areas for inspection.
 3. Detailed instructions regarding how to inspect specific structural and non-structural elements and how to assess observed damage.
 4. Detailed instructions regarding additional inspection procedures to be performed following aftershocks.
 5. [Optional] Placement of accelerometers. Instrumentation is recommended as part of an Emergency Inspection Program for all highrise buildings in San Jose. Correct placement of accelerometers can provide valuable post-earthquake information about the performance of a building. This option may be considered in certain cases as a means of reducing the percentage of joints required to be inspected after an earthquake.
- E. List of required documents, equipment and supplies and their location(s)

PRECERTIFICATION DOCUMENTATION - Precertification must occur before the earthquake. No documentation will be accepted for a period of at least three months after a declared state of emergency. Submit two (2) copies each of the following to the Building Division:

- A. Completed Emergency Inspection Program Checklist (Appendix A)
- B. Request for Precertification form signed by building owner or the owner's authorized representative (Appendix B)
- C. Evidence of emergency inspector qualifications for each individual:
 1. Current California license as a professional civil or structural engineer or architect
 2. Signed Emergency Inspector Authorization form (Appendix C) showing relevant experience in the structural design and/or inspection of buildings of similar size, construction, and complexity
 3. Signed copies of Appendix C for elevator and/or life safety system inspectors, (when applicable)
- D. Copy of written Emergency Inspection Program (see content requirements and Appendix E)

PRECERTIFICATION ACCEPTANCE – The BORP designated building will be listed as approved for the Building Occupancy Resumption Program and provided the following documents upon acceptance of precertification packet:

- A. Building Division -signed Appendix A, Checklist
- B. Building Division -signed Appendix B, Request for Precertification form
- C. Building Division -signed copy of each Appendix C, Emergency Inspector Authorization form
- D. Both copies of the accepted Emergency Inspection Program
- E. Official City posting placards requested for main building entrances
- F. Certificate of approval to display in building

IMPLEMENTATION

- A. Upon notification of an earthquake resulting in a declared state of emergency, initiate emergency inspection program within 8 hours of daybreak.
- B. Contact Building Division immediately if building or area (including sidewalk, street, or parking area) presents a public safety hazard or if emergency demolition or shoring permit is needed.
- C. Arrange for barricading of all unsafe areas. Contact the Department of Public Works at 408-535-7802 immediately if areas barricaded include a City street or otherwise adversely affect City services.
- D. Complete detailed evaluation as soon as reasonably possible.
- E. Post building (green, yellow, or red) at the main entry of the building or at all entrances of multi-entrance buildings.
- F. Take preventive measures to neutralize danger of gas leaks, release of hazardous materials, or other life-safety hazards.
- G. At owner's and inspector's discretion, non-structural hazards may be mitigated without a building permit.
- H. Submit ATC-20 Detailed Evaluation report (Appendix G) signed and dated by prequalified engineer(s)/architect to Building Division within 72 hours of the declared state of emergency. If reports are not received by that time, a safety assessment may be made by City inspectors or deputized volunteer inspectors using standard City-wide inspection criteria.

BUILDING DIVISION VERIFICATION - The Building Division may perform inspection of a building accepted for the Building Occupancy Resumption Program under any of the following conditions:

- A. The emergency inspector has reported the building unsafe and has posted it with a red placard.
- B. There is reason to believe that unsafe conditions exist.
- C. Building owners, tenants, other City agencies, or members of the general public have expressed specific concerns.

TERMINATION – A building may be removed from the Building Occupancy Resumption Program for one or more of the following reasons:

- A. Annual renewal forms and processing fees have not been submitted.
- B. Agreement between building owner and inspection team has been terminated.
- C. Changes in building or inspection team do not meet minimum requirements.

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APPENDIX A CHECKLIST

Building Address: _____

- Appendix A - This Checklist, **marked by submitter** indicates all items submitted
- Appendix B - Request for Precertification - signed by building owner or owner's authorized agent
- Appendix C - Emergency Inspector Authorization – (inspector's signature required)
- Appendix E - Program Format - completed with applicable information including:
 - List of primary & alternate emergency inspectors for this building and their contact information
 - ___ 1. Licensed engineers/architects for structural inspection
 - ___ 2. Staff building engineers, if applicable
 - ___ 3. Elevator firm, if elevator inspection required
 - ___ 4. Life-safety system inspectors, if required
- Building information
 - ___ 1. Photograph
 - ___ 2. Address
 - ___ 3. Description of building including age, number of stories, size, materials
 - ___ 4. Estimated current building valuation
 - ___ 5. Number of entrances for which placards are requested:
 - ___ 6. Listing of building uses - offices, apartments, etc.
 - ___ 7. Description of structural system
 - ___ 8. Description of life-safety system including location of emergency power generator
 - ___ 9. Description of building fire detection and suppression systems
 - ___ 10. Description and locations of potential falling hazards
 - ___ 11. Location, type, and handling instructions for any hazardous material
- Emergency response requirements and information including:
 - ___ 1. Trigger for activation of emergency response
 - ___ 2. Access procedures for entrance to the site and all building areas
 - ___ 3. Location of equipment and supplies
 - ___ 4. Location of Emergency Inspection Plan and on-site drawings
- Emergency inspection plan including:
 - ___ 1. Inspection guidelines consistent with latest edition of ATC-20 *Procedures for Postearthquake Safety Evaluation of Buildings* including Detailed Evaluation Procedure.
 - ___ 2. Detailed instructions specifying priority of building areas and elements to inspect, and how to obtain access for inspection.
 - ___ 3. Detailed instructions regarding how to inspect specific structural and non-structural elements and how to assess observed damage.
 - ___ 4. Detailed instructions regarding additional inspection procedures to be performed following aftershocks.
 - ___ 5. [Optional] Accelerometer placement - may reduce requirement for inspection of welded joints.
- List of required documents, equipment and supplies and their location, including:
 - ___ 1. Copy of building Emergency Inspection Program incl. evacuation plan & other pertinent information.
 - ___ 2. Structural, architectural, and/or life-safety system drawings; or as-built drawings, or a clear description of the structural system identifying items of concern and any unique features of the building.
 - ___ 3. Personal safety equipment including hardhat, protective clothing, respirator, and other applicable items
 - ___ 4. Inspection equipment including flashlights, measuring devices, ladders, & other needed items
 - ___ 5. ATC-20 Detailed Evaluation for reporting inspections to the Building Division
 - ___ 6. Caution tape and barricades
 - ___ 7. "Walkie-talkies" or other two-way emergency communication equipment for large buildings, if applicable
 - ___ 8. Sufficient green, yellow, & red official City placards for each building entrance - *supplied upon approval*

Reviewed & Accepted by: _____

Date: _____

RETURN ONE COPY OF THIS FORM TO BUILDING OWNER AFTER REVIEW & ACCEPTANCE

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APPENDIX B

REQUEST FOR PRECERTIFICATION

[When used for Annual Renewal, complete only if Owner has changed during past year.]

Pre-certification of the building at (address) _____, San Jose, California, is requested for acceptance in the Building Division Building Occupancy Resumption Program.

I certify that:

1. The owner of the building at the above address is: _____
Address: _____ Phone: _____
2. I am authorized to act as the owner's agent in requesting participation in the program.
3. The enclosed precertification documentation and written emergency inspection program complies with the minimum requirements of the Building Occupancy Resumption Program.
4. Emergency inspectors have been given a copy of the Emergency Inspection Program for the building at the address listed above.
5. Emergency inspectors have been given means of access to all areas of the building at all times of day and night or have been given instructions regarding how to obtain accompanied access.
6. Emergency inspectors have access to the most recent accurate copies of all relevant structural, architectural, and life-safety drawings at all times.
7. All emergency inspectors will receive immediate notification of any changes in factors affecting the emergency inspection program (e.g. changes to structural or life-safety systems, access to buildings, etc).

(signature) _____ Phone _____ Date _____
(typed name)

The pre-certification documentation for this building has been accepted by the Building Division. The building will be placed on the list of buildings for the Building Occupancy Resumption Program.

Accepted by: _____ Date: _____

RETURN ONE COPY OF THIS FORM TO BUILDING OWNER AFTER REVIEW & ACCEPTANCE

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APPENDIX C

EMERGENCY INSPECTOR AUTHORIZATION

[When used for annual renewal, complete only for NEW inspectors]

I request pre-certification as an emergency inspector for the building at _____, San Jose, California for the following type of emergency inspection:

A. Structural Inspector

I am a California licensed engineer architect Lic. No. _____

I certify that:

1. I have relevant experience in the design and/or inspection of similar buildings:

Building Address	Building Type	No. Stories

2. I am proficient in ATC-20 Detailed Evaluation Procedures and will complete any additional and/or refresher training in a manner consistent with maintaining readiness.
3. I am familiar with the emergency inspection plan and relevant drawings for this building.
4. I accept authorization as an emergency inspector by the City of San Jose, Building Division and will display this form upon request.

B. Elevator Inspection Firm

I certify that:

1. Employees of my firm are authorized as qualified elevator technicians by the building owner.
2. My firm is familiar with the building elevator equipment, installation, and operation.
3. I will report findings to the structural inspector for inclusion in emergency inspection reports.

C. Life-safety System Inspector

I certify that:

1. I am familiar with the building life-safety system and have access to relevant drawings.
2. I will report inspection findings to the structural inspector for inclusion in emergency inspection reports.

(signature) _____
(typed/printed name)

Date: _____

The structural engineers shown above are deputized as emergency inspectors for the above-listed building by the City of San Jose, Building Division and are authorized to post this building with official City post-earthquake safety evaluation placards.

Accepted by: _____

Date: _____

RETURN ORIGINAL OF THIS FORM TO BUILDING OWNER AFTER REVIEW & ACCEPTANCE
BUILDING OWNER TO GIVE ORIGINAL TO INSPECTOR FOR IDENTIFICATION PURPOSES

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APPENDIX D

ANNUAL PROGRAM RENEWAL

RENEWAL

TO BE SUBMITTED EACH YEAR

BEFORE ANNIVERSARY OF ORIGINAL APPROVAL DATE

Building Address: _____ San Jose, California.

Estimated current building valuation is \$_____.

- No change has been made in the building or any element of emergency inspection program.
- All emergency equipment and supplies for the program have been checked and updated as necessary.
- The building owner has changed. The new owner is _____ .
A Request for Precertification form signed by the new owner is enclosed.
- Emergency inspectors/contact information has changed. Completed Emergency Inspector Authorization forms for *new* inspectors are enclosed.
- Changes have been made to the building that affect the Emergency Inspection Program. Emergency inspectors have been given revised drawings of all relevant changes to the building.
- Emergency inspectors have been given a copy of all Emergency Inspection Program revisions.

(signature) _____
(typed name)

Date: _____

The updated documentation for this building has been accepted by the City of San Jose Building Division. The subject building will remain on the list of buildings with an approved Building Occupancy Resumption Program.

Accepted by: _____

Date: _____

RETURN ONE COPY OF THIS FORM TO BUILDING OWNER AFTER REVIEW & ACCEPTANCE

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APPENDIX E PROGRAM FORMAT

A. Emergency Inspectors

1. Licensed engineers/architects retained for Structural Inspection:

Name/email address	Address	Work Phone	Pager	Cell Phone	Home Phone
Primary:					
Alternate:					

2. Staff building engineers:

Name	Address	Work Phone	Pager	Cell Phone	Home Phone

3. Elevator firm, if elevator inspection required:

Firm address:

Contact Name	Address	Work Phone	Pager	Cell Phone	Home Phone
Primary:					
Alternate:					

4. Life-safety system inspectors, if required:

Name	Address	Work Phone	Pager	Cell Phone	Home Phone
Mechanical:					
Electrical:					

B. Building Information

- 1. Photograph
- 2. Address:
- 3. Description of building:
 - a. Date of original construction: _____
 - b. No. of stories beginning at ground floor: _____
 - c. No. of levels below ground: _____
 - d. Building height and square footage: _____ ft. Total square feet _____
 - e. Dimension of ground floor footprint: _____ x
or Sketch:

- 4. Estimated current building valuation: _____ \$
- 5. Number of entrances for which placards are requested:
- 6. Estimated number of occupants:
- 7. Listing of building use(s): _____
- 8. Description of structural system & materials: _____

- 9. Description of life-safety system including location of emergency power generator:

- 10. Description of building fire detection and suppression systems:

11. Description & locations of potential falling hazards:

12. Information about hazardous material, including known friable asbestos-containing materials:

a. Location: _____ Type: _____

Handling instructions: _____

b. Location: _____ Type: _____

Handling instructions: _____

C. Emergency response requirements and information:

1. Trigger for activation of emergency response: _____

2. Access procedures and/or keys for entrance to the site and all building areas: _____

3. Location of equipment and supplies:

a. Drawings (structural, architectural, life-safety); Emergency Inspection Plan; evacuation plan; green, yellow & red official City safety assessment placards (one of each color for each building entrance); inspection report forms for owner; ATC-20 Detailed Evaluation forms:

b. Hard hats, gloves, safety glasses, respirators, flashlights, tape measures, micrometer, hammer, screwdriver, and “walkie-talkies” or other two-way emergency communication equipment:

c. Ladders or other equipment needed for inspection access:

d. Caution tape, barricades

e. Other necessary equipment or supplies:

D. Emergency Inspection Plan - Please attach inspection guidelines for the building which are consistent with ATC-20 Procedures for Postearthquake Safety Evaluation of Buildings including Detailed Evaluation Procedure (Appendix F). The emergency inspection plan **must** include:

1. A detailed evaluation procedure.
2. Detailed instructions specifying priority of building areas and elements to inspect, and how to access those areas for inspection.
3. Detailed instructions regarding how to inspect specific structural and non-structural elements and how to assess observed damage.
4. Detailed instructions regarding additional inspection procedures to be performed following aftershocks.
5. [Optional] Placement of accelerometers. (This option may be considered in certain cases as a means of reducing the percentage of joints required to be inspected after an earthquake.)

ATTACH AS MANY SHEETS AS NEEDED.

* * * * *

Appendices F & G - Are the "Detailed Evaluation Method," *ATC-20 Postearthquake Safety Evaluation of Buildings* and accompanying inspection report form, which are not included in the this package. To order a copy of the entire publication, contact the Applied Technology Council, 555 Twin Dolphin Drive, Suite 500, Redwood City, CA 94065, 650-595-1542; email <http://www.atcouncil.org/>.