CITY OF SANTA CLARA
Building Inspection Division, 1500 Warburton Avenue, Santa Clara, CA 95050

PHONE: (408) 615-2440
FAX: (408) 241-3823

PROJECT NAME:	BUILDING CASE #:
PROJECT ADDRESS:	

SPECIAL INSPECTION AND TESTING AGREEMENT

To permit applicants of projects requiring Special Inspection and/or testing per Chapter 17 of the 2013 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 <u>and</u> 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 <u>only</u> 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 Inspection 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 Inspection 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 Inspection 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 <u>Special Inspection Record</u> (yellow card) at the jobsite for each day's inspection and provide a daily handwritten report in a format acceptable to the Building Inspection Division. This report shall remain at the jobsite with the contractor for review by the Building Inspection 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 Inspection Division's Inspector. No such work shall proceed until signed off by both the special inspector and the Building Inspection 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 Inspection 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 Inspection 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 Inspection 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[1], 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 (STDS 21-16) 1500 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 OBSERVATIONS[1]

___ _____
___ _____

[1]**Signature of E-O-R is mandatory if Structural Observation is required per UBC Sec. 1702**