

Planning and Development
Building & Safety Division

SPECIAL INSPECTION AND TESTING AGREEMENT

Project Name _____ Permit # _____ - _____

Project Address _____

ACKNOWLEDGMENTS

I have read and agree to comply with the terms and conditions of this agreement. For projects where there is more than one special inspection company please list below the special inspections from page 3 for each company.

Registered Design Professional in Responsible Charge: _____ (Print) By: _____ (Sign)

Phone #: _____ Date: _____

Contractor: _____ (Print) By: _____ (Sign) Date: _____

Phone #: _____

Owner: _____ (Print) By: _____ (Sign) Date: _____

Phone #: _____

Special Inspection Company/Agency #1: _____ (Print) Phone #: _____

Special Inspections: _____

Special Inspection Company/Agency #2 _____ (Print) Phone #: _____

Special Inspections: _____

Special Inspection Company/Agency #3 _____ (Print) Phone #: _____

Special Inspections: _____

ACCEPTED FOR THE BUILDING and SAFETY DIVISION:

By: _____ (Print) / _____ (Sign) Date: _____

BEFORE A PERMIT MAY BE ISSUED: The owner, or the engineer or architect of record shall complete two (2) copies of this agreement and the attached structural tests and inspections schedule, including the required acknowledgments. A preconstruction conference with the parties involved may be required to review the special inspection requirements and procedures.

APPROVAL OF SPECIAL INSPECTORS: Each special inspector shall be approved by the Building and Safety Division **prior to issuance of the building permit(s)**. Each special inspector shall submit his/her qualifications to the Building and Safety Division and is subject to a personal interview for prequalification. Submission of qualifications is not required when the agency utilizes the inspectors who are pre-approved by the City. Special inspectors shall display approved identification, as stipulated by the building division when performing the function of a special inspector.

Special inspection & testing shall meet the minimum requirement of CBC Chapter 17. The following conditions are applicable:

A. Duties and Responsibilities of the Special Inspector

1. Observe work

The special inspector shall observe the work for conformance with the Building and Safety Division approved (stamped) design drawings and specifications, and applicable workmanship provisions of the C.B.C. Architect/engineer-reviewed shop drawings and/or placing drawings may be used only as an aid to the inspection.

2. Report 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 and Safety Division by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

3. Furnish Daily Reports

On request, 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 job site with the contractor for review by the Building and Safety Division's inspector.

4. Furnish weekly reports

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

- a. Description of daily inspections and tests made with applicable locations
- b. Listing of all nonconforming items
- c. Report on how nonconforming items were resolved or unresolved as applicable; and
- d. Itemize changes authorized by the architect, engineer and Building and Safety Division if not included in nonconformance items.

5. 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.

6. Furnish Final Report

The special inspector or inspection agency shall submit a final signed report to the Building and Safety 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 C.B.C. 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.

B. Contractor Responsibilities

1. Fill out the CONTRACTOR'S STATEMENT OF RESPONSIBILITY

2. Notify the Special Inspector

The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule and as noted on the Building and Safety Division approved plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

3. Provide Access to Approved Plans

The contractor is responsible for providing the special inspector access to approved plans at the job site.

4. Retain Special Inspection Records

The contractor is also responsible for retaining at the job site all special inspection records submitted by the special inspector, and providing these records for review by the Building and Safety Division's inspector upon request.

C. Building and Safety Division Responsibilities

1. Approve Special Inspection

The Building and Safety Division shall approve all special 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 and Safety Division's inspector. His/her approval must be obtained **prior** to placement of concrete or other similar activities, in addition to that of the special inspector.

3. Issue Certificate of Occupancy

The Building and Safety Division may issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and accepted. Note: If all special inspection reports are not approved, the Building and Safety Division may withhold the Certificate of Occupancy until all discrepancies are resolved.

SUMMARY OF SPECIAL INSPECTIONS

Project Address _____ Permit # _____ - _____

The *Registered Design Professional in Responsible Charge* shall complete the following form to indicate the types of special inspection(s) required on the project. List all required project-specific special inspections from the California Building Code Chapter 17. A partial Schedule of Special Inspections is attached on the following pages. See CBC Chapter 17 for a complete list of special inspections.

Types of Work Requiring Special Inspections	List of Project-Specific Required Special Inspections
Steel Elements – Table 1704.3	
Concrete Construction – Table 1704.4	
Masonry Construction: Level 1 – Table 1704.5.1 (Level 2 – refer to CBC Table 1704.5.3)	
Retrofit of Unreinforced Masonry Buildings (URM)	
Wood Construction – Sections 1704.6 and 1707.3	
Cold-formed steel light-frame construction – Section 1707.4	
Soils – Table 1704.7	
Driven Deep (Pile) Foundations – Table 1704.8	
Cast-in-place Deep (Pier) Foundations – Table 1704.9	
Sprayed Fire-Resistant Materials – Section 1704.12	
Mastic and Intumescent Coatings – Section 1704.13	
Exterior Insulation and Finish Systems (EIFS) – Section 1704.14	
Smoke Control System – Section 1704.16	
Bolts Installed in Existing Masonry or Concrete per approved listings	
Wind Resistance – Section 1706	
Seismic Resistance – Section 1707	
Testing for Seismic Resistance – Section 1708	
Special Cases – Section 1704.15 (e.g. green roof membrane testing, cross-contamination testing of alternate plumbing systems, other tests or instructions as required)	

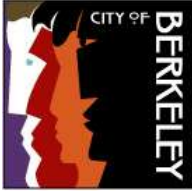
SCHEDULE OF SPECIAL INSPECTIONS

Verification and Inspection	Cont	Periodic
Inspect Fabricator's Fabrication and Quality Control Procedures (1704.2)		
Steel Construction (Table 1704.3)		
1. Material verification of high-strength bolts, nuts and washers.		
a. Identification markings to conform to ASTM standards specified in the approved construction documents.		X
b. Manufacturer's certificate of compliance required.		X
2. Inspection of high-strength bolting:		
a. Snug-tight joints		X
b. Slip-critical connections	X	X
3. Material verification of structural steel:		
a. Identification markings to conform to AISC 360		X
b. For other steel, identification markings to conform to ASTM standards specified in the approved construction documents		X
b. Manufacturer's certified test reports		X
4. Material verification of weld filler materials:		
a. Identification markings to conform to AWS specification in the approved construction documents.		
b. Manufacturer's certificate of compliance required.		X
5. Inspection of welding:		X
a. Structural steel and cold-formed steel deck:		
1. Complete and partial joint penetration groove welds.	X	
2. Multi-pass fillet welds.	X	
3. Single-pass fillet welds > 5/16"	X	
4. Plug and slot welds	X	
5. Single-pass fillet welds ≤ 5/16"		
6. Floor and roof deck welds.		X
b. Reinforcing steel		
1. Verification of weldability of reinforcing steel other than ASTM A 706		X
2. Reinforcing steel resisting flexural and axial forces in intermediate and special moment frames, and boundary elements of special structural walls of concrete and shear reinforcement.	X	
3. Shear reinforcement	X	
4. Other reinforcing steel		X
6. Inspection of steel frame joint details for compliance:		
a. Details such as bracing and stiffening.		X
b. Member locations.		X
c. Applications of joint details at each connection.		X
Concrete Construction (Table 1704.4)		
1. Inspection of reinforcing steel, including pre-stressing tendons, and placement.		X
2. Inspection of reinforcing steel welding in accordance with Table 1704.3, Item 5b.		
3. Inspect bolts to be installed in concrete prior to and during placement of concrete where allowable loads have been increased or where strength design is used.	X	
4. Inspection of anchors installed in hardened concrete		X
5. Verifying use of required design mix.		X
6. At time fresh concrete is sampled, to fabricate specimens for strength tests, perform slump and air content tests and determine the temperature of the concrete.	X	
7. Inspection of concrete and shotcrete placement for proper application techniques.	X	
8. Inspection for maintenance of specified curing temperature and techniques.		X
9. Inspection of prestressed concrete.		
a. Application of prestressing forces.	X	
b. Grouting of bonded prestressing tendons in the seismic-force-resisting system.	X	
10. Erection of precast concrete members.		X
11. Verification of in-situ concrete strength, prior to stressing of tendons in post-tensioned concrete and prior to removal of shores and forms from beams and structural slabs.		X
12. Inspect formwork for shape, location, and dimensions of the concrete member being formed.		X

Verification and Inspection	Cont	Periodic
Masonry Construction Level 1 (Table 1704.5.1)		
1. Compliance with required inspection provisions of the construction documents and the approved submittals shall be verified.		X
2. Verification of f'm and f'aac prior to construction except where specifically exempted by this code		X
		X
3. Verification of slump flow and VSI as delivered to the site for self-consolidating grout		
4. As masonry construction begins, the following shall be verified to ensure compliance		
a. Proportions of site-prepared mortar		X
d. Construction of mortar joints		X
e. Placement of reinforcement, connectors, pre-stressing tendons, and anchorages.		X
f. Prestressing technique.		X
g. Grade and size of prestressing tendons and anchorages.		X
5. During construction the inspection program shall verify:		
a. Size and location of structural elements.		X
b. Type, size, and location of anchors, including other details of anchorage of masonry to structural members, frames or other construction.		X
c. Specified size, grade, and type of reinforcement, anchor bolts, prestressing tendons and anchorages		X
d. Welding of reinforcing bars.	X	
e. Preparation, construction, and protection of masonry during cold weather (temperature below 40 degrees F) or hot weather (temperature above 90 degrees F)		X
f. Application and measurement of prestressing force.		X
6. Prior to grouting verify the following to verify compliance.		
a. Grout space is clean.		X
b. Placement of reinforcement and connectors and pre-stressing tendons and anchorages.		X
c. Proportions of site-prepared grout and pre-stressing grout for bonded tendons.		X
d. Construction of mortar joints.		
7. Grout placement shall be verified to ensure compliance:		
a. Grouting of prestressing bonded tendons.	X	
8. Preparation of required grout specimens, mortar specimens, and/or prisms shall be observed.		X
Retrofit of Unreinforced Masonry Bearing Wall Buildings (1704.5)		
1. During the testing or mortar quality and performance of masonry shear tests.	X	
2. During repointing operations	X	
3. During the installation of new shear bolts.	X	
4. Prior to the placement of the bolt and grout or adhesive for embedded bolts.	X	
5. Prequalification tests for embedded bolts.	X	
Wood Construction (1704.6)		
1. Prefabricated wood structural elements and assemblies in accordance with Section 1704.2		
2. Plywood sheathed floor and roof diaphragms, including nailing, bolting, anchoring, and other fastening of components such as drag struts and braces, where the fastener spacing of the of the diaphragm sheathing is 4 inches or less.(1707.3). The registered design professional in responsible charge is allowed to perform these inspections.		X
3. Plywood sheathed shear walls, including nailing, bolting, anchoring, and other fastening of components such as hold-downs and braces where the fastener spacing of the of the sheathing is 4 inches or less. (1707.3). The registered design professional in responsible charge is allowed to perform these inspections.		X
4. Field gluing operations of elements of the seismic-force-resisting system.(1707.3)	X	
Cold-Formed Steel Construction (1707.4)		
1. Welding of elements of the seismic-force-resisting system.		X
2. Inspection of screw attachments, bolting, anchoring, and other fastening of components within the seismic-force-resisting system, including shear walls, braces, diaphragms, collectors (drag struts) and holdowns.		X

Verification and Inspection	Cont	Periodic
Soils (Table 1704.7) (May be performed by geotechnical/soils engineer)		
1. Verify materials below shallow foundations are adequate to achieve the desired design capacity.		X
2. Verify excavations are extended to proper depth and have reached proper material.		X
3. Perform classification and testing of compacted fill materials.		X
4. Verify use of proper materials, densities and lift thickness during placement and compaction of controlled fill.	X	
5. Prior to placement of controlled fill, observe subgrade and verify that site has been prepared properly.		X
Driven Deep (Pile) Foundations (Table 1704.8)		
1. Verify pile materials, sizes and lengths comply with the requirements.	X	
2. Determine capacities of test piles and conduct additional load tests, as required.	X	
3. Observe driving operations and maintain complete and accurate records for each pile.	X	
4. Verify locations of piles and their plumbness.	X	
a. Confirm type and size of hammer.		
b. Record number of blows per foot of penetration.		
c. Determine required penetrations to achieve design capacity.		
d. Record tip and butt elevations and record any pile damage.		
5. For steel piles, perform additional inspections in accordance with Section 1704.3.		
6. For concrete piles and concrete-filled piles, perform additional inspections in accordance with Section 1704.4.		
7. For specialty piles, perform additional inspections as determined by the registered design professional in responsible charge.		
8. For helical pile foundations in accordance with Section 1704.10	X	
Cast-in place (Pier) Foundations (1704.9)		
1. Observe drilling operations and maintain complete and accurate records for each pier.	X	
2. Verify locations of piers and their plumbness. Confirm:	X	
a. Pier diameters,		
b. Bell diameters (if applicable),		
c. Lengths, embedment into bedrock (if applicable),		
d. Adequate end-bearing strata capacity.		
3. For concrete elements, perform additional inspections in accordance with Section 1704.4.		
Spray-Applied Fire-Resistant Materials (1704.12)		
1. Structural member surface conditions. (1704.12.2) Note: Before application of the sprayed fire-resistant material.		X
2. Verify minimum ambient temperature (1704.12.3) Note: Before and after application.		X
3. Verify ventilation of area. (1704.12.3) Note: During and after application.		X
4. Measure average thickness. (1704.12.4) Note: Thickness shall be determined in accordance with ASTM E605		
5. Verify density of material. (1704.12.5) Note: Density shall be determined in accordance with ASTM E605		
6. Test cohesive/adhesive bond strength (1704.12.6) Note: Cohesive/adhesive bond strength shall be in accordance with the field test specified in ASTM E736		
Mastic and Intumescent Fire-Resistant Coating. (1704.13)		
Note: Special Inspection for mastic and intumescent fire-resistant coatings applied to structural elements and decks shall be in accordance with AWC 12-B		
Exterior Insulation and Finish Systems (EIFS). (1707.14) (Refer to CBC Section 1704.14 for exceptions)		

Verification and Inspection	Cont	Periodic
Special Cases (1704.15)		
1. Construction materials and systems that are alternatives to materials and systems prescribed by this code (list):		
2. Unusual design applications of materials described in this code (list):		
3. Materials and systems required to be installed in accordance with additional manufacturer's instructions that prescribe requirements not contained in this code or in standards referenced by this code (list):		
4. Other (list):		
Smoke Control System (1704.16) Note: Smoke control systems shall be tested during erection of ductwork and prior to Concealment; and prior to occupancy and after sufficient completion.	X	
Bolts Installed in Existing Masonry or Concrete Note: No special inspection is required if demand values are less than one-half of allowable values per ICC ES Evaluation Reports or other approved listings.	X	
Seismic-force-resisting-systems (1707)		
1. Heating, ventilating and air-conditioning (H VAC) ductwork containing hazardous materials and anchorage of such ductwork. (1707.7, item 4).		X
2. Piping systems and mechanical units containing flammable, combustible or highly toxic materials.(1707, item 3)		X
3. Anchorage of electrical equipment used for emergency or standby power systems. (1707.7, item1)		X
4. Anchorage of electrical equipment. (1707, item 2)		X
5. Exterior wall panels and veneer weighing more than 5 lbs. (1707.6)		
6. Suspended ceiling systems and their anchorage		
7. Access floors and their anchorage. (1707.5)		
7. Steel storage racks and their anchorage, where the importance factor is equal to 1.5 in accordance with Section 15.5.3 of ASCE 7, or 8 feet or greater in height. (1707.5)		X
Designated Seismic System Verifications. (1707.1)		X
Seismic isolation system. (1707.9)		X



Planning & Development
Building and Safety Division

Project Title: _____ Permit #: _____ - _____
Project Address: _____

CONTRACTOR’S STATEMENT OF RESPONSIBILITY

Per Section 1709 of the 2010 California Building Code, the contractor responsible for the construction of a main wind or seismic force resisting system, designated seismic system or a wind or seismic resisting component listed in the statement of special inspections (special inspection agreement and schedule and as noted on the approved plans) shall submit a written statement of responsibility to the Building Official and the owner prior to the commencement of work on the system or component.

To comply with the requirements of Section 1709, the contractor acknowledges the following:

1. The contractor is aware of the special requirements contained in the statement of special inspections (special inspection agreement and schedule and as noted on the approved plans).
2. Control will be exercised to obtain conformance with the construction documents approved by the City of Berkeley Building Official.
3. The contractor has procedures for exercising control within the contractor’s organization, the method and frequency of reporting, and the distribution of the reports.

Provide a brief description of the procedure:

4. The contractor has the qualified personnel to exercise such control.

Specify the name (s) of the person (s) exercising such control and a brief description of their qualifications.

ACKNOWLEDGEMENT:

Contractor:
Print: _____ Sign: _____ Date: _____

SPECIAL INSPECTOR DAILY REPORT

SI Agency: _____ Date: _____

Project Name/Address: _____

Inspection Type(s)/Coverage: _____
[] Continuous [] Periodic

Time Beginning Inspection: _____ Time Ending Inspection: _____

Describe Inspections Made, Including Locations: _____

List Tests 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 the building department approved designed drawings, specifications and applicable workmanship provision of the CBC except as noted above.

Signed: _____ Date: _____

Print Full Name: _____ I.D. Number: _____

(This report to remain at jobsite with the contractor for review by the Building & Safety Division inspector upon request.)

SPECIAL INSPECTOR WEEKLY REPORT

City of _____ for (date) _____

Project Name/Address: _____

Inspection Type(s)/Coverage: _____
[] Continuous [] Periodic

Describe Inspections Made, Including Locations: _____

List Tests Made: _____

Total Inspection Time Each Day:

Date							
Hours							

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 the building department approved designed drawings, specifications and applicable workmanship provisions of the CBC except as noted above.

Signed: _____ Date: _____

Print Full Name: _____ I.D. Number: _____

(This form to be distributed weekly by the Special Inspection Agency of record.)

cc: Building Department
Engineer/Architect
Owner

SPECIAL INSPECTOR FINAL REPORT

Date: _____

To City or County of: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Attention: _____

Re: Final Project Report

Project Name: _____

Address: _____

To whom it may concern:

This is to certify that I performed special inspection on the following portions of the work at the above address which required continuous inspection, and which I was employed to inspect:

Based upon my personal observation and written reports of this work, it is my judgment that the inspected work was performed, to the best of my knowledge, in accordance with the approved plans, specifications, and the applicable workmanship provisions of the California Building Code.

Very truly yours,

(Special Inspector's Signature)

Date

Print Full Name

ID Number

cc: Client/Owner
Architect/Engineer
Building & Safety Division