



## SPECIAL INSPECTION AND TESTING AGREEMENT

To permit applicants of projects requiring special inspection and/or testing per Section 1701 of the California Building Code (CBC).

Project Name/Address: \_\_\_\_\_ Building Permit # \_\_\_\_\_

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**BEFORE A PERMIT CAN BE ISSUED:** The owner, or the registered design professional in responsible charge acting as the owner's agent, shall complete two (2) copies of this agreement and the attached structural tests and inspections schedule including the required acknowledgements. A preconstruction conference with the parties involved may be required to review the special inspection requirements and procedures.

**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.

Special inspection and testing shall meet the minimum requirements of CBC Section 1701. 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 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 the 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. Report on how nonconforming items were resolved and 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 stating that 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, 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. Approve Special Inspection

The building division shall approve all special inspectors and special inspection requirements.

2. Monitor special inspection

Work requiring special inspection and the performance of special inspectors shall be monitored by the building division’s inspector. The building division inspector’s *approval must obtained prior to placement of concrete or other similar activities* in addition to that of the special inspector.

3. Issue Certificate of Occupancy

The building division may issue a Certificate of Occupancy after all inspection reports and the final report have been submitted and accepted.

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**ACKNOWLEDGEMENTS**

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

Owner: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Special Inspector

Or Inspection Agency: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Project Engineer/Architect: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

**ACCEPTED FOR THE SOUTH SAN FRANCISCO BUILDING DIVISION**

By: \_\_\_\_\_ Date: \_\_\_\_\_



# SPECIAL INSPECTION AND TESTING SCHEDULE

Project Name	Building Permit #
Project Address	Testing/Inspection Agency or Special Inspector

### Reinforced Concrete, Gunite, Grout and Mortar:

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

### 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
				Cast Sample
				Pick-up Samples
				Compression Tests

### 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:

Form completed by: \_\_\_\_\_

### Masonry:

- 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             N       X       F
- A490             N       X       F
  
- Metal Deck Welding Inspection
- Reinforcing Steel Welding Inspection
- Metal Stud Welding Inspection
- Concrete Insert Welding Inspection

### 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 Fabrication
- Inspection of Truss Joist Fabrication
- Sample and Test Components

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Special Inspection Agency Recognition List

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

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

SM = Structural Masonry  
URM = Unreinforced Masonry Push/Torque Test Only

Agency	HQ Address	Phone/Fax Email	RC	PC	SM	SS <sup>1</sup>	FP	URM
A1 Inspection Services	1754 Mission Street San Francisco, CA 94103	(415)621-8001 (415)358-4409	X	X	X	X	X	X
ACE Quality Control	3075 Teagarden Street San Leandro, CA 94577	(510)969-4239 aceqc.com	X	X	X	X	X	X
Achievement Engineering Corp.	1145 South Third Street, San Jose, CA 95112	(408) 217-9174 (408) 217-9632	X	X	X	X	X	X
Apex Testing Laboratories, Inc.	1790 Yosemite Ave. San Francisco, CA 94124	(415)550-9800 (415)550-9880	X	X	X	X	X	
Applied Materials Engineering	980 41 <sup>st</sup> Street Oakland, CA 94608	(510) 420-8190 (510) 420-8186	X	X	X	X	X	X
Aries Engineering, Inc.	5357 Persimmon Grove Court San Jose, CA 95123	(408)634-0087 (408)271-0902			X	X		X
Bagg Engineers	138 Charcot Avenue San Jose, CA 95131	(650)852-9133x121 (650)852-9138	X	X	X	X	X	X
Berlogar Stevens & Associates	1220 Quarry lane, Suite C Pleasanton, CA 94566	(925) 484-0220 (925) 846-9645	X	X				
Biggs Cardosa Associates, Inc.	865 The Alameda, #200 San Jose, CA 95126	(408) 296-5515 (408) 296-8114	X	X	X	X	X	X
B.S.K. Associates	399 Lindbergh Ave. Pleasanton, CA 94551	(925) 315-9151 (925) 462-6283	X	X	X	X	X	X
Capex Engineering Inc.	44356 S. Grimmer Boulevard Fremont, CA 94538	(510) 668-1815 (510) 490-8690	X	X	X	X	X	X
Consolidated Engineering Labs	2001 Crow Canyon Road Ste. 100 San Ramon, CA 94583	(925) 314-7100 (925) 855-7140	X	X	X	X	X	X
Construction Materials Testing, Inc.	480 Preston Ct. #B Livermore, CA 94551	(925) 825-2840 (925) 682-7953	X	X	X	X	X	X
Construction Testing Services	2118 Rheem Drive, Pleasanton, CA 94588	(925) 462-5151 (925) 462-5183	X	X	X	X	X	X
CTE CAL, Inc.	46716 Fremont Blvd Fremont, CA 94538	(510) 573-6362 (510) 573-6684	X	X	X	X	X	X
Dynamic Consultants, Inc.	425 Fairchild Drive Mountain View, CA 94043	(650) 967-6982 (650) 967-6955	X	X	X	X	X	X
Earth Systems Pacific (formerly ES Geotechnologies)	446 South Hillview Drive Milpitas, CA 95035	(408) 934-9302 (408) 946-4569	X	X	X	X	X	X
ENGEO Incorporated	2010 Crow Canyon Place Suite 250 San Ramon, CA 94583	(925) 866-9000 (888) 279-2698	X	X	X	X	X	X
Forsythe Engineering Consultants	3001 Coombsville Road Napa, CA 94558	(707) 259-1292 (707) 259-1393				X	X	X
Fugro (formerly Montgomery Watson Harza)	1000 Broadway, Suite 440 Oakland, CA 94607	(510) 568-4001 (510) 568-2205	X	X	X	X	X	X
Geissler Engineering	235 Montgomery St., Suite 1011 San Francisco, CA 94104	(415)887-8704	X			X		
HP Inspections, Inc.	690 Sunol St., San Jose, CA 95126	(408)288-8460 (408)271-0902	X	X	X	X	X	
Inspection Services Inc.	1798 University Avenue Berkeley, CA 94703	(510)900-2100	X	X	X	X	X	X
KC Engineering Co.	865 Cotting Lane, Suite A Vacaville, CA 95688	(707) 447-4025 (707) 447-4143	X	X	X			
Kleinfelder Inc.	2601 Barrington Court Hayward, CA 94545	(925) 484-1700 (510) 887-5932	X	X	X	X	X	X
Korbmacher Engineering, Inc.	480 Preston Court, Suite B Livermore, CA 94551	(925) 454-9033 (925) 454-9564	X					
Krazan and Associate, Inc.	1061 Serpentine Ln, ste F Pleasanton, CA 94566	(925)307-1160 (925)307-1161	X	X	X	X	X	X
MatriScope Engineering Laboratory, Inc.	6244 Preston Avenue Livermore, CA 94551	(916)375-6700 Fax (916)447-6702	X	X	X	X	X	
Mid Pacific Engineering , Inc	840 Embarcadero Drive, Suite 20 West Sacramento, CA	(916) 927-7000 (530) 246-9499						
Nicholas Engineering Consultants	6743 Dublin Boulevard #15 Dublin, CA 94568	(925) 829-8090 (925) 829-0235	X	X	X	X	X	X
Ninyo & Moore	2149 O'Toole Avenue, Suite 30 San Jose , CA 95131	(408) 435-9000	X	X	X	X	X	X
Norcon, LLC	1661 Tennesse St. #201	(415)710-1155	X	X	X	X	X	
PSC Associates, Inc.	1485 Bayshore Blvd., #104 San Francisco, CA 94124	(415) 330-6100 (415) 330-6363	X	X	X	X	X	X
PSI	365 Victor Street Suite C Salinas, CA 93907	(408)669-5500	X	X	X	X	X	X
RES Engineers, Inc.	1250 Missouri Street, Suite 207 San Francisco, CA 94107	(415)822-4625 (415)822-8925	X	X	X	X	X	X
RMA Group	3150 Fitzgareld Road Rancho Cordova, CA95742	(916)631-7194 Fax (916)631-7194	X	X	X	X	X	X
Signet Testing Laboratories	3526 Breakwater Court Hayward, CA 94545	(510) 887-8484 (510) 783-4295	X	X	X	X	X	X

Smith-Emery Company	1940 Oakdale Ave. San Francisco, CA 94124	(415) 642-7326 (415) 642-7055	X	X	X	X	X	X
Summit Associates	2300 Clayton Road, Suite 1380 Concord, CA 94520	(925)363-5560						
Terracon	5075 Commercial Circle, Ste. E Concord, CA 94520	(925) 609-7224 (925) 989-6689	X	X	X	X	X	X
Testing Engineers, Inc.	2811 Teagarden Street San Leandro, CA 94577	(510) 835-3142 (510) 834-3777	X	X	X	X	X	X
Triangle Engineering	1388 Haight Street # 172 San Francisco, CA 94117	(415) 626-6972 (415) 626-6972						X
Twining Laboratories, Inc.	2527 Fresno Street Fresno, CA 93721	(800)268-7021	X	X	X	X	X	X
Valley Inspection Services	326 Woodrow Avenue Vallejo, CA 94571	(707) 552-7037 (707) 552-7022				X	X	X

Agencies have not been evaluated for nondestructive testing.

Other agencies may also be qualified; the local Building Official has the ultimate responsibility for approval. This list is updated annually and may therefore, not necessarily reflect the most current list of recognized agencies.

Agencies have not been evaluated for geotechnical special inspection. Agencies may have offices in more than one location.

**Revised 04/30/24**