SPECIAL INSPECTION AGREEMENT Form

VERSION 2.3 REVISED 11/07/17

GENERAL

Failure to read and understand the requirements on this sheet can cost your project time and money. Please review all sections. Before your permit can be issued, the following items must be completed:

1. The Special Inspection agreement is a contract that is separate and independent of any others on this project.
2. Four (4) proper signatures are required on the Special Inspection Agreement form. Photocopied and faxed signatures are acceptable.
3. Return page 3 of 4, the "Special Agreement Form."

The Special Inspection Agreement is an important means of ensuring the quality of specific specialized construction processes. Special Inspections do not replace normal City inspections. Special Inspections are in addition to City inspections.

PLEASE KEEP THESE FORMS ATTACHED!

MINIMUM REQUIREMENTS

Special inspection and testing shall meet the minimum requirements of the 2016 California Building Code Section 1704.

BEFORE A PERMIT CAN BE ISSUED

The owner, (or the engineer of record acting as the owner's agent), shall complete two (2) copies of this agreement plus the attached structural tests, inspections schedule and the required acknowledgments. A pre-construction conference with the parties involved may be required to review the special inspection requirements and procedures. Refer to the PRE-CONSTRUCTION MEETING Guide for more information.

APPROVAL OF SPECIAL INSPECTORS

Each special inspector shall be approved by the Building Division prior to performing any duties. Each special inspector shall submit his/her qualifications to the Building Division and is subject to a personal interview for prequalification. Special inspectors shall display approved identification, as stipulated by the Building Division, when performing the function of a special inspector.

APPLICABLE CONDITIONS

A. DUTIES AND RESPONSIBILITIES OF THE SPECIAL INSPECTOR:

1. **OBSERVE WORK:** The special inspector shall observe the work for conformance with the Building Division approved (stamped) design drawings and specifications and applicable workmanship provisions of the CBC. Architect/engineer-reviewed shop drawings and/or placing 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 by the Building Division based on a separate written plan reviewed and approved by the Building Division and the project engineer or architect.

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 Division 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 Division's inspector.

4. **FURNISH WEEKLY REPORTS:** The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Division, project engineer or architect, and others as designated. These reports must include the following:

   A. Description of daily inspections and tests made with applicable locations;

   B. Listing of all nonconforming items;

   C. Reports on how nonconforming items were resolved or unresolved, as applicable; and

   D. Itemized changes authorized by the architect, engineer and Building Division if not included in nonconformance items.

5. **FURNISH FINAL REPORT:** The special inspector or inspection agency shall submit a final signed report to the Building Division. THE REPORT SHALL STATE that all items requiring special inspection and testing were COMPLETED and INCLUDED ON THE REPORT. IN ADDITION, THE SPECIAL INSPECTOR SHALL STATE THAT, to the best of his/her knowledge, THE INSPECTED / TESTED ITEMS ARE in conformance with the approved design drawings AND specifications, approved change orders and the applicable workmanship provisions of the CBC. Items not in conformance, unresolved items or any discrepancies in inspection coverage, (i.e., missed inspections, periodic inspections when continuous was required, etc.), shall be specifically itemized in 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 Division approved plan. Adequate notice shall be provided so that 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, and providing these records for review by the Building Division's inspector upon request.

C. BUILDING DIVISION RESPONSIBILITIES:

1. The Building Division shall approve all special inspectors and special inspection requirements.

2. Work requiring special inspection and the performance of special inspectors shall be monitored by the Building Division's inspector. His/her approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

3. The Building Division may issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and accepted.

Special Inspection Agreement Form

PROJECT ADDRESS:	PERMIT #:	APN#:
PROJECT DESCRIPTION:		

REINFORCED CONCRETE, GUNITE, GROUT AND MORTAR:

Concrete	Gunite	Grout	Mortar	
				Aggregate Tests
				Reinforcing Tests
				Mix Designs
				Reinforcing Placement
				Batch Plant inspection
				Inspect Placing
				Cast Samples
				Pick-up Samples
				Compression Tests

CAST INPLACE/PRECAST/PRESTRESSED CONCRETE:

Piles	Post-Tens	Pre-Tens	Cladding	
				Aggregate Tests
				Reinforcing Tests
				Tendon Tests
				Mix Designs
				Reinforcing Placement
				Insert Placement
				Concrete Batching
				Concrete Placement
				Installation Inspection

MASONRY:

	Special Inspection Stresses used
	Preliminary Acceptance Tests (Masonry Units, Wall Prisms)
	Subsequent Tests (Mortar, Grout, Field Wall Prisms)
	Placement Inspection of Units

ADDITIONAL INSTRUCTIONS OR OTHER TESTS AND INSPECTIONS:

STRUCTURAL STEEL WELDING:

	Sample and Test (list specific members below)		
	Shop Material Identification		
	Welding Inspection	☐Shop	☐Field
	Ultrasonic inspection	☐Shop	☐Field
	High-strength Bolting Inspection	☐Shop	☐Field
	☐A325 ☐A490 ☐N ☐X ☐F		
	Metal Deck Welding Inspection		
	Concrete insert Welding Inspection		
	INSTALLATION OF EPOXY EMB ANCHORS		
	FIREPROOFING:		
	Placement Inspection		
	Density Tests		
	Thickness Tests		
	Inspect Batching		
	INSULATING CONCRETE:		
	Sample and Test		
	Placement Inspection		
	Unit Weights		
	FILL MATERIAL:		
	Acceptance Tests		
	Placement inspection		
	Field Density		
	STRUCTURAL WOOD:		
	Shear Wall Nailing Inspection		
	Inspection of Glu-lam Fab.		
	Inspection of Tress Joist Fab		
	Sample and Test Components		

ACKNOWLEDGEMENTS:

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

Owner:	Print Name:		**Engineer's/Architect's Seal & Signature Here:**
	Signature:	Date:	
Contractor:	Print Name:		
	Signature:	Date:	
Special Inspector or Inspection Agency:	Print Agency Name:		
	Signature:	Date:	
Project Engineer/Architect:	Print Name:	Date:	
City Approval:	Signature:	Date:	

RECOGNIZED SPECIAL INSPECTION & TESTING AGENCIES

The following testing agencies are accepted until the expiration date listed in the right column

Updated: August 22, 2019

Key: RC=Reinforced Concrete PC=Prestressed/Post-tensioned Concrete SM=Structural Masonry
SS=Structural Steel Welding/Bolting FP=Spray-Applied Fireproofing URM=Unreinforced Masonry Push/Torque Tests Only

Agency Name	HQ Address	**Phone**/Fax	RC	PC	SM	SS	F P	EXPIRATION DATE
Achievement Engineering Corp	2455 Autumnvale Drive, Unit E San Jose, CA 95131	**(408) 217-9174 (408) 217-9632**	X	X	X	X	X	1/22/2021
Apex Testing Laboratories, Inc.	3450 Third St., Ste 3E San Francisco, CA 94124	**(415) 550-9800 (415) 550-9880**	X	X	X	X	X	11/7/2020
Applied Materials & Engineering, Inc.	980 41st Street Oakland, CA 94608	**(510)420-8190** (510)420-8186	X	X	X	X	X	7/20/2020
BAGG Engineers	138 Charcot Ave San Jose, CA 95131	**(650) 852-9133** (650) 852-9138	X	X	X	X	X	4/23/2021
Berlogar Stevens & Associates	5587 Sunol Blvd Pleasanton, CA 94566	**(925) 484-0220** (925) 846-9645	X	X	X	X	X	1/11/2020
Biggs Cardosa	865 The Alameda San Jose, CA 95126	**(408) 296-5515 (408) 296-8114**	X	X	X	X		2/08/2021
Consolidated Engineering Labs	2001 Crow Canyon Rd, Ste 100 San Ramon, CA 94583	**(925) 314-7100** (925) 855-7140	X	X	X	X	X	5/26/2020
Construction Testing Services	2118 Rheem Dr Pleasanton, CA 94588	**(925) 462-5151** (925) 462-5183	X	X	X	X	X	6/6/2020
HP Inspections, Inc	690 Sunol St., Building H San Jose, CA 95126	**(408) 288-8460** (408) 271-0902	X	X	X	X	X	4/19/2020
Kleinfelder, Inc.	981 Garcia Ave., Suite A Pittsburg, CA 94565	**(925) 427-6477**	X	X	X	X	X	4/19/2022
Korbmacher Engineering, Inc	480 Preston Ct., Ste. B Livermore, CA 94551	**(925)454-9033**	X	X	X	X	X	2/1/2022
Krazen & Associates, Inc.	1061 Serpentine Lane, Ste. F Pleasanton, CA	**(925) 307-1160 (925) 307-1161**	X	X	X	X	X	1/4/2021
Norcon	470 3rd St., Ste. 105 San Francisco, CA 94107	**(415 692-0519**	X	X	X	X	X	8/16/2022
RES Engineers Inc.	1250 Missouri Street, Unit 207 San Francisco, CA 94107	**(415) 822-4625 (415 822-8925**	X	X	X	X	X	11/30/2021
RMA Group	130 Archer St San Jose, CA 95112	**(408) 362-4920 (408) 362-4926**	X	X	X	X	X	2/1/2021
Signet Testing Labs, Inc.	3526 Breakwater Court Hayward, CA 94545	**(510) 887-8484** (510) 259-1068	X	X	X	X	X	2/13/2021
Smith-Emery Company	1940 Oakdale Ave. San Francisco, CA 94124	**(415) 642-7326** (415) 642-7055	X	X	X	X	X	8/10/2021
Stevens, Ferrone, & Bailey Engineering Company, Inc.	1600 Willow Pass Court Concord, CA 94520	**(925) 688-1001 (925) 688-1005**	X	X	X	X	X	5/22/2022
Testing Engineers, Inc	2811 Teagarden St San Leandro, CA 94577	**(510)835-3142 (510) 834-3777**	X	X	X	X	X	4/11/2021

Agencies have not been evaluated for geotechnical special inspection or nondestructive testing. Agencies may not be qualified to perform all aspects of special inspection. Agencies may have offices in more than one location. Building Officials may add and/or remove agencies from this list. Building Officials may add and/or remove agencies from this list.
. *Agency Subcontracts Laboratory Service