



Special Inspection, Structural Observation and Testing Agreement

To Building Permit Applicant(s) for projects requiring special inspection and/or testing per Chapter 17 of the 2022 California Building Code:

Project Name: _____

Project Address: _____

APN: _____

Application/Permit No.: _____

Owner's Name: _____

Before a permit can be issued

If special inspection and/or structural observation are required, the owner, engineer or architect of record acting as the owner's agent shall read and be familiar with this policy and complete one (1) copy of the Special Inspection, Structural Observation and Testing Agreement. The completed agreement shall become a part of the approved construction documents. A pre-construction meeting may be required prior to the permit being issued. A copy of this Special Inspection, Structural Observation and Testing Agreement will be attached to the approved plan set.

Approval of Special Inspector

Each special inspection agency, testing facility, and special inspector shall be recognized by the Building Official prior to performing any duties. Each special inspection agency must submit to the Building Official, a company profile including resumes of all employees, their certifications, and a list of the type of work for which recognition is requested. Special inspectors shall carry approved identification when performing the functions of a special inspector. Identification cards shall follow the criteria set by the California Council of Testing and Inspection Agencies. No personnel changes shall be made without first obtaining the approval of the Building Official. Any unauthorized personnel changes may result in a "Stop Work Order" and possible permit revocation.

Approved Fabricators

Each fabricator shall be approved by the Building Official. Qualifications of approved fabricators shall be in compliance with 1704.2.5.1 of the California Building Code, 2022 edition. The approved fabricator shall submit a Certificate of Compliance that the work was performed in accordance with the approved plans and specification to the Building Official and the engineer or architect of record. *Note: Fabricator approval may be revoked by the Building Official for just cause.*

Structural Observation

The engineer or architect of record shall provide structural observation per Section 1704.6 of the California Building Code, when required by the Building Official or engineer or architect of record. This requirement and frequency of observation shall be put forth in the Statement of Structural Observation (SSO) prepared by the design professional or as determined by the Building Official prior to permit issuance.

In accordance with the Section 110 and the structural observation requirements of Section 1704.6 of the California Building Code, the Building Official may require that the architect or engineer of record attend a preconstruction meeting prior to the commencement of work. When structural observation is required by the Building Official, the engineer or architect of record shall periodically perform visual observation on the project, as outlined in the SSO, for general conformance to the approved construction documents. The minimum observations are: at foundation stage, at shearwalls /diaphragms stage, and at final framing stage. Additional observations may be required as the result of deficiencies or corrective actions or special circumstances as agreed upon in the pre-permit stage of the project. Any observed deficiencies or changes to the approved plans must be brought to the attention of the Building Official as soon as possible, and no more than three (3) working days or before subsequent inspections. This observation is in addition to other required special inspections and is not intended as a substitution of other required inspections. At the conclusion of work included in the permit, the structural observer shall submit to the building official a written statement that the site visits have been made and identify any reported deficiencies that, to the best of the structural observer's knowledge, have not been resolved.

Special Inspection and Testing: General

Special Inspection and Testing shall meet the minimum requirements of the California Building Code, Chapter 17. The following conditions are also applicable:

Duties and responsibilities of the Special Inspector and/or Architect or Engineer of Record – Limit of Authority:
The Special Inspector and/or Architect or Engineer of record is NOT AUTHORIZED to do any of the following:

1. To inspect or approve any work for which the building permit has not been issued.
2. Direct any work to commence before the Foster City Building Inspection Division has completed its inspection. Deviations from this procedure must be requested in writing from the Building Official. Exception: Prefabrication components per Section 1704 of the California Building Code.
3. To inspect or approve any work other than that for which they are specifically certified.
4. To approve alternative materials, structural changes, or revisions to plans without prior approval of the Building Official.

Contractor Responsibilities

- A. **Quality control and Code Compliance:** The contractor is primarily responsible for quality of the work performed and compliance with code requirements.
- B. **Inspector notification:** The contractor shall notify the special inspector at least 24 hours prior to performing any work that requires special inspection and shall provide sufficient lead time for the special inspector at the job site to review the construction documents and perform preparatory work.

- C. **Provide access to plans:** The contractor is responsible for providing the special inspector access to the City approved plans and specifications at the job site.
- D. **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 Inspector upon request.
- E. **Inspection and approval of work:** The contractor shall not perform any work that requires special inspection without the presence of the inspector(s) during the performance of that work. Work performed without special inspection is to be removed.
- F. **Final Inspection:** The final inspection may not be scheduled until all reports documenting the special inspection work have been submitted and approved by the Building Official.
- G. **Building Division Inspection Section Approval:** Approval of work by the special inspector does not relieve the contractor from obtaining Building Division Inspection Section approval for inspections required per Section 110 of the California Building Code.

Owner's Responsibilities

- A. **Special Inspector Employment:** The owner or their agents shall employ a sufficient number of qualified special inspectors to assure inspection without hindering the quality assurance of the work.
- B. **Inspection Continuity:** It is recommended that the owner employ the same special inspection agencies throughout the job to assure continuity. All substitutions of special inspection agencies must have prior approval of the Building Official.
- C. **Final Report:** The owner or their agents are responsible for submittal of a final signed report before a final building inspection can be scheduled, per Section 1704 of the California Building Code.
- D. **Preconstruction Meeting:** If required by the Building Official, the owner, contractor, architect, or engineer of record agrees to attend a preconstruction meeting with a representative of the Special Inspection Section(s) prior to permit issuance. The meeting is to be arranged and scheduled per mutual agreement by the contractor.

Architect or Engineer of Record Responsibilities

- A. Identify all construction elements that require Special Inspection prior to permit issuance.
- B. Provide a Statement of Special Inspection (SSI) outlining the required special inspections as required under section 1704.3 of the 2022 CBC. Provide a Statement of Structural Observation (SSO) if required by the Architect or Engineer of Record.

Special Inspection Tasks

1. Observing work

The special Inspector shall observe the work assigned for conformance to the approved design drawings and specifications and the applicable workmanship provisions of the Code. Architect or Engineer reviewed shop drawings may be used only as an aid to inspection. All discrepancies shall be brought to the immediate attention of the contractor for correction, then, if uncorrected, to the proper design authority and to the Building Official. California Building Code Section 202 states that **Continuous Special Inspection** means that the special inspector is on site at all times observing the work requiring special inspection. California Building Code Section 202, **Periodic Special Inspection** means that some inspections may be made on a periodic basis and satisfy the requirements of continuous inspection, provided this periodic inspection schedule is performed as outlined in the project plans and specifications and approved by the Building Official.

2. Reporting non-conforming items

The special inspector, shall bring non-conformance 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 Official by telephone or in person, and notify the engineer or architect of record. Any work performed by the contractor or subcontractors following notification by the special inspector is “at risk” and will require subsequent approval by the Building Official.

3. Furnishing daily reports

Each special inspector shall complete and sign the daily report form for each day’s inspection. These records are to remain at the job site with the contractor for review by the Building Official. Additionally, the special inspector shall complete a “Special Inspection Record” form each time the special inspector visits the job-site and conducts an inspection. This Special Inspection Record shall include information regarding: Inspection type, name of special inspector, identification number, date, notes, and arrival/departure times.

4. Furnishing weekly reports (As needed on larger projects)

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

- A. A description of daily inspections and tests made with applicable locations;
- B. A listing of all non-conforming items;
- C. A report of how non-conforming items were resolved or unresolved as applicable.

5. Furnishing final report

The special inspector or quality control firm shall submit a signed final report to the Building Official, pursuant to Section 1704. Items 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. Any unresolved items must be approved by the Building Official. The

report must be signed and stamped by appropriate professional(s), licensed by the State of California. Final inspection of the structure will not be scheduled until the final report has been reviewed and approved by the Building Official.

Mark all Special Inspections that apply to this project

Item #	Type of Special Inspection	2022 CBC Section	Required (x)	Continuous (x)	Periodic (x)
1	Special Cases as notes in SSI	1705.1.1			
2	Steel Construction	1705.2			
	a. Shop Welding				
	b. Field Welding				
	c. High Strength Bolting				
	d. Shop Materials Identification				
	e. Other as noted in SSI				
3	Concrete Construction	1705.3			
	a. Post installed anchors				
	b. Compression Test				
	c. Mix Designs				
	d. Reinforcing Placement				
	e. Tendon Tests				
	f. Stressing Inspection				
	g. Other as notes in SSI				
4	Masonry Construction	1705.4			
	a. Preliminary Acceptance Test (Masonry Units, Wall Prisms)				
	b. Subsequent Tests (Mortar, Grout, Flood Wall Prisms)				
	c. Placement inspections of units				
	d. Reinforcement placement				
	e. Other as notes in SSI				
5	Wood Construction	1705.5			
	a. High Load Diaphragms				
	b. Trusses with heights greater than 60"				
	c. Trusses spanning 60" or more				
	d. Other as notes in SSI				
	e. Trusses Exempt under Exemptions 1, 2 or 3				
6	Soils	1705.6			
	a. Material below foundation meets bearing capacity				
	b. Verify placement of fill material				
	c. Compaction Test				

	d. Other as notes in SSI			
7	Driven Deep Foundations	1705.7		
	a. Verify Materials			
	b. Inspect driving operation			
	c. Verify installation process			
	d. Verify placement			
	e. Other as notes in SSI			
8	Cast-in-place Deep Foundations	1705.8		
	a. Verify hole size			
	b. Inspection drilling operation			
	c. Verify placement			
	d. Other as notes in SSI			
9	Helical Pile Foundations	1705.9		
	a. Inspection drilling operation			
	b. Verify installation process			
	c. Verify placement			
	d. Other as notes in SSI			
10	Fabrication Items	1705.10		
	a. Inspection of the shop			
	b. Other as notes in SSI			
11	Wind Resistance	1705.11		
	a. Structural wood	1705.11.1		
	b. Cold-formed steel light framed const.	1705.11.2		
	c. Other as notes in SSI			
	d. Exempt under exemptions 1,2 or 3	1704.2		
12	Seismic Resistance	1705.12		
	a. Structural steel	1705.12.1		
	b. Structural wood	1705.12.2		
	c. Cold-formed steel light framed const.	1705.12.3		
	d. Designated seismic systems	1705.12.4		
	e. Architectural components	1705.12.5		
	f. Plumbing, mech. and elec. components	1705.12.6		
	g. Storage racks	1705.12.7		
	h. Seismic isolation systems	1705.12.8		
	i. Cold-formed steel special bolted moment frames	1705.12.9		
	j. Other as notes in SSI			
	k. Exempt under exemptions 1,2 or 3	1704.2		

13	Testing for Seismic Resistance	1705.13				
	a. Structural steel	1705.13.1				
	b. Nonstructural components	1705.13.2				
	c. Designates seismic systems	1705.13.3				
	d. Seismic isolation systems	1705.13.4				
	e. Other as notes in SSI					
	f. Exempt under exemptions 1,2 or 3	1704.2				
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14	Sprayed Fire-resistant Materials	1705.14				
	a. Placement inspection					
	b. Density tests					
	c. Thickness tests					
	d. Inspect batching					
	e. Other as notes in SSI					
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15	Other as notes in SSI		<table border="1" style="width: 100%; height: 100%;"><tr><td> </td><td> </td><td> </td></tr></table>			
16	Structural observation	1704.6				
	a. Overall observation	1704.6.1				
	b. For seismic resistance	1704.6.2				
	c. For wind resistance	1705.6.3				
	d. Other as notes in SSO					
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17	Other as noted in SSO		<table border="1" style="width: 100%; height: 100%;"><tr><td> </td><td> </td><td> </td></tr></table>			

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

_____	_____	_____
Owner (print)	Signature	Date

_____	_____
Contractor (print)	Signature
_____	_____
License No.	Date

_____	_____
Architect or Engineer of Record (print)	Signature
The SSI/SSO is located on Sheet _____ of the drawings.	

_____	_____
Geotechnical Engineer (print)	Signature
_____	_____
License No.	Date

_____	_____
Fabricator (print)	Signature
_____	_____
ICC Approval No.	Date

_____	_____	_____	_____
Special Inspection Agency	ICC No. or License No.	Inspection Item No.	Date

_____	_____	_____	_____
Special Inspection Agency	ICC No. or License No.	Inspection Item No.	Date

_____	_____	_____	_____
Special Inspection Agency	ICC No. or License No.	Inspection Item No.	Date

_____	_____	_____
Form Completed by (print)	Signature	Date