



SPECIAL INSPECTION FORM and Special Inspection and Testing Agreement

City of San Ramon Building & Safety Services


2401 Crow Canyon Rd., San Ramon, CA 94583

Office: (925) 973-2580 Fax (925) 242-9312


www.sanramon.ca.gov

Applicant/Tenant Name: _____ **Permit Number:** _____

Job Site Address: _____

 Please read, complete, make a copy, and return completed packets to the Building Division.

 The code requirements for Special Inspections are printed on the following pages.

 Should you have any questions, please telephone the Building Division at (925) 973-2580 for assistance.

INSPECTION REQUIREMENT

☐ Special Inspection is NOT required.

☐ Special Inspection REQUIRED. (Please provide acknowledgements below)

Project Engineer/Architect: Print: _____

Signature: _____ Date: _____

ACKNOWLEDGEMENTS

I have read and agree to comply with the following terms and conditions as listed on the
“Special Inspection Testing Agreement”

Owner/Owner’s Agent: Print: _____

Signature: _____ Date: _____

Contractor: Print: _____

Signature: _____ Date: _____

Special Inspector/Agency: Print: _____

Agency Name:

Signature: _____ Date: _____

- ☐ Concrete
- ☐ Bolts installed in concrete
- ☐ Insulating concrete fill
- ☐ Reinforced gypsum concrete
- ☐ Special moment-resisting concrete frame
- ☐ High-strength bolting
- ☐ Structural masonry
- ☐ Piling, drilled piers & caissons

- ☐ Reinforcing steel and pre-stressing steel tendons
- ☐ Shotcrete
- ☐ Special grading, excavation & filling
- ☐ Spray-applied fire-resistive materials
- ☐ Smoke-control system
- ☐ Structural Welding
- ☐ Epoxy Dowels
- ☐ Special cases

“SPECIAL INSPECTION AND TESTING AGREEMENT”
CITY OF SAN RAMON, CALIFORNIA
BUILDING AND SAFETY SERVICES

To permit applicants of projects requiring special inspection and/or testing per Chapter 17 of the 2016 California Building Code (CBC).

BEFORE A PERMIT CAN BE ISSUED: The owner, engineer, architect of record or owner’s agent shall complete two (2) copies of this agreement. Including the attached structural tests and inspections schedule and the required acknowledgments. A pre-construction conference with all parties involved is 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 pre-qualification. Special inspectors shall display approved identification, as stipulated by the building division, when performing the function of special inspector.

Special inspection and testing shall meet the minimum requirements of C.B.C. Chapter 17, Sections 1704 and 1705.

The following conditions are also applicable:

A. Duties and Responsibilities of the Special Inspector

1. **Observation of work.** The special inspector shall observe the work for conformance with the building departments reviewed (stamped) design drawings and specifications and applicable workmanship provisions of the C.B.C. Architect/Engineer – reviewed shop drawings and/or placing drawing 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 required by 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. **Reporting 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 manor 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.** 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:
 - Description of daily inspections and tests made with applicable locations;
 - Listing of all nonconforming items;
 - Reports on how nonconforming items were resolved or unresolved as applicable; and
 - Itemized changes authorized by the architect, engineer, or building division if not included in the nonconforming 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 reviewed design drawings, specifications, approved change orders and the applicable workmanship provisions of the C.B.C. Items not 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 on the attached schedule and as noted on the building division reviewed plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

2. **Provide access to the approved plans.** The contractor is responsible for providing the special inspector access to the reviewed 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. His/her approval must be 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 shall issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and the building final inspection is accepted.

SPECIAL INSPECTION

The following are extracts from Chapter 17, Section 1704, Special Inspections, as it appears in the 2016 Edition of the California Building Code.

1704.0 General. Where application is made to the building official for construction as specified in Sections 105 or 1.8.4, as applicable, the owner or the owner's authorized agent, other than the contractor, shall employ one or more approved agencies to provide special inspections and tests during construction on the types of work specified in Section 1705 and identify the approved agencies to the building official. These special inspections and tests are in addition to the inspections by the building official that are identified in Section 110.

Exceptions:

1. Special inspections and tests are not required for construction of a minor nature or as warranted by conditions in the jurisdiction as approved by the building official.
2. Unless otherwise required by the building official, special inspections and tests are not required for Group U occupancies that are accessory to a residential occupancy including, but not limited to, those listed in Section 312.1.
3. Special inspections and tests are not required for portions of structures designed and constructed in accordance with the cold-formed steel light-frame construction provisions of Section 2211.7 or the conventional light-frame construction provisions of Section 2308.
4. The contractor is permitted to employ the approved agencies where the contractor is also the owner.
5. [HCD 1] The provisions of Health and Safety Code Division 13, Part 6 and the California Code of Regulations, Title 25, Division 1, Chapter 3, commencing with Section 3000, shall apply to the construction and inspection of factory-built housing as defined in Health and Safety Code Section 19971.

1704.2.1 Special Inspector Qualifications. Prior to the start of the construction, the approved agencies shall provide written documentation to the building official demonstrating the competence and relevant experience or training of the special inspectors who will perform the special inspections and tests during construction. Experience or training shall be considered relevant where the documented experience or training is related in complexity to the same type of special inspection or testing activities for projects of similar complexity and material qualities. These qualifications are in addition to qualifications specified in other sections of this code.

The registered design professional in responsible charge and engineers of record involved in the design of the project are permitted to act as the approved agency and their personnel are permitted to act as special inspectors for the work designed by them, provided they qualify as special inspectors.

1704.2.4 Report Requirement Approved agencies shall keep records of special inspections and tests. The approved agency shall submit reports of special inspections and tests to the building official and to the registered design professional in responsible charge. Reports shall indicate that work inspected or tested was or was not completed in conformance to approved construction documents. Discrepancies shall be brought to the immediate attention of the contractor for correction. If they are not corrected, the discrepancies shall be brought to the attention of the building official and to the registered design professional in responsible charge prior to the completion of that phase of the work. A final report documenting required special inspections and tests, and correction of any discrepancies noted in the inspections or tests, shall be submitted at a point in time agreed upon prior to the start of work by the owner or the owner's authorized agent to the building official.

1704.3 Statement of Special Inspection. Where special inspection or testing is required by Section 1705, the registered design professional in responsible charge shall prepare a statement of special inspections in accordance with Section 1704.3.1 for submittal by the applicant in accordance with Section 1704.2.3.

1704.3.1 Content of Statement of Special Inspection. The statement of special inspections shall identify the following:

1. The materials, systems, components and work required to have special inspections or tests by the building official or by the registered design professional responsible for each portion of the work.
2. The type and extent of each special inspection.
3. The type and extent of each test.
4. Additional requirements for special inspections or tests for seismic or wind resistance as specified in Sections 1705.11, 1705.12 and 1705.13.
5. For each type of special inspection, identification as to whether it will be continuous special inspection, periodic special inspection or performed in accordance with the notation used in the referenced standard where the inspections are defined.

1704.4 Contractor Responsibility. Each contractor responsible for the construction of a main wind- or seismic force-resisting system, designated seismic system or a wind- or seismic force-resisting component listed in the statement of special inspections shall submit a written statement of responsibility to the building official and the owner or the owner's authorized agent prior to the commencement of work on the system or component. The contractor's statement of responsibility shall contain acknowledgement of awareness of the special requirements contained in the statement of special inspections.

202 Continuous and Periodic Special Inspection.

Continuous special inspection. Special inspection by the special inspector who is present when and where the work to be inspected is being done.

Periodic special inspection. Special inspection by the special inspector who is intermittently present where the work to be inspected is being done.

CITY OF SAN RAMON
SPECIAL INSPECTORS' DAILY REPORT

Project Name: _____ Permit No: _____

Project Address: _____

Inspector's Name: _____

Inspection type(s): ☐ Continuous ☐ Periodic

Describe inspection made, include locations: _____

List test made: _____

List items requiring correction, corrections of previously listed items, and previously listed uncorrected items:

List changes to approved plans authorized by Architect or Engineer. _____

Comments: _____

To the best of my knowledge, work inspected was in accordance with Building Division approved design drawings, specifications and applicable workmanship provisions of the California Building Code except as noted above.

Signed: _____ Date: _____