



Special Inspection and Testing Agreement

PROJECT NAME:

BUILDING PERMIT NO.:

PROJECT ADDRESS:

To permit applicants of projects requiring Special Inspection and/or Testing, per Chapter 17 of the 2025 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 sections 1704 & 1705, the Architect or Engineer of Record shall prepare an inspection program which shall be submitted to the Building Official or his/her designee, per provisions of section 1705. Structural Observations, if required, shall be provided, per section 1704.

Special Inspection and Testing shall meet the minimum requirements of Sections 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 construction documents approved by the Building 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 or his/her designee, to determine that the agency meets the applicable requirements of CBC 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 ACI, AWS, or ICC 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 Division, and applicable workmanship provisions of the 2025 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 Division immediately by telephone, in writing, or in person; and, also notify project's Engineer or Architect of Record.
 - 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. Ensure 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 (final affidavit letter), 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 the report. **THE REPORT MUST BE STAMPED AND SIGNED BY A LICENSED CIVIL OR STRUCTURAL ENGINEER.**



4. Each Special Inspector shall complete and sign the Special Inspection Log 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 always on site in the general area observing the work requiring special inspection. Periodic inspections may be approved by the Building Division based on a separate written plan that is reviewed and approved by the Engineer of Record.
7. Only an approved Special Inspection Agency shall provide special inspectors. Independent inspectors may be approved by the Building Division for special projects only.
8. Deferred submittal items may require a supplemental statement of special inspections.
9. **PRIOR TO SCHEDULE BUILDING FINAL & THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY:** *The Special Inspector or Agency, and the Engineer-of-Record and/or the Soils Engineer, as may be applicable, shall submit final signed report (final affidavit letter), 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 PERMIT NO.:	
CONTRACTOR	Print Name:	Signature:	
TESTING & INSPECTION AGENCY	Agency Name:		
RESPONSIBLE EMPLOYEE OF THE TESTING & INSPECTION AGENCY	Print Name:	Signature:	
ARCHITECT-OF-RECORD/ STRUCTURAL ENGINEER-OF-RECORD	Print Name: & Title:	Signature:	
SOIL ENGINEER (IF APPLICABLE)	Print Name:	Signature:	
CITY OF SANTA CLARA BLDG DIVISION PLANS EXAMINER	Print Name:	Signature:	Date:

ACKNOWLEDGMENT: *I, the owner (or owner's representative), 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 letter 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. When 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.*

Owner/Representative:

Signature:

Date:

(Print Name)



<p>REINFORCING STEEL:</p> <p><input type="checkbox"/> Tensile & Bend, one set per heat per tons</p> <p><input type="checkbox"/> Inspection of Placement</p> <p><input type="checkbox"/> Inspection of Welding</p> <p>MASONRY:</p> <p>GROUT f'm = PSI</p> <p>MORTAR f'g = PSI</p> <p><input type="checkbox"/> Preliminary Acceptance Tests (Masonry Units, Wall Prisms)</p> <p><input type="checkbox"/> Subsequent Tests (Mortar, Grout, Field Wall Prisms)</p> <p><input type="checkbox"/> Inspection of Grouting</p> <p><input type="checkbox"/> Inspection of Placement</p> <p>CONCRETE, GUNITE, GROUT & MORTAR:</p> <p>Concrete: f'c = PSI Typ. U.N.O.</p> <p> f'c = PSI For</p> <table border="0"> <tr> <td>Conc.</td> <td>Gun.</td> <td>Grout</td> <td>Mortar</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Agg. 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COMPACTION AND FILL MATERIAL:</p> <p><input type="checkbox"/> Acceptance Tests</p> <p><input type="checkbox"/> Moisture-Density Determination</p> <p><input type="checkbox"/> Field Density</p> <p><input type="checkbox"/> Fill Placement & Compaction</p> <p>EARTHWORK:</p> <p><input type="checkbox"/> Grading</p> <p><input type="checkbox"/> Foundation Excavations</p> <p>PILES, CAISSONS, CAPS, TIES:</p> <p><input type="checkbox"/> Helical Pile Foundations</p> <p><input type="checkbox"/> Driven Deep Foundations</p> <p style="padding-left: 20px;"><input type="checkbox"/> Materials and Members</p> <p style="padding-left: 20px;"><input type="checkbox"/> Pile Capacity</p> <p style="padding-left: 20px;"><input type="checkbox"/> Driving Operations</p> <p style="padding-left: 20px;"><input type="checkbox"/> Pile Installation</p> <p><input type="checkbox"/> Cast-In-Place Deep Foundations</p> <p style="padding-left: 20px;"><input type="checkbox"/> Drilling Operations</p> <p style="padding-left: 20px;"><input type="checkbox"/> Pier Construction</p> <p style="padding-left: 20px;"><input type="checkbox"/> Bearing Strata</p> <p><input type="checkbox"/> Inspection of Reinforcing Placement</p> <p><input type="checkbox"/> Inspection of Concrete Placement</p> <p><input type="checkbox"/> Inspection of Concrete Batching</p> <p>FIREPROOFING:</p> <p><input type="checkbox"/> Sprayed-on Fireproofing</p> <p><input type="checkbox"/> Mastic & Intumescent Coatings</p> <p>FIRE-RESISTANT PENETRATIONS & JOINTS, TESTING FOR SMOKE CONTROL:</p> <p><input type="checkbox"/> Membrane-Penetration Firestops</p> <p><input type="checkbox"/> Through-Penetrations</p> <p><input type="checkbox"/> Fire-Resistant Joint Systems</p> <p><input type="checkbox"/> Perimeter Fire Containment Systems</p> <p><input type="checkbox"/> Smoke Control Systems</p> <p>OTHER TESTS, INSPECTIONS OR SPECIAL INSTRUCTIONS:</p> <p>STRUCTURAL OBSERVATIONS*:</p> <p><input type="checkbox"/> Foundations <input type="checkbox"/> Concrete Construction</p> <p><input type="checkbox"/> Steel Framing <input type="checkbox"/> Masonry Construction</p> <p><input type="checkbox"/> Wood Framing</p> <p>Other:</p>
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Contact Information

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