



SPECIAL INSPECTION AGREEMENT

PROJECT ADDRESS: _____ PERMIT NUMBER: _____

*****WARNING: FAILURE TO READ AND UNDERSTAND THIS SHEET
BEFORE YOU BEGIN COMPLETION OF THE AGREEMENT FORMS
CAN COST YOUR PROJECT TIME AND MONEY*****

THE FOLLOWING ITEMS MUST BE COMPLETED BEFORE YOUR PERMIT CAN BE ISSUED:

- ☒ [X] The Special Inspection agreement is a contract which is separate and independent of any others on this project.
- ☒ [X] Four (4) proper signatures are required on each of the Special Inspection Agreement forms.
- ☒ [X] Electronic signatures are acceptable.
- ☒ [X] The Special Inspection Agreement must be returned complete to the Building Division. A copy will be returned to you when the packaging of your plans and permit for issuance is completed. You will be notified that they are ready.
- ☒ [X] Return all 5 pages of the agreement form.

The Special Inspection Agreement is an important means of ensuring the quality of specific specialized construction processes. Special Inspections do not replace normal City inspections, but are to be completed in addition to them

PLEASE KEEP THESE FORMS ATTACHED!

SPECIAL INSPECTION AND TESTING AGREEMENT
CITY OF BURLINGAME

To permit applicants of projects requiring special inspection and/or testing per Section 1704 of the 2025 California Building Code.

BEFORE A PERMIT CAN BE ISSUED: The owner, or the engineer of record acting as the owner's agent, shall complete 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 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 requirements of CBC Section 1704. 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 Department 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 Department based on a separate written plan reviewed and approved by the Building Department 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 Department 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 jobsite 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 tests and inspections 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. Reports 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 nonconformance 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 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. 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 plan. Adequate notice shall 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 jobsite.

3. Retain Special Inspection Records

The contractor is also responsible for retaining at the jobsite 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 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 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 inspection reports and the final report have been submitted and accepted.

ACKNOWLEDGEMENTS

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

Owner's name: _____

Owner's signature _____

Date: _____

Contractor's name: _____

Contractor's Signature _____

Date: _____

Special Inspector or Inspection Agency's name: _____

Special Inspector's signature: _____

Date: _____

Project Engineer/Architect' name: _____

Project Engineer/Architect's signature: _____

Date: _____

ACCEPTED FOR THE BUILDING DIVISION

Print Name: _____

Accepted and signed by: _____

Date: _____

CITY OF BURLINGAME
INSPECTION AND TESTING SCHEDULE

REINFORCED CONCRETE, GUNITE, GROUT AND MORTAR:

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

CAST INPLACE/PRECAST/PRESTRESSED CONCRETE

Piles	Post-Tens	Pre-Tens	Cladding	
				Aggregate Tests
				Reinforcing Tests
				Tendon Tests
				Mix Designs
				Reinforcing Placement
				Insert Placement
				Concrete Batching
				Concrete Placement
				Installation Inspection

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 AND INSPECTIONS:

STRUCTURAL STEEL WELDING

	Sample and Test (list specific members below)
	Shop Material Identification
	Welding Inspection ☐ Shop ☐ Field
	Ultrasonic inspection ☐ Shop ☐ Field
	High-strength Bolting Inspection ☐ Shop ☐ Field
	☐ A325 ☐ A490 ☐ N ☐ X ☐ F
	Metal Deck Welding Inspection
	Concrete insert Welding Inspection
	Installation of post-installed anchors

FIREPROOFING:

	Placement Inspection
	Density Tests
	Thickness Tests
	Inspect Batching

INSULATING CONCRETE:

	Sample and Test
	Placement Inspection
	Unit Weights

FILL MATERIAL:

	Observation of subgrade preparation and inspection Of foundation by the geotechnical engineer
	Placement inspection
	Field Density

STRUCTURAL WOOD:

	Shear Wall Nailing Inspection
	Inspection of Glu-lam Fab.
	Inspection of Tress Joist Fab
	Sample and Test Components

CITY OF BURLINGAME RECOGNIZED SPECIAL INSPECTION & TESTING AGENCIES

The following testing agencies are accepted until the expiration date listed in the right column.

Key: RC=Reinforced Concrete FP=Spray-Applied Fireproofing		PC=Prestressed/Post-tensioned Concrete URM=Unreinforced Masonry Push/Torque Tests Only		SM=Structural Masonry SW=Structural Wood		SS=Structural Steel Welding/Bolting			
Agency Name	HQ Address	Phone E-mail	RC	PC	SM	SS	FP	SW	EXPIRATION DATE*
ACE Quality Control	3075 Teagarden St. San Leandro, CA 94577	(510)969-4915 marketing@aceqc.com	X	X	X	X	X	X	3/31/2027
Achievement Engineering Corp.	1145 S Third St San Jose, CA 95112	(408) 217-9174 jurisdictions@achievcng.com	X	X	X	X	X	X	6/30/2027
Apex Testing Laboratoires, Inc.	1790 Yosemite Ave San Francisco, CA 94124	(415) 550-9800 abdel@apextestinglabs.com	X	X	X	X	X	X	12/31/2025
Applied Materials & Engineering, Inc.	980 41st Street Oakland, CA 94608	(510)420-8190 info@appmateng.com	X	X	X	X	X	X	3/31/2026
Aries Engineering, Inc.**	5357 Persimmon Grove Ct. San Jose, CA 95123	(408) 634-0087 ariesoffice@gmail.com	X			X			9/30/2026
BAGG Engineers	138 Charcot Ave San Jose, CA 95131	(650)852-9133 info@baggengeers.com	X	X	X	X	X	X	12/31/2027
Biggs Cardosa	865 The Alameda San Jose, CA 95126	(408) 296-5515 marketing@biggscondosa.com	X		X	X	X	X	12/31/2026
BSK Associates	399 Lindbergh Ave Livermore, CA 94551	(925) 315-3151 sales@bskassociates.com	X	X	X	X	X	X	6/30/2028
Consolidated Engineering Labs	2001 Crow Canyon Rd, Ste 200 San Ramon, CA 94583	(925) 314-7100 hr@ce-labs.com	X	X	X	X	X	X	3/31/2028
Construction Testing Services	2118 Rheem Dr Pleasanton, CA 94588	(925) 462-5151 info@cts-1.com	X	X	X	X	X	X	9/30/2027
CTE CAL, Inc.	46716 Fremont Blvd Fremont, CA 94538	(510) 573-6362 info@ctecal.com	X	X	X	X	X	X	9/30/2028
Geissler Engineering	83E Beach Road Belvedere, CA	(415)992-9393 geissler@geissler-engineering.com	X			X		X	6/30/2027
HP Inspections, Inc.	690 Sunol St., Building H San Jose, CA 95126	(408) 288-8460 david@hpinpectionsinc.com	X	X	X	X	X		6/30/2027
Inspection Services, Inc. (ISI)	1798 University Ave Berkeley, CA 94703	(510) 900-2100 isimarketing@inspectionsservices.net	X	X	X	X	X	X	12/31/2026
Intertek-PSI	380 Tennant Ave., Suite 3 Morgan Hill, CA 95037	(408) 669-5500 N/A	X		X		X	X	12/31/2026
Krazan and Associates Inc.	1061 Serpentine Lane, Ste. F Pleasanton, CA 94566	(925) 307-1160 mikemendenhall@krazan.com	X	X	X	X	X	X	6/30/2026
Material Engineering Inspection, Inc.	470 3 rd St, Ste. 105 San Francisco, CA 94107	(916) 540-8026 info@engineeringinspect.com	X	X	X	X	X	X	12/31/2026
MatriScope Engineering Laboratories, Inc.	601 Bercut Dt Sacramento, CA 95811	(916) 375-6700 info@matrioscope.com	X	X	X	X	X	X	12/31/2027
Norcon, LLC	470 3 rd St, Suite 105 San Francisco, CA 94107	(415) 692-0519 info@norcon415.com	X	X	X	X	X	X	3/31/2027
RES Engineers, Inc.	1250 Missouri St, Ste. 207, San Francisco, CA 94107	(415) 822-4625 jamesg@resengineers.com	X	X	X	X	X	X	3/31/2027
Salem Engineering Group, Inc.	514 Charity Way Modesto, CA	(209) 931-2226 jason@saalem.net	X	X	X	X	X		12/31/2026
Signet Testing Labs, Inc.	3526 Breakwater Court Hayward, CA 94545	(510) 887-8484 info@signettesting.com	X	X	X	X	X		12/31/2026
Smith-Emery Company	1940 Oakdale Ave. San Francisco, CA 94124	(415) 642-7326 info@smithemery.com	X	X	X	X	X	X	12/31/2027
Terracon Consultants, Inc.	1220 Concord Ave, Ste 450 Concord, CA 94520	(925) 609-7224 cenk.ergin@terracon.com	X	X	X	X	X	X	12/31/2027
Testing Engineers, Inc.	2811 Teagarden Street San Leandro, CA 94577	(510) 835-3142 davidc@testing-engineers.com	X	X	X	X	X	X	6/30/2025
Valley Inspection, Inc.	326 Woodrow Ave Vallejo, CA 94591	(707) 853-2791 carmari@sbcglobal.net				X	X	X	12/31/2026
Abstraction Engineering, Inc.	19072 Taylor Avenue Morgan Hill, CA 95037	(669) 888-3100 N/A							

Agencies have not been evaluated for geotechnical special inspection or nondestructive testing. Agencies may not be qualified to perform all aspects of special inspection. Agencies may have offices in more than one location. Building Officials may add and/or remove agencies from this list.

*Expiration dates may not be updated. Please check directly with agencies for the responsible engineer's license expiration date.

**Agency Subcontracts Laboratory Services

July 2026