



City of Los Altos

Building Division

SPECIAL INSPECTION & TESTING AGREEMENT

City of Los Altos
1. N. San Antonio Road
Los Altos CA 94022

Permit/Project No. _____

Project Address: _____

To applicants and owners of projects requiring “Special Inspection or Testing” per Section 1704 of the 2025 California Building Code, please acknowledge and return to the City.

PRIOR TO FIRST INSPECTION: The owner or his representative, in the advice of the responsible Project Engineer and/or Architect, shall complete, sign and submit the attached form, “Structural Tests and Inspection Schedule” to the Building Inspection Division for review and approval.

The owner and his general contractor, where applicable, shall also acknowledge the following conditions applicable to Special Inspection and/or Testing.

1. The special inspection agency shall be employed by the owner, or, the engineer or architect of record acting as the owner’s agent.
2. Contractor is responsible for proper notification to the Inspection or Testing Agency for items listed.
3. Testing laboratory only should take samples and transport them to their laboratory.
4. Copies of all laboratory reports and inspections are to be sent directly to the City by the special inspection agency.
5. Inspection Agency to submit name or names, proper identification and certification proof of on-site special inspectors to the Building Division.
6. Special Inspectors shall provide reports to this department as provided for in Section 1704.2.4 of the 2025 California Building Code.
7. The Special Inspector is under the authority and is responsible to the Building Official. All concerns and/or problems encountered are to be brought to his attention immediately.
8. BEFORE AN OCCUPANCY PERMIT CAN BE ISSUED: The Inspection Agency shall submit a statement that all items requiring testing and inspection were satisfactorily fulfilled and reported to the Building Division. Those items not tested and/or inspected shall also be noted in this statement.
9. **NO WORK SHALL BE COVERED PRIOR TO CITY OF LOS ALTOS INSPECTION APPROVAL.**

ACKNOWLEDGEMENT BY ALL PARTIES CONCERNED

Owner’s Signature

Project Engineer and/or Architect Signature

Testing and/or Inspection Agency Signature

Approved by Building Division

Contractor’s Signature

BE SURE TO COMPLETE AND RETURN FIRST AND SECOND PAGE

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 Division.

Project Name _____

Date _____

Project Address _____

Testing Agency _____

Owner's Name _____

Signature and Title _____

I 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 Code.

Prior to issuance of an occupancy permit, the Inspection Agency shall submit a statement that all items of designated work performed were reported. Any items checked but not tested or inspected will be noted and explained.

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.

REINFORCING STEEL:

- _____ Tensile and Bond, one set per heat per ____ tons
- _____ Inspection of Placement
- _____ Inspection of Welding
- _____ Epoxy Hold Down Bolts

MASONRY:

- _____ Preliminary Acceptance Tests (Masonry Units, Wall Prisms)
- _____ Subsequent Tests (Mortar, Grout, Field Wall Prisms)
- _____ Inspection of Grouting
- _____ Inspection of Placement of Grouting

CONCRETE, GUNITE, GROUT AND MORTAR:

Conc.	Gun.	Grout	Mortar	
				Agg. Tests for Designs
				Suitability of Agg.
				Mix Designs
				Test Panel
				Batch Plant Insp.
				Cement Grab Sample
				Inspect Placing
				Compression Tests
				Cast Specimens
				Pickup Samples
				Shrinkage Bars
				Yield Check
				Air Check
				Dry Unit Weight

PRECAST CONCRETE

- _____ Reinforcing Tests
- _____ Inspection of Reinforcing Placement
- _____ Tendon Tests
- _____ Inspection of Tendon Placement
- _____ Inspection of Concrete Placement
- _____ Inspection of Concrete Batching
- _____ Inspection of Panel Attach. & Inserts
- _____ Inspection of Panel Installation
- _____ Compression Tests
- _____ Inspection of Stressing/Transfer

PILING, CAISSONS, CAPS, TIES:

- _____ Inspection of Reinforcing Placement
- _____ Inspection of Concrete Placement
- _____ Inspection of Concrete Blocking

UNDERPINNING:

- _____ Inspection of Steel Fabrication
- _____ Inspection of Reinforcing and Forms
- _____ Inspection of Concrete Placement
- _____ Inspection of Tiebacks

STRUCTURAL STEEL:

- _____ Sample & Test (list specific members below)
- _____ Shop Ident. & Welding Inspection
- _____ Shop Ultrasonic Inspection
- _____ Shop Radiography
- _____ Field Welding Inspection
- _____ Field Bolting Inspection
- _____ Field Ultrasonic Inspection
- _____ Field Radiography
- _____ Metal Deck Welding Inspection

ASPHALTIC CONCRETE:

- _____ Mix Designs
- _____ Inspection of Batch Plant
- _____ Core/Test
- _____ Field Inspection
- _____ Suitability Tests
- _____ Specific Gravity
- _____ Asphalt Content
- _____ Sieve Analysis
- _____ K Factors
- _____ Stabilometer Value
- _____ Swell

INSULATING CONCRETE:

- _____ Sample & Tests
- _____ Unit Weights

FIREPROOFING:

- _____ Inspection of Placement
- _____ Density Tests
- _____ Thickness Tests
- _____ Inspect Building

FILL MATERIAL:

- _____ Acceptance Tests
- _____ Moisture-Density Determination
- _____ Field Density

ROOFING:

- _____ Inspection of Placement
- _____ Sample & Test

STRUCTURAL WOOD:

- _____ Inspection of Fabrication
- _____ Inspection of Truss Joint Fab.
- _____ Sample & Test Components
- _____ Inspection of Glu-Lam Fab.

RECLAIMED WATER:

- _____ Inspection of Pipe Material & Construction