



City of Foster City

610 Foster City Blvd., Foster City, CA 94404
(650) 286-3225 - FAX (650) 286-3589

SPECIAL INSPECTION AND TESTING AGREEMENT

Permit applicants or projects requiring special inspection and/or testing per Section 1701 of the California Building Code (C.B.C.):

Project Name/Address: _____ **Permit #:** _____

BEFORE A PERMIT CAN BE ISSUED: The owner, the engineer or the architect of record acting as the owner’s agent, shall complete two (2) copies of this agreement and the Attached Structural Tests and Inspection Schedule including the required acknowledgements. 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 Division prior to performing any duties. Each Special Inspector shall submit his/her qualifications to the Building Division and is subject to a personal interview for pre-qualification. Special Inspectors shall display approved identification, as stipulated by the Building Division, when performing the function of a Special Inspector.

Special inspection and testing shall meet the minimum requirement of C.B.C. Section 1701. The following conditions are also applicable:

A. Duties and Responsibilities of the Special Inspector:

1. Observe work

The Special Inspector shall observe the work for conformance with the Building 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 inspection.

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, if any, must have prior approval by the Building Division based on a separate written plan reviewed and approved by the Building Division and the project engineer or architect.

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 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 and the daily report form for each day’s inspections to remain at the job site with the contractor for review by the Building Division’s inspector.

4. Furnish Weekly Reports

The Special Inspector or inspection agency shall furnish weekly reports of test and inspection directly to the Building 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. Itemized changes authorized by the architect, engineer and Building Division if not included in non-conformance items.

5. Furnish Final Report

The Special Inspector or inspection agency shall 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/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 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. 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 Division approved plans. Adequate notice will be provided so that the Special Inspector has time to become familiar with the project.

2. Provide Access to Approved Plans

The contractor is responsible for providing the Special Inspector access to approved plans at the job site.

3. 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 Division's inspector upon request,

C. Building Division Responsibilities:

1. Approve Special Inspection

The Building Division will approve all Special Inspectors and special inspection requirements.

2. Monitor Special Inspections

Work requiring special inspection and the performance of Special Inspectors will be monitored by the Building 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 Division may issue a Certificate of Occupancy after all special reports and the final report have been submitted and accepted.

ACKNOWLEDGMENTS

I have read and agree to comply with the terms and conditions of this agreement.

Owner: _____ By: _____ Date: _____

Contractor: _____ By: _____ Date: _____

Special Inspector: _____ By: _____ Date: _____

Project Engineer/Architect: _____ By: _____ Date: _____

ACCEPTED FOR THE BUILDING DIVISION:

By: _____ Date: _____



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Special Inspector's Requirements

Welcome to Foster City. During the time that you are working in Foster City it will be expected that you comply with the following requirements for Special Inspectors.

- **Daily Reports** - Daily reports shall be submitted to the Building Inspector on a weekly basis.

Relevant RFI numbers shall be noted on daily reports.

- **Non-compliance Items** - Non-compliance items shall be listed and checked off as they are corrected.
- **Marking** - All bolts which have been proof-loaded or torque tested all UT and VT weldments or any other pertinent items shall be prominently marked with paint or other means.
- **Communication** - Active communication with Building Inspectors is essential. If the Special Inspector has any problem with materials on the job, immediate communication of their concerns by phone call is important. For example: If the slump on a concrete load does not conform to specifications and the contractor refuses to send the load back, an immediate phone call to the Building Division is appropriate.

It is our intention to develop a good working relationship with all Special Inspectors in order to build quality projects and eliminate end of job discrepancies in Foster City.

City of Foster City
COMMUNITY DEVELOPMENT DEPARTMENT
Building Inspection Division
SPECIAL INSPECTION FORM
(See California Building Code, Section 1701)

Project Name: _____
Project Address: _____

Permit Number: _____
Testing Agency: _____
Special Inspector: _____

I hereby certify that the Testing/Inspection Agency named above has been engaged to perform structural tests and inspections during construction, as check below, to satisfy all applicable portions of the Building Code.

REINFORCED CONCRETE, GUNITE, GROUT AND MORTAR:
Concrete Gunite Grout Mortar

				Aggregate Tests
				Suitability of Aggregate
				Reinforcing Tests
				Mix Designs
				Reinforcing Placement
				Batch Plant Placement
				Inspect Placing
				Cast Samples
				Pick-up Samples
				Compression Tests
				Test Panel
				Yield Check
				Air Check
				Dry Unit Weight
				Shrinkage Bars

PRECAST/PRESTRESSED CONCRETE:
Piles Post-tens Pre-tens Cladding

				Aggregate Tests
				Reinforcing Tests
				Tendon Tests
				Mix Designs
				Reinforcing Placement
				Batch Plant Inspection
				Inspect Placement
				Concrete Batching
				Concrete Placement
				Installation Inspection
				Cast Samples
				Pick-up Samples
				Steel Fabrication
				Tiebacks
				Compression Tests

MASONRY:

- Special Inspection Stresses Used
- Preliminary Acceptance Tests (Masonry Units, Wall Prisms)
- Subsequent Tests (Mortar, Grout Field Wall Prisms)
- Placement Inspection of Units

ADDITIONAL INSTRUCTIONS OR OTHER TESTS & INSPECTIONS:

Form completed by: _____
Telephone Number: _____

Title: _____
Date: _____

STRUCTURAL STEEL/WELDING:
Sample & Test (list specific members below)
Shop Material Identification
Welding Inspection
 Shop Field
Ultrasonic Inspection
 Shop Field
High-strength Bolting
 Shop Field
Metal Deck Welding Inspection
Reinforcing Steel Welding Inspection
Metal Stud Welding Inspection
Concrete Insert Welding Inspection

FIREPROOFING:
Placement Inspection
Density Tests
Thickness Tests
Inspection Batching

INSULATING CONCRETE:
Sample and Test
Placement Inspection
Unit Weights

FILL MATERIAL:
Acceptance Tests
Placement Inspection
Field Density

STRUCTURAL WOOD:
Shear Wall Nailing Inspection
Inspection of Glu-lam Fabrication
Inspection of Truss Joist Fabrication
Sample and Test Components