



Special Inspection and Testing Agreement

To permit applicants of projects requiring inspection and/or testing per Chapter 17 of the current edition of the California Building Code (C.B.C.).

Project Name: _____ **Building Permit No:** _____

Address: _____

BEFORE A PERMIT CAN BE ISSUED: The owner, or the engineer or architect of record acting as the owner's agent, shall complete two (2) copies of this agreement and the structural tests and inspection schedule required per 1705 including the required acknowledgements. A pre-construction conference with the parties involved may be required to review the special inspection requirements and procedures.

APPROVAL OF SPECIAL INSPECTORS: The Building and Safety Division prior to performing any duties shall approve each special inspector. Each special inspector shall submit his/her qualifications to the Building and Safety Division and is subject to a personal interview for pre-qualification. Special inspectors shall display approved identification, as stipulated by the Building and Safety Division, when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of C.B.C. Chapter 17. The following conditions are also applicable:

A. Duties and Responsibilities of the Special Inspector

1. Observe work

The special inspector shall observe the work for conformance with the Building and Safety Division approved (stamped) design drawings and specifications and applicable workmanship provisions of the C.B.C. 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 and Safety Division based on a separate written plan reviewed and approved by the Building and Safety Division and the project engineer or architect

2. Report non-conforming items

The special inspector shall bring non-conforming 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 and Safety 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 which is to remain at the jobsite with the contractor for review by the Building and Safety 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 & Safety 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 non-conforming items;
- c. Report on how non-conforming items were resolved or unresolved as applicable; and
- d. Itemized changes authorized by the architect, engineer and Building and Safety Division if not included in non-conformance items.

5. Furnish final report

The special inspector or inspection agency shall submit a final signed report to the Building and Safety Division stating the all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved design drawings, specification, approved change orders and the applicable workmanship provisions of the U.B.C. items not in conformance, unresolved items or any discrepancies in inspection coverage (e.g., missed inspections, periodic inspections when continuous was required, etc.) should 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 inspectors for items listed on the attached schedule and as noted on the Building and Safety 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 job site.

3. Retain special inspection records

The contractor is also responsible for retaining at the job site all special inspection records submitted by the special inspector, and providing these records for review by the Building and Safety Division's inspector upon request.

C. Building and Safety Division Responsibilities

1. Approve special inspection

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

2. Monitor special inspection

The Building and Safety Division's inspector shall monitor work requiring special inspection and the performance of special inspectors. Approval must be obtained from the City's Building Inspector prior to placement of concrete or other similar activities in addition to that of the special inspector.

3. Issue Certificate of Occupancy

The Building and Safety Division will not issue a Certificate of Occupancy until after all special inspection reports and the final report have been submitted and accepted.

ACKNOWLEDGEMENTS

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

Owner Name: _____ Signature: _____ Date: _____

Contractor Name: _____ Signature: _____ Date: _____

Special Inspector: _____ Signature: _____ Date: _____

Or Inspection Agency: _____ Signature: _____ Date: _____

Engineer/Architect: _____ Signature: _____ Date: _____

Name: _____ **Phone:** _____

Address: _____ **City/State/Zip:** _____

Email: _____

ACCEPTED FOR THE BUILDING AND SAFETY DIVISION:

By: _____ Date: _____

OFFICE USE ONLY

- Attach Certification Card & ID
- Scan & Attach in ACP to permit