



Special Inspection Plan Checks

PURPOSE

This plan check note is intended to clarify the specific information that are necessary for the Special Inspection and Testing Form, contractor statement of responsibility, statement of special inspection and plans prepared by the engineer of record, and City approved special inspectors.

CODE REFERENCE

2016 California Building Code (CBC), Chapter 17

SPECIAL INSPECTION FORM – TYPICAL COMMENTS

The property owner shall hire the special inspection and testing agency from the City approved list. Submit two signed copies of the **Special Inspection and Testing Form** prior to permit issuance.

- a. Form should be completed and signed by all required parties including owner, special inspection agency representative, general contractor, and engineer/architect.
- b. As noted in the Special Inspection Form, a copy of City-approved matrix list for all special inspectors showing inspection areas for which they are qualified by experience and appropriate certifications shall be submitted. Any discrepancies between the inspectors selected and those from the approved list must be addressed and approved by the City prior to the permit issuance.
- c. Contractor responsible for the construction shall submit a written statement of responsibility to the building official and the owner per CBC Section 1704.4.

For new buildings or for a major renovation of existing buildings use the [Special Inspection Form - New Buildings](#)

For a minor renovation of existing buildings use the [Special Inspection Form - Existing Buildings](#)

REQUIRED SPECIAL INSPECTION INFORMATION ON PLAN – TYPICAL COMMENTS

Per CBC Section 1704.3 the registered design professional in responsible charge shall prepare a statement of special inspections. The following information shall be placed on plans:

- a. Please clearly indicate all of the materials, systems, components and work required to have special inspection.
- b. Specify type and extent of each special inspection and testing that is applicable to the project. For each type of special inspection, itemize the inspection tasks and identify whether it will be continuous or periodic special inspection.
- c. Specify additional special inspection requirements if required per Section 1705.11, 1705.12, and 1705.13.