



*Department of Planning, Building and Code Enforcement*

Project Title: \_\_\_\_\_ Plan Check #: \_\_\_\_\_  
Project Address: \_\_\_\_\_

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 his representative, on the advice of the responsible Project Engineer or Architect, shall complete, sign and submit two (2) copies of this form and the structural tests and inspection schedule to this Division for review and approval.

The owner and his 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 the inspectors who are pre-approved by the City. See Item #9 below.

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

1. Name of Inspector
  2. Photo of Inspector
  3. The specific areas in which the inspector is qualified to inspect
  4. An authorization signature by the registered engineer who is a full-time employee of the agency
  5. 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 site is recommended to review special inspection procedures.
  7. The special inspector shall use only Building Division approved drawings.
  8. **BEFORE AN 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. Copy of statement to be maintained at the job site for Building Inspector's review prior to final inspections.
  9. Attach a City approved matrix list from the Special Inspection Agency for all special inspectors showing inspection areas for which they are qualified by experience and appropriate certifications (see enclosed). This will be cross checked with the list currently residing in our office, to make sure all special inspectors are approved by the City.

ACKNOWLEDGEMENT:

Owner: Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
Special Inspection Agency:  
Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor:  
Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
Project Engineer/Architect:  
Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved by Chief Building Official:  
Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Filing Instructions:

1. Permit File
2. Field set of Plans
3. Office set of Plans
4. Supervising Field Inspector

**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

\_\_\_\_\_ Signature & Title of a Responsible Employee of the Testing Agency

\_\_\_\_\_ Owner's Name (Print)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ Date

hereby certifies that the Testing/Inspection Agency named above has been engaged to perform structural tests 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

**MASONRY:**

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

**CONCRETE, SHOTCRETE, GROUT & MORTAR:**

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

**PRECAST/POST-TENSIONED CONCRETE:**

- \_\_\_\_\_ Reinforcing Tests
- \_\_\_\_\_ Inspection of Reinforcing Placement
- \_\_\_\_\_ Tendon Tests
- \_\_\_\_\_ Inspection of Tendon Placement
- \_\_\_\_\_ Inspection of Concrete Placement
- \_\_\_\_\_ Inspection of Concrete Batching
- \_\_\_\_\_ Inspection of Panel Attachments & Inserts
- \_\_\_\_\_ Compression Tests
- \_\_\_\_\_ Inspection of Stressing/Transfer

**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

**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

**ASPHALTIC CONCRETE:**

- \_\_\_\_\_ Mix Designs
- \_\_\_\_\_ Inspection of Batch Plant
- \_\_\_\_\_ Core/Test
- \_\_\_\_\_ Field Inspection
- \_\_\_\_\_ Suitability Tests
  - \_\_\_\_\_ Specific Gravity
  - \_\_\_\_\_ Asphalt Content
  - \_\_\_\_\_ Sieve Analysis
  - \_\_\_\_\_ K Factors
  - \_\_\_\_\_ Stabilometer Valve
  - \_\_\_\_\_ Swell

**INSULATING CONCRETE:**

- \_\_\_\_\_ Sample & Tests
- \_\_\_\_\_ Unit Weights

**FIREPROOFING:**

- \_\_\_\_\_ Inspection of Placement
- \_\_\_\_\_ Density Tests
- \_\_\_\_\_ Thickness Tests
- \_\_\_\_\_ Inspect Batching

**FILL MATERIAL:**

- \_\_\_\_\_ Acceptance Tests
- \_\_\_\_\_ Moisture-Density Determination
- \_\_\_\_\_ Field Density

**ROOFING:**

- \_\_\_\_\_ Inspection of Placement
- \_\_\_\_\_ Sample & Tests

**STRUCTURAL WOOD:**

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

**OTHERS:**

- \_\_\_\_\_ Epoxy Anchors
- \_\_\_\_\_ Anchor Bolts Installed in Concrete

**Seismic Resisting Elements (Periodic Special Inspection is required, UON):**

**Structural Wood:**

- Field Gluing (continues inspection)
- Nailing and Bolting
- Anchoring and Other Fastening; Specify Here:

**Cold-formed Steel Framing:**

- Screw Attachment
- Bolting
- Anchoring of Other Fastening; Specify Here:

**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 Nonbearing Walls
- Interior and Exterior Veneer

**Fastening of Mechanical and Electrical Components:**

- Electrical Equipment for Emergency or Standby Power
- Anchorage of Other Electrical Equipment in Seismic Design Category E or F
- Installing of Piping System
- Installing of HVAC Duct Work

Specify if Other Tests, Inspections or Special Instructions are required for the Project.



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**CONTRACTOR'S STATEMENT OF RESPONSIBILITY**

Per Section 1706 of the 2007 California Building Code, the contractor responsible for the construction of a main wind or seismic force resisting system, designated seismic system or a wind or seismic resisting component listed in the statement of special inspections (structural tests and inspection schedule and as noted on the Building Division approved plans) shall submit a written statement of responsibility to the Building Official and the owner prior to the commencement of work on the system or component.

To comply with the requirements of Section 1706, the contractor acknowledges the following:

1. The contractor is aware of the special requirements contained in the statements of special inspections (structural tests and inspection schedule and as noted on the Building Division approved plans) prepared by the engineer of record or the registered design professional per the requirements of Section 1705 of the 2007 CBC.
2. Control will be exercised to obtain conformance with the construction documents approved by the Building Official.
3. The contractor has procedures for exercising control within the contractor's organization, the method and frequency of reporting, and the distribution of the reports.

Provide a brief description of the procedure:

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4. The contractor has the qualified personnel to exercise such control.

Specify the name (s) of the person (s) exercising such control and a brief description of their qualifications:

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**ACKNOWLEDGEMENT:**

Contractor:

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**SAMPLE MATRIX – Obtain and submit a matrix similar to this from the special inspection agency listing the approved inspectors and their qualifications.**

**INSPECTOR QUALIFICATION MATRIX**

<b>Inspector Name</b>	<b>Date of Hire</b>	<b>RC *</b>	<b>SM *</b>	<b>PC *</b>	<b>SSW</b>	<b>FP</b>
Inspector A	05/04/99	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	10/01/00	X	X	I-T		
Inspector F	08/01/01	X	X		X	
Inspector G	01/11/01				I-T	
Inspector H	06/17/99	X	X		I-T	
Inspector I	09/22/99				I-T	
Inspector J	06/26/00	X	X	I-T	I-T	
Inspector K	10/16/00	X	X		X	

**Legend:**

RC= Reinforced Concrete  
 SM= Structural Masonry  
 PC= Prestressed Concrete

SSW= Structural Steel & Welding  
 FP= Fireproofing

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

**RECOGNIZED SPECIAL INSPECTION & TESTING AGENCIES**

Updated: June 18, 2009

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

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

Agency Name	HQ Address	Phone/Fax	RC	PC	SM	SS	FP	EXPIRATION DATE
A1 Inspection Services	1754 Mission Street San Francisco, CA 94109	(415)-621-8001 (415)-358-4409	X	X	X	X		5/5/2012
Advanced Testing & Inspection, LLC	540 Brunken Avenue, Suite B Salinas, CA 93901	(831) 422-2272 (831) 597-2004	X	X	X	X	X	2/4/2012
Apex Testing Laboratories, Inc.	3450 Third Street, Suite 3E San Francisco, CA 94124	(415) 550-9800 (415) 550-9880	X	X	X	X	X	3/3/2012
Applied Materials & Engineering, Inc.	980 41st Street Oakland, CA 94608	(510) 420-8190 (510) 420-8186	X	X	X	X	X	3/10/2012
BAGG Engineers	847 West Maude Avenue Sunnyvale, CA 94085-2911	(650) 852-9133 (650) 852-9138	X	X	X	X	X	2/18/2012
Berlogar Geotechnical Consultants	5587 Sunol Boulevard Pleasanton, CA 94566	(925) 484-0220 (925) 846-9645	X	X	X	X		3/4/2011
Biggs Cardosa Associates, Inc.	1871 The Alameda, Suite 200 San Jose, CA 95126	(408) 296-5515 (408) 296-8114	X	X	X	X		1/15/2011
B.S.K. Associates	1181 Quarry Lane, #350 Pleasanton, CA 94566	(925) 462-4000 (925) 462-6283	X	X	X	X	X	3/3/2012
Capex Engineering Inc.	571 Seville Place Fremont, CA 94539	(510) 668-1815 (510) 490-8690	X	X	X	X	X	9/9/2011
Consolidated Engineering Labs	2001 Crow Canyon Rd, Suite 100 San Ramon, CA 94583	(925) 314-7100 (925) 855-7140	X	X	X	X	X	5/13/2011
Construction Materials Testing, Inc.	2278-F Pike Court Concord, CA 94520-1252	(925) 825-2840 (925) 682-7953	X	X	X	X	X	5/13/2011
Construction Testing Services	2174 Rheem Drive, Suite A Pleasanton, CA 94588	(925) 462-5151 (925) 462-5183	X	X	X	X	X	3/10/2012
Construction Testing & Engineering, Inc.	242 West Larch Road, Suite F Tracy, CA 95304	(209) 839-2890 (209) 839-2895	X	X	X	X	X	PENDING
D&M Consulting Engineers	12 Thomas Owens Way Monterey, CA 93940	(831) 372-3716 (831) 372-7481	X	X	X	X		2/5/2011
ES Geotechnologies	446 South Hillview Drive Milpitas, CA 95035-5464	(408) 934-9302 (408) 946-4569	X	X	X	X	X	6/3/2011
ENGEO Incorporated	2010 Crow Canyon Pl., Suite 250 San Ramon, CA 94583-1545	(925)866-9000 (888)279-2698	X	X	X	X	X	5/13/2011
HP Inspections	690 Sunol Street, Bldg. H San Jose, CA 95126	(408) 288-8460 (408) 271-0902	X	X	X	X	X	11/30/2010
Inspection Consultants, Inc.	1515 North C Street Sacramento, CA 95814	(916) 321-5580 (916) 321-5590	X	X	X	X	X	2/4/2012
Inspection Services Inc.	Pier 26 The Embarcadero San Francisco, CA 94105	(415) 243-3265 (415) 243-3266	X	X	X	X	X	9/9/2011
KC Engineering Co.	865 Cotting Lane, Suite A Vacaville, CA 95688	(707) 447-4025 (707)447-4143	X	X	X	X		10/31/2010
Kleinfelder Inc.	7133 Koll Center Parkway, #100 Pleasanton, CA 94566	(925) 484-1700 (925) 484-2977	X	X	X	X	X	PENDING
Korbmacher Engineering Inc.	480 Preston Court, Suite B Livermore, CA 94551	(925) 454-9033 (925) 454-9564	X	X	X	X	X	8/31/2011
Krazan and Associates Inc.	6711 Sierra Court, Suite B Dublin, CA	(925) 307-1160 (925) 307-1161	X	X	X	X	X	6/9/2012
MatriScope Engineering Laboratories, Inc	436 14th Street, Suite 1429 Oakland, CA 94612	(510) 763-3601 (510) 763-1388	X	X	X	X	X	2/4/2012
Moore Twining Associates, Inc.	2527 Fresno Street Fresno, CA 93721	(559) 268-7021 (559) 268-0740	X	X	X	X	X	PENDING
Neil O. Anderson and Associates	50 Goldenland Ct., #100 Sacramento, CA 95834	(916) 928-4690 (916) 928-4697	X	X	X	X	X	10/7/2011
Nicholas Engineering Consultants	6743 Dublin Boulevard, #15 Dublin, CA 94568	(925) 829-8090 (925) 829-0235	X	X	X	X	X	5/5/2012
Ninyo & Moore	1956 Webster Street, Suite 400 Oakland, CA 94612	(510) 633-5640 (510) 633-5646	X	X	X	X	X	PENDING
PSI	365 Victor Street, Suite C Salinas, CA 93907	(831) 757-3536 (831) 757-6265	X	X	X	X	X	PENDING
Purcell, Rhoades & Associates, Inc.	1041 Hook Avenue Pleasant Hill, CA 94523	(925) 932-1177 (925) 932-2795	X		X			10/7/2011
RES Engineers, Inc.	150 North Wiget Lane, Suite 204 Walnut Creek, CA 94598-2434	(925) 932-4600 (925) 932-4625	X	X	X	X	X	6/3/2011

## RECOGNIZED SPECIAL INSPECTION & TESTING AGENCIES, Continued

<b>Signet Testing Laboratories</b>	3121 Diablo Avenue Hayward, CA 94545	<b>(510) 887-8484</b> (510) 783-4295	X	X	X	X	X		PENDING
<b>Smith-Emery Company</b>	P.O. Box 880550, Hunters Point Shipyard, Building 114 San Francisco, CA 94188	<b>(415) 642-7326</b> <b>(415) 642-7055</b>	X	X	X	X	X		5/5/2012
<b>Stevens Ferrone &amp; Bailey</b>	1600 Willow Pass Court Concord, CA 94520	<b>(925) 688-1001</b> (925) 688-1005	X	X	X	X	X		4/8/2011
<b>Summit Associates</b>	2300 Clayton Road, Suite 1380 Concord, CA 94520	<b>(925) 363-5560</b> (925) 363-5511	X	X	X	X	X		5/13/2011
<b>Terrasearch Inc.</b>	322 Piercy Rd. San Jose, CA 95138	<b>(408) 362-4920</b> (408) 362-4926	X	X	X	X	X		1/15/2011
<b>Testing Engineers Inc.</b>	2811 Teagarden Street San Leandro, CA 94577	<b>(510) 835-3142</b> (510) 834-3777	X	X	X	X	X		1/15/2011
<b>Valley Inspection</b>	326 Woodrow Avenue Vallejo, CA 94591	<b>(707) 552-7037</b> (707) 552-7022				X	X		9/9/2011
<b>Wallace-Kuhl &amp; Associates, Inc.</b>	3251 Beacon Blvd., Suite 300 West Sacramento, CA 95691	<b>(916) 372-1434</b> (916) 372-2565	X	X	X	X	X		4/7/2012

Agencies have not been evaluated for geotechnical special inspection or for nondestructive testing. Agencies may not be qualified to perform all aspects of special inspection. Agencies may have offices in more than one location. Other agencies may be approved by local jurisdictions.