



**SPECIAL INSPECTION FORM and
Special Inspection and Testing Agreement**

**City of San Ramon
Building & Safety Services**

2401 Crow Canyon Road, San Ramon, CA 94523

Office: (925) 973-2580 Fax (925) 838-2821

www.sanramon.ca.gov

**Applicant/Tenant
Name:**

Permit Number:

Job Site Address:

This document is used to clarify the information that is necessary for the Special Inspection Form **and Special Inspection and Testing Agreement, contractor statement of responsibility, statement of special inspection** and plans prepared by the engineer/architect-of-record, and City approved special inspectors.

The architect or engineer shall indicate on plans all materials, components, systems, and work required to have special inspection or testing per CBC Chapter 17. The property owner or the registered design professional in responsible charge acting as the owner’s agent should hire the **Special Inspection and Testing Agency from the City** approved special inspectors list.

Our preliminary review of your project located at the address listed above indicates one or more special inspections are required.

Read, complete, copy, and return 2 completed packets to the Building Department.

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

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 Inspection/Agency: Print _____
Agency Name: Signature: _____ Date: _____

Project Engineer/Architect: Print _____
Signature: _____ Date: _____

"SPECIAL INSPECTION AND TESTING AGREEMENT"
CITY OF SAN RAMON
BUILDING AND SAFETY SERVICES

- | | |
|---|--|
| <input type="checkbox"/> Alternate material/systems (CBC 1704.15) | <input type="checkbox"/> Seismic resistance (CBC 1707 and 1708) |
| <input type="checkbox"/> Concrete (CBC 1704.4 and Table 1704.4) | <input type="checkbox"/> Soils (CBC 1704.7 and Table 1704.7) |
| <input type="checkbox"/> Exterior insulation/finish systems (CBC 1704.14) | <input type="checkbox"/> Spray fire-resistive materials (CBC 1704.12) |
| <input type="checkbox"/> High-strength bolting (CBC Sec. 1704.3) | <input type="checkbox"/> Smoke-control system (CBC 1704.16) |
| <input type="checkbox"/> Masonry (CBC 1704.5) | <input type="checkbox"/> Steel construction (CBC 1704.3 and Table 1704.3) |
| <input type="checkbox"/> Mastic and intumescent coating (CBC 1704.13) | <input type="checkbox"/> Structural Welding (CBC 1704.3.1) |
| <input type="checkbox"/> Cast in place deep foundations (Pier Foundations) (CBC 1704.9 and Table 1704.9) | <input type="checkbox"/> Special cases |
| <input type="checkbox"/> Driven deep foundations (Pile Foundations) (CBC 1704.8 and Table 1704.8) | <input type="checkbox"/> Wind resistance (CBC 1705.4) |
| | <input type="checkbox"/> Wood (CBC Sec. 1704.6) |

The above list summarizes the types of special inspections and tests required. Special inspectors shall refer to the approved plans and specifications for the construction that requires special inspection.

BEFORE A PERMIT WILL 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 INSPECTOR COMPANY/INSPECTORS: Each special inspection company/inspector shall be approved by the building department prior to performing any duties. Each company/inspector shall submit qualifications to the building department for review and approval and is subject to an interview for pre-qualification. Special inspectors shall display approved identification, as stipulated by the building department, when performing the function of special inspector on a job site.

Special inspection and testing shall meet the minimum requirements of C.B.C. Chapter 17, Section 1701.

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 CBC, 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 department based on a separate written plan reviewed and approved by the building department 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 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 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 department's inspector.

4. Furnish weekly reports. The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the building department, project engineer or architect, and others as designated. These reports must include the following:

- Description of daily inspections and tests made with applicable locations;
- Test results;
- 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 department 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 department 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 CBC. 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 department reviewed plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project. Construction requiring continuous observation shall not proceed without the special inspector present to perform the required inspections.

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 department's inspector upon request.

C. The registered design professional responsibilities

1. Clearly indicate on plans all materials, components, systems, and work required to have special inspection or testing per CBC Chapter 17.

2. Specify type and extent of the special inspection and testing that is applicable to the project.

D. Building Department Responsibilities

1. Approve special inspection. The building department shall approve all special inspection companies and corresponding 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 department's inspector. The building department inspector's

approval shall be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

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 Department approved design drawings, specifications and applicable workmanship provisions of the California Building Code except as noted above.

Signed: _____ Date: _____