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PROJECT NAME:

PERMIT #

PROJECT ADDRESS:

SPECIAL INSPECTION AND TESTING AGREEMENT

To permit applicants of projects requiring Special Inspection and/or testing per Section 1701 of the 2016 CBC/2015 IBC

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, 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 1710. A preconstruction conference with the parties involved will be held to review the special inspection requirements and procedures, unless waived by the Building Official.

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 2016 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 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 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 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	PERMIT NO:
CONTRACTOR'S NAME & SIGNATURE		
TESTING AGENCY'S NAME & SIGNATURE		
PROJECT ARCHITECT / ENGINEER-OF-RECORD		
SIGNATURE & TITLE OF PROJECT ARCHITECT / E-O-R		
SOIL ENGINEER'S NAME & SIGNATURE		
CITY OF SARATOGA 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-RECORD¹, 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.

<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>: f'm = _____ PSI,</p> <p>GROUT f'g = _____ PSI;</p> <p>MORTAR (STDS 21-16) 1500 PSI;</p> <p><input type="checkbox"/> Preliminary Acceptance Tests (Masonry Units/ Wall Prisms)</p> <p><input type="checkbox"/> Subsequent Tests (Mortar Grout/or 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> <p>f'c' = _____ PSI For _____</p> <p>Conc. Gun. Grout Mortar</p> <p>_____ Agg. Tests for Designs</p> <p>_____ Suitability of Agg.</p> <p>_____ Mix Designs</p> <p>_____ Test Panel</p> <p>_____ Batch Plant Insp.</p> <p>_____ Cement Grab Sample</p> <p>_____ Inspect Placing</p> <p>_____ Compression Tests</p> <p>_____ Cast Specimens</p> <p>_____ Pick-up Samples</p> <p>_____ Shrinkage Bars</p> <p>_____ Yield Check</p> <p>_____ Air Check</p> <p>_____ Dry Well Weight</p> <p>PRECAST CONCRETE & POST-TENSIONED CONCRETE:</p> <p><input type="checkbox"/> Reinforcing Tests</p> <p><input type="checkbox"/> Inspection of Reinforcing Placement</p> <p><input type="checkbox"/> Tendon Tests</p> <p><input type="checkbox"/> Inspection of Tendon Placement</p> <p><input type="checkbox"/> Inspection of Concrete Placement</p> <p><input type="checkbox"/> Inspection of Concrete Batching</p> <p><input type="checkbox"/> Inspection of Panel Attach. & Inserts</p> <p><input type="checkbox"/> Inspection of Panel Installation</p> <p><input type="checkbox"/> Compression Tests</p> <p><input type="checkbox"/> Inspection of Stressing/ Transfer</p> <p>PILING, CAISSONS, CAPS, TIES:</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>UNDERPINNING:</p> <p><input type="checkbox"/> Inspection of Steel Fabrication</p> <p><input type="checkbox"/> Inspection of Reinforcing & Forms</p> <p><input type="checkbox"/> Inspection of Concrete Placement</p> <p><input type="checkbox"/> Inspection of Tiebacks</p> <p>OTHER TESTS, INSPECTIONS OR SPECIAL INSTRUCTIONS</p> <p>_____</p> <p>_____</p> <p>STRUCTURAL OBSERVATIONS¹</p> <p>_____</p> <p>_____</p>	<p>ANCHOR BOLTS AND DOWELS</p> <p><input type="checkbox"/> Installation of Anchor bolts</p> <p><input type="checkbox"/> Installation of Dowels</p> <p><input type="checkbox"/> Installation and pull-out Test of Mechanical or Epoxy Bolts</p> <p>STRUCTURAL STEEL:</p> <p><input type="checkbox"/> Sample & Test (list specific members below)</p> <p><input type="checkbox"/> Shop Identification & Welding Inspection</p> <p><input type="checkbox"/> Shop Ultrasonic Inspection</p> <p><input type="checkbox"/> Shop Radiography</p> <p><input type="checkbox"/> Field Welding Inspection</p> <p><input type="checkbox"/> Field Bolting Inspection</p> <p><input type="checkbox"/> Field Ultrasonic Inspection</p> <p><input type="checkbox"/> Field Radiography</p> <p><input type="checkbox"/> Metal Deck Welding Inspection</p> <p>ASPHALTIC CONCRETE:</p> <p><input type="checkbox"/> Mix Designs</p> <p><input type="checkbox"/> Inspection of Batch Plant</p> <p><input type="checkbox"/> Core/Test</p> <p><input type="checkbox"/> Field Inspection</p> <p><input type="checkbox"/> Suitability Tests</p> <p><input type="checkbox"/> Specific Gravity</p> <p><input type="checkbox"/> Asphalt Content</p> <p><input type="checkbox"/> Sieve Analysis</p> <p><input type="checkbox"/> K Factors</p> <p><input type="checkbox"/> Stabilometer Value</p> <p><input type="checkbox"/> Swell</p> <p>INSULATING CONCRETE:</p> <p><input type="checkbox"/> Sample & Test</p> <p><input type="checkbox"/> Unit Weights</p> <p>FIREPROOFING:</p> <p><input type="checkbox"/> Inspection of Placement</p> <p><input type="checkbox"/> Density Tests</p> <p><input type="checkbox"/> Thickness Tests</p> <p><input type="checkbox"/> Inspect Batching</p> <p>ROOFING:</p> <p><input type="checkbox"/> Inspection of Placement</p> <p><input type="checkbox"/> Sample & Test</p> <p>STRUCTURAL WOOD:</p> <p><input type="checkbox"/> Inspection of Fabrication</p> <p><input type="checkbox"/> Inspection of Truss Joist Fabrication</p> <p><input type="checkbox"/> Sample & Test Components</p> <p><input type="checkbox"/> Inspection of Glu-lam Fabrication</p> <p><input type="checkbox"/> Certificate of Glu-lam Beams by AITC</p> <p>JFILL 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>EARTHWORK:</p> <p><input type="checkbox"/> Grading</p> <p><input type="checkbox"/> Foundation Excavations</p> <p>1Signature of E-O-R is mandatory if Structural Observation is required per UBC Sec. 1702</p>
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