



City of Santa Clara

Building Division
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Permit Center: 408-615-2420

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Automated Inspection Scheduling System: 408-615-2400

SPECIAL INSPECTION AND TESTING AGREEMENT

PROJECT NAME: _____ BUILDING CASE #: _____

PROJECT ADDRESS: _____

To permit applicants of projects requiring Special Inspection and/or testing per Chapter 17 of the 2016 CBC

BEFORE A PERMIT CAN BE ISSUED: The Owner or his representative, but not the contractor, on the advice of the responsible Project Engineer or Architect, shall complete the attached Structural Tests and Inspections Schedule and this form including the required acknowledgments. Items requiring continuous inspection and periodic inspection shall be so marked and clearly identified by the Project Engineer. When special inspection is required by CBC Section 1704 & 1705, the architect or engineer of record shall prepare an inspection program which shall be submitted to the Building Official per provisions of Section 1705. Structural Observations, if required, shall be provided per provisions of Section 1704.

Special Inspection and Testing shall meet the minimum requirements of Section 1704 & 1705. The following conditions are also applicable:

1. Contractor is responsible for notification to the Special Inspector or Agency regarding individual inspections for items listed on the attached Schedule and noted on the plans approved by the Building Inspection Division. Adequate notice shall be provided to allow the Special Inspector to become familiar with the project.
2. Each Special Inspection agency shall submit its qualifications to the Building Official to determine that the agency meets the applicable requirements of Section 1703. Special Inspectors shall display an approved identification badge when performing the function of a special inspector or on request. Inspectors performing reinforced concrete, structural steel and welding, structural masonry, and other specialized inspections shall have the appropriate ICC, AWS, or ACI certifications.
3. Duties and Responsibilities of the Special Inspector are to:
 - A. Observe the work for conformance only with the design drawings and specifications stamped and approved by the Building Inspection Division, and applicable workmanship provisions of the 2013 CBC. NOTE: Shop drawings may be used only as an aid to inspections.
 - B. Bring non-conforming items to the immediate attention of the contractor and note in daily report (Ref. Item 4). If any such item is not resolved in a timely manner or is about to be incorporated in the work, notify the Building Inspection Division immediately by telephone or in person and also notify the Engineer or Architect.
 - C. Furnish weekly reports of tests and inspections directly to the Building Division, Engineer and Architect of record and others as designated. These reports are to include the following:
 - Describe inspections and tests made with applicable locations.
 - List all non-conforming items.
 - Indicate how non-conforming items were resolved or indicate unresolved items as applicable.
 - Itemize changes authorized by Architect, Engineer and Building Division if not included in non-conformance items.
 - D. Insure that an adequate number of pre-qualified inspection personnel are on the job, based on the intensity of activities, quality of work being performed and the various operations occurring.
 - E. 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 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. **REPORT TO BE STAMPED AND SIGNED BY A LICENSED CIVIL ENGINEER.**
4. Each Special Inspector shall complete and sign the Special Inspection Record (yellow card) at the jobsite for each day's inspection and provide a daily handwritten report in a format acceptable to the Building Division. This report shall remain at the jobsite with the contractor for review by the Building Division's Inspector. Contents of these daily reports shall be per Item 3C above.
5. Work requiring special inspection and the performance of special inspector shall be monitored by the Building Division's Inspector. No such work shall proceed until signed off by both the special inspector and the Building Division's Inspector.
6. 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 may be approved by the Building Division based on a separate written plan reviewed and approved by the Engineer.
7. Only an approved Testing Agency shall sample, transport and test materials.
8. Only an approved Special Inspection Agency shall provide special inspectors. Independent inspectors may be approved by the Building Division for special projects only.
9. **BEFORE AN OCCUPANCY PERMIT CAN BE ISSUED: The Special Inspector or Agency, and the Engineer-of-Record and/or the Soils Engineer, as may be applicable, shall submit final signed reports per Item 3E above directly to the Building Division.**

STRUCTURAL TESTS AND INSPECTIONS SCHEDULE

PRIOR TO ISSUANCE OF A BUILDING PERMIT, THE OWNER, ON THE ADVICE OF THE ARCHITECT OR ENGINEER, SHALL COMPLETE, SIGN AND SUBMIT THIS FORM TO THE BUILDING OFFICIAL.

PROJECT NAME:	PROJECT ADDRESS:	BLD CASE NO:
CONTRACTOR'S NAME & SIGNATURE		
TESTING AGENCY'S NAME & SIGNATURE		
PROJECT ARCHITECT / ENGINEER-OF-RECORD		
SIGNATURE & TITLE OF PROJECT ARCHITECT / E-O-R ¹		
SOIL ENGINEER'S NAME & SIGNATURE		
CITY OF SANTA CLARA BLDG DVN - PLANS EXAMINER		DATE:

I, _____, _____
NAME OF OWNER, REPRESENTATIVE, OR COMPANY SIGNATURE & TITLE OF OWNER / OWNERS'S REPRESENTATIVE DATE

do hereby certify that the Testing / Inspection Agency named above has been engaged to perform structural tests and inspection during construction, as checked below, to satisfy all applicable portions of the Building Codes. Prior to issuance of an occupancy certificate, the Inspection Agency shall submit a final affidavit that all items of designated work performed were reported. Any items checked below, but not tested or inspected will be noted and explained. ANY STRUCTURAL OBSERVATIONS, IF REQUIRED BY THE ENGINEER-OF-RECORD, SHALL BE SO DOCUMENTED AND A FINAL REPORT SHALL BE SUBMITTED TO THE BUILDING OFFICIAL*. Whenever any designated items on this list are ready for sampling, testing or inspection, it shall be the responsibility of the Contractor to give timely notice to the Inspection Agency, the Engineer-of-record or the Soils Engineer so that the required services may be performed.

REINFORCING STEEL:

- Tensile & Bend, one set per heat per ____ tons
- Inspection of Placement
- Inspection of Welding

MASONRY:

- f'm = _____ PSI;
- GROUT f'g = _____ PSI;
- MORTAR _____ PSI;
- Preliminary Acceptance Tests (Masonry Units/ Wall Prisms)
- Subsequent Tests (Mortar Grout/or Field Wall Prisms)
- Inspection of Grouting
- Inspection of Placement

CONCRETE, GUNITE, GROUT & MORTAR:

- Concrete: f'c' = _____ PSI Typ. U.N.O.
- f'c' = _____ PSI For _____
- f'c' = _____ PSI For _____

Conc. Gun. Grout Mortar

- _____ Agg. Tests for Designs
- _____ Suitability of Agg.
- _____ Mix Designs
- _____ Test Panel
- _____ Batch Plant Insp.
- _____ Cement Grab Sample
- _____ Inspect Placing
- _____ Compression Tests
- _____ Cast Specimens
- _____ Pick-up Samples
- _____ Shrinkage Bars
- _____ Yield Check
- _____ Air Check
- _____ Dry Well Weight

PRECAST CONCRETE & POST-TENSIONED CONCRETE:

- Reinforcing Tests
- Inspection of Reinforcing Placement
- Tendon Tests
- Inspection of Tendon Placement
- Inspection of Concrete Placement
- Inspection of Concrete Batching
- Inspection of Panel Attach. & Inserts
- Inspection of Panel Installation
- Compression Tests
- Inspection of Stressing/ Transfer

PILING, CAISSONS, CAPS, TIES:

- Inspection of Reinforcing Placement
- Inspection of Concrete Placement
- Inspection of Concrete Batching

UNDERPINNING:

- Inspection of Steel Fabrication
- Inspection of Reinforcing & Forms
- Inspection of Concrete Placement
- Inspection of Tiebacks

ANCHOR BOLTS AND DOWELS

- Installation of Anchor bolts
- Installation of Dowels
- Installation and pull-out Test of Mechanical or Epoxy Bolts

STRUCTURAL STEEL:

- Sample & Test (list specific members below)
- Shop Identification & Welding Inspection
- Shop Ultrasonic Inspection
- Shop Radiography
- Field Welding Inspection
- Field Bolting Inspection
- Field Ultrasonic Inspection
- Field Radiography
- Metal Deck Welding Inspection

ASPHALTIC CONCRETE:

- Mix Designs
- Inspection of Batch Plant
- Core/Test
- Field Inspection
- Suitability Tests
 - Specific Gravity
 - Asphalt Content
 - Sieve Analysis
 - K Factors
 - Stabilometer Value
 - Swell

INSULATING CONCRETE:

- Sample & Test
- Unit Weighs

FIREPROOFING:

- Inspection of Placement
- Density Tests
- Thickness Tests
- Inspect Batching

ROOFING:

- Inspection of Placement
- Sample & Test

STRUCTURAL WOOD:

- Inspection of Fabrication
- Inspection of Truss Joist Fabrication
- Sample & Test Components
- Inspection of Glu-lam Fabrication
- Certificate of Glu-lam Beams by AITC

FILL MATERIAL:

- Acceptance Tests
- Moisture-Density Determination
- Field Density

EARTHWORK:

- Grading
- Foundation Excavations

OTHER TESTS, INSPECTIONS OR SPECIAL INSTRUCTIONS

STRUCTURAL OBSERVATIONS¹

