



City of Livingston Building and Inspection Department

1416 C Street  
 Livingston, CA 95334  
 Phone (209) 394-8041 ext 124  
 Fax (209) 394-8067

## **SPECIAL INSPECTION AND TESTING AGREEMENT**

To Building Permit Applicants for projects requiring special inspections and/or testing per CBC Chapter 17; or when allowed, special inspections approved in lieu of City of Livingston Building Inspection Department required inspections.

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Building Permit No: \_\_\_\_\_

### **1. Before a permit can be issued**

If special inspection is required, the owner, or the engineer or architect of record acting as the owner's agent, shall read and be familiar with this policy and complete two (2) copies of the Special Inspection and testing Acknowledgement form. The completed form shall become a part of the approved construction documents. A preconstruction meeting may be required prior to the permit being issued. A copy of this policy, the Special Inspection and Testing Acknowledgement form and the Special Inspection Procedure form will be attached to the approved plan set.

### **2. Approval of Special Inspector**

Each special inspection agency, testing facility, and special inspector shall be recognized by the Building Official prior to performing and 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 types 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 approval of the Building Official. Any unauthorized personnel changes may result in a "Stop Work Order" and possible permit revocation.

### **3. Approved Fabricators**

Each fabricator shall be approved by the Building Official. Qualifications of approved fabricators shall be in compliance per Chapter 17 of the CBC. 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.

#### **4. Structural Observation**

In addition to or in lieu of other special inspection requirements, the engineer or architect of record shall provide structural observation per CBC Section 1710 when required by the Building Official. This requirement and frequency of inspection shall be determined prior to permit issuance, at the time of the pre-construction meeting, or during construction if the Building Official deems structural compliance with the approved plans cannot be reasonably assured without special inspection.

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 and work for which the building permit is issued;
2. Direct any work to commence before the Building and Safety 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.

#### **5. Observe 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/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 1702 states that Continuous Special Inspection means that the special inspector is on site at all times observing the work requiring special inspection. CBC 1702, Periodic Special Inspections means that some inspections are made on a periodic basis and satisfy the requirements of continuous inspections, provided this periodic inspection schedule is performed as outlined in the project plans and specifications and approved by the Building Official.

#### **6. Report Nonconforming Items**

The special inspector, or architect or engineer of record, shall bring nonconformance items to the immediate attention of the contractor and major discrepancies shall be reported to the Building Official immediately, 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. 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.

## 7. Furnish Daily Reports

Each special inspector shall complete and sign the daily report form for each day's inspections. These records are to remain at the job site with the contractor for review by the Building Official. Additionally, the special inspector shall complete the "Special Inspection Record" attached to the job card and each time the special inspector visits the jobsite and makes an inspection. This special inspection record includes information regarding: Inspection type, name of the inspector, identification number, date, notes, and arrival/departure times.

## 8. Furnish Weekly Reports

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

- (1) Copies of all daily inspection reports and test made with applicable locations;
- (2) A listing of nonconforming items;
- (3) A report of how nonconforming items were resolved or unresolved as applicable.

## 9. Furnish 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 the inspection coverage (i.e. missed inspections, periodic inspections when continuous inspections 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 the appropriate professional, 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.

## 10. Contractor Responsibilities

- a) **Quality control and Code Compliance.** The contractor is primarily responsible for the 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 approve 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 Official 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 this special inspection work have been submitted and approved by the Building Official.
- g) **Construction Inspection Section Approval.** Approval of work by the special inspector does not relieve the contractor from obtaining City of Livingston Building Inspection Department approval for inspections required per Section 110 of the CBC.

## **11. Owner Responsibilities**

- a) **Special Inspector Employment.** The owner or their agents shall employ 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 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 final inspection can be scheduled, per Section 1704 of the CBC.
- 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 City of Livingston Building Inspection Department prior to permit issuance. The meeting is to be arranged and scheduled per mutual agreement by the contractor.

## **12. Architect or Engineer of Record Responsibilities.**

- a) Responsible to identify all construction methods that require special inspections prior to permit issuance.
- b) In accordance with Section 110 and the structural observation requirements of Section 1710 of the CBC, the City 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 structural observation of the project (a minimum of three observations) to certify that the structure is constructed in accordance with the CBC. The minimum observations are: foundation, structural, frame and final. 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 48 hours and prior to any subsequent inspections. This observation is in addition to other required special inspections and is not intended as a substitution of other required inspections. A final report similar to the items listed is to be submitted to the Building Official.

**I have read and agreed to comply with the conditions of this agreement.**

\_\_\_\_\_

Owner

\_\_\_\_\_

Date

\_\_\_\_\_

Contractor

\_\_\_\_\_

Date

\_\_\_\_\_

Contractor License Number

\_\_\_\_\_

Special Inspection Agency

\_\_\_\_\_

Date

\_\_\_\_\_

Staff Engineer License No.

\_\_\_\_\_

Fabricator

\_\_\_\_\_

Date

\_\_\_\_\_

I.C.C Approval Number

\_\_\_\_\_  
Geotechnical Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Architect or Engineer of Record

\_\_\_\_\_  
Date

\_\_\_\_\_  
License Number

**OFFICE USE ONLY**

Accepted for the Building Division

By: \_\_\_\_\_

\_\_\_\_\_  
Date

**COMPLETE ALL AREAS BELOW THAT ARE APPLICABLE TO YOUR PROJECT**

**Reinforced Concrete, Gunite, Grout and Mortar**

Concrete	Gunite	Grout	Mortar	
				Aggregate Tests
				Reinforcing Tests
				Mix Designs
				Reinforcing Placement
				Batch Plant Inspection
				Inspect Placing
				Cast Samples
				Pick-up Samples
				Compression Tests

Piles	Grade Beams	Pre-tens	Pre-cast	
				Reinforcing Tests
				Tendon Test
				Mix Designs
				Reinforcing Placement
				Insert Placement
				Concrete Batching
				Installation Inspection
				Cast Samples
				Pick-up Samples
				Compression Tests

**Structural Observation by Architect or Engineer:**

	Foundation Observation
	Framing Observation
	Final Observation
	General Conformance Letters

**Masonry**

	Special Inspections Stresses Used
	Preliminary Acceptance Test(Masonry Units, Wall Prisms)
	Subsequent Test(Mortar, Grout, Field Wall Prisms)
	Placement Inspection Units

**Additional Instructions/Other Test & Inspections**

---



---



---

**Embedded Bolts or Inserts**

	Bolt/Insert/Rebar Placement Inspection	%
	Bolt/Insert/Rebar Tension Test	%
	Bolt/Insert/Rebar Shear Test	%
	Epoxy Mix & Placement Observation	%

**Structural Steel/Welding**

	Sample & Test (list specific items below)
	Shop Material Identification
	Welding Inspection: _____ Shop _____ Field
	Ultra Sonic Inspection: _____ Shop _____ Field
	High Stress Bolting Inspection: _____ A325 _____ Shop _____ Field _____ A490 _____ N _____ X _____ F
	Metal Deck Welding Inspection
	Reinforcing Steel Welding Inspection
	Metal Stud Welding Inspection
	Concrete Insert Welding Inspection

**Structural Wood**

	Horizontal Diaphragms
	Shear Wall Nailing Inspection
	Inspection of Glu-lam Fabrication
	Inspection of Truss Joint Fabrication
	Sample and Test Components

**Geotechnical/Foundation**

	Soils Engineer Plan Review Acceptance Letter
	Foundation Excavation
	Pier Holes
	Site Drainage
	Fill Material
	Placement Inspection
	Field Density
	Acceptance Letter

**Fireproofing**

	Placement Inspection
	Density Tests
	Thickness Tests
	Inspection Batching

**Insulating Concrete**

	Sample and Test
	Placement Inspection
	Unit Weights

## Special Inspection Agency Recognition List

RC= Reinforced Concrete      PC=Pre-Stressed/Post-tensioned Concrete      SM=Structural Masonry  
 SS=Structural Steel Welding/ Bolting Push/Torque      FP=Spray-Applied Fire Proofing  
 URM=Unreinforced Masonry      SC=Soils Compaction

Other agencies and individual special inspections may also be qualified; the Building Official has the ultimate responsibility for approval.

Agency Name	HQ Address	Phone/Fax	RC	PC	SM	SS	FP	URM	SC
BSK Associates	567 W. Shaw Ave Fresno, Ca 93704	(559) 497-2880 P (559) 497-2864 F	X	X	X	X		X	X
ENGE0, Inc	2010 Crow Canyon Place Suite 250 San Ramon, Ca 94583	(925) 866-9000 P (925) 866-0199 F	X	X	X	X	X		X
Krazan & Associates	448 Mitchell Rd #C Modesto, Ca 95354	(209) 572-2200 P (209) 572-2206 F	X	X	X	X	X	X	X
Kleinfelder	121 Heron Way # D Merced, Ca 95341	(209) 384-7552 P	X	X	X	X		X	
Moore Twining Associates	5253 Jerusalem Ct #E Modesto, Ca 95354	(209) 342-2061 P	X	X	X	X		X	X
Technicon	4539 N. Brawley #108 Fresno, Ca 93722	(559) 276-9311 P	X	X	X	X		X	
Salem Engineering Group	4729 W. Jacquelyn Ave Fresno, Ca 93722	(559) 271-9700 P	X	X	X	X	X	X	X
Construction Materials and Testing, Inc	2278-F Pike Court Concord, CA 94520	(925) 825-2840 P (925) 682-7953 F	X	X	X	X	X	X	X

Plans Examiner _____ Date: _____
Requirement specified by (Architect/Engineer of Record) _____ Date: _____
Contractor _____ Date: _____



Owner _____ Date: _____
----------------------------