1201 Civic Center Blvd.
Yuba City, CA 95993
530.822.4700
www.yubacity.net

SPECIAL INSPECTION AND TESTING AGREEMENT

To permit applicants of projects requiring special inspection and/or testing per Section 1704 of the 2016 California Building Code:

Project Address: _____ Permit Number: _____

Prior to permit issuance: 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 Special Inspection and Testing Schedule, including the required acknowledgments. A preconstruction conference with the parties involved may be required to review the special inspection requirements and procedures.

Approval of special inspectors: Special inspectors may have no financial interest in projects for which they provide special inspection. Special inspectors shall be approved by the building department prior to performing any duties. Special inspectors shall submit their qualifications and are subject to personal interviews for prequalification. Special inspectors shall display approved identification, as stipulated by the building official, when performing the function of special inspector.

Special inspection and testing shall meet the minimum requirements of California Building Code Section 1704. The following conditions are also applicable:

A. Duties and Responsibilities of the Special Inspector

1. Signify presence at jobsite. Special inspectors should notify contractor personnel of their presence and responsibilities at the jobsite. If required by the building official, they shall sign in on the appropriate form posted with the building permit.

2. Observe assigned work. The special inspector shall observe assigned work for conformance with the building department approved (stamped) design drawings and specifications and applicable workmanship provisions of the California Building Code. Architect/engineer reviewed shop drawings may be used only as an aid to inspection.

   For continuous special inspection, the special inspector shall be on site at all times observing the work requiring special inspection. Periodic inspections, if any, must have prior approval based on a separate written plan reviewed and approved by the building department and the registered design professional in responsible charge. Periodic inspection is intended to mean that the inspector at periodic times inspects all work performed but is not required to “witness” the work being performed.

3. 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 department by telephone or in person, notify the registered design professional in responsible charge and post a discrepancy notice.

4. Provide timely reports. The special inspector should complete written inspection reports for each inspection visit and provide the reports on a timely basis determined by the building official. The special inspector or inspection agency shall furnish these reports directly to the building official, registered design professional in responsible charge and others as designated (see CBC Section 1704.2.4). These reports should be organized on a daily format and may be submitted weekly at the option of the building official. Examples of daily and weekly report forms are included in Appendix A. These reports should include:
    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 or unresolved as applicable; and
    d. Itemized changes authorized by the architect, engineer and building official if not included in nonconforming items.

5. Submit final report. The special inspector or inspection agency shall submit a final signed report to the building official 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 California Building Code. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous were required, etc.) shall be specifically itemized in this report.

B. Owner Responsibilities. The project owner, the registered design professional in responsible charge or an agent of the owner is responsible for employing special inspection services. The special inspector/agency shall not be in the employ of the contractor, subcontractor or material supplier (see CBC Section 1704.1). In the case of an owner/contractor, the special inspector/agency shall be employed as specified by the building official.

C. Registered Design Professional in Responsible Charge Responsibilities

1. Prepare special inspection program. The registered design professional in responsible charge shall list the items for which special inspection is required and shall indicate which, if any, items for which the CBC or the building official approves periodic inspection and the frequency of such inspection.

2. Respond to field discrepancies. The registered design professional in responsible charge shall respond to uncorrected field deficiencies in design, material or workmanship observed by the special inspector.

3. Review shop drawings and submit design changes. The registered design professional in responsible charge shall acknowledge and approve shop drawings that may detail structural information, shall submit to the building official and to the special inspection agency written

approval of any verbally approved deviations from the approved plans and shall submit revised plans for building official approval as required.

D. 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 department approved plans. Adequate notice shall be provided so 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.

3. Retain special inspection records. The contractor is also responsible for retaining at the jobsite all special inspection records completed by the special inspector upon request.

E. Building Department Responsibilities

1. Approve special inspection program. The building department shall approve all special inspectors and special inspection requirements.

2. Enforce special inspection. Work requiring special inspection and the performance of special inspectors shall be monitored by the building inspector. His/her approval must be obtained prior to placement of concrete, covering of structural steel or other similar activities in addition to that of the special inspector.

3. Review inspection reports. The building official should review special inspection progress and final reports.

4. Perform final inspection. The building official should perform the final inspection and approval for a project after the final special inspection report has been reviewed and approved.

TESTING/INSPECTION AGENCY(S)		ITEMS
1. Agency Information:	_____	_____
	_____	_____
Contact:	_____	_____
2. Agency Information:	_____	_____
	_____	_____
Contact:	_____	_____
3. Agency Information:	_____	_____
	_____	_____
Contact:	_____	_____
4. Agency Information:	_____	_____
	_____	_____
Contact:	_____	_____

ACKNOWLEDGMENTS

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

_____ By: _____ Date: _____
Project Engineer/Architect:

_____ By: _____ Date: _____
Soils Engineer:

_____ By: _____ Date: _____
Contractor:

Accepted for the Building Department

By: _____ Date: _____

SPECIAL INSPECTION AND TESTING SCHEDULE

1. Concrete
   - ☐ Continuous placement inspection
   - ☐ Exceptions _____
   - ☐ _____ Cylinders per _____ CY

   Test: _____ @7 _____ @28 _____ Hold

2.
   - ☐ All bolts
   - ☐ Location: _____

3. Special moment-resisting concrete frame
   - ☐ As indicated
   - ☐ Location: _____

4. Reinforcing steel and prestressing tendons
   - ☐ Placement inspection
   - ☐ Stressing and grouting of tendons

5. Structural Welding

   Periodic Visual Inspection:
   - ☐ Single pass fillet welds < 5/16”
   - ☐ Steel deck
   - ☐ Welded studs
   - ☐ Cold formed studs and joists
   - ☐ Stair and railing systems
   - ☐ Reinforcing steel

   Continuous Visual Inspection
   - ☐ All other welding
   - ☐ Reinforcing steel
   - ☐ Other _____

   Special moment-resisting frames:
   - ☐ UT all CJP groove welds
   - ☐ UT all CJP groove welds > 5/16”
   - ☐ UT all PP groove welds in column splices
   - ☐ UT all PP groove welds in column splices > 3/4”
   - ☐ UT column flanges at beam flange welds
   - ☐ NDT rate reduction per UBC 1703.1 applies
   - ☐ Other _____

6. High strength bolting

   Snug Tight: ☐ All ☐ As Indicated

   Full Pretension ☐ All ☐ As Indicated

7. Structural Masonry f_m = _____, Stresses _____

   Verification of f_m
   - ☐ Prism tests
   - ☐ Prism test record
   - ☐ Unit strength
   - ☐ Continuous inspection
   - ☐ Periodic inspection: _____

Structural Masonry (continued)

Test:	Before	During
Prisms	☐	☐
Units	☐	☐
Grout	☐	☐
Mortar	☐	☐

8. Reinforced gypsum concrete
   - ☐ Continuous inspection of mixing & placement
   - ☐ Periodic inspection _____
   - ☐ Strength testing _____

9. Insulating concrete fill
   - ☐ Periodic inspection _____
   - ☐ Strength testing _____

10. Spray-applied fire resistive materials
    - ☐ Periodic inspection _____
    - ☐ Testing per UBC Std. 7-6

11. Piling, drilled pier and caisson

	Continuous	Periodic
Pile driving	☐	☐
Drilling	☐	☐
Testing	☐	☐

12. Shotcrete
    - ☐ Continuous
    - ☐ Preconstruction panel
    - ☐ In-place cores

    Strength testing:
    - ☐ Test panel
    - ☐ In-place cores

13. Special grading, excavation, and filling
    - ☐ Periodic Inspection
    - ☐ Sub grade tests _____
    - ☐ Compaction tests _____
    - ☐ Verify bearing strata

14. Smoke control systems
    - ☐ Periodic inspection during duckwork erection
    - ☐ During system testing

15. Special cases
    - ☐ Shear wall/diaphragm nailing

    Anchorage to existing concrete/masonry
    - ☐ Installation inspection
    - ☐ Proof load testing
    - ☐ Shoring
    - ☐ Underpinning

Notes: _____

_____

_____