



BUILDING DIVISION

Community Development Department

2131 Pear Street, Pinole, CA 94564 www.pinole.gov

Phone: (510) 724-8912 Email: BuildingQuestions@pinole.gov

SPECIAL INSPECTION AND TESTING PACKAGE

For use by applicants of projects requiring Special Inspection or Testing per Chapter 17 of the California Building Code.

BEFORE A PERMIT CAN BE ISSUED: The *owner or their representative*, on the advice of the responsible Project Engineer or Architect, shall complete, sign, and submit an electronic copy of this form and the structural tests and inspection schedule to the Building Division for review and approval.

PERMIT#:

STEP 1 of 2: ACKNOWLEDGEMENT

The *owner and their general contractor*, where applicable, shall acknowledge the following conditions for Special Inspection and/or Testing by signing and dating in the appropriate places.

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| <ol style="list-style-type: none">1. Contractor is responsible for proper notification to the Inspection or Testing agency for items listed.2. Only the testing laboratory should take samples and transport them to their laboratory.3. Copies of all laboratory reports and inspections are to be sent directly to this Division by the Testing agency on a weekly basis.4. Inspection agency to submit names and qualifications of on-site inspectors to this Division for approval. Submission of qualifications is not required when the agency utilizes the inspectors who are pre- | <ol style="list-style-type: none">approved by the City. See item #10. The agency must provide each special inspector with an identification badge that indicates the following:<ol style="list-style-type: none">a. Name of Inspectorb. Photo of Inspectorc. The specific areas in which the inspector is qualified to inspectd. An authorization signature by the <u>registered engineer</u> who is a full-time employee of the agency5. The special inspector is responsible to the Chief Building Official for immediate notification of any concerns and/or problems encountered. | <ol style="list-style-type: none">6. It is the responsibility of the contractor to review the Building Division approved plans for additional inspection or testing requirements that may be noted. A pre-construction conference at the job site is recommended to review special inspection procedures.7. The special inspector shall use Building Division-approved drawings.8. BEFORE OCCUPANCY PERMIT CAN BE ISSUED: The inspection agency shall submit a statement that all items requiring testing and inspection were fulfilled and reported. Those |
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items not tested and/or inspected shall be noted in this statement. A copy of the statement to be maintained at the job site for Building Inspector's review prior to final inspections.

9. Contractor responsible for the construction shall submit a written statement of responsibility to the Building in Official and the owner per Section 1706.1.

10. Attach a City approved matrix list for all special inspectors showing inspection areas for which they are qualified by experience and appropriate certifications (see enclosed).

ACKNOWLEDGEMENT

I, the undersigned, acknowledge and agree to the above conditions:

Owner:

Name

Signature

Date

Special Inspection Agency:

Name

Signature

Date

Contractor:

Name

Signature

Date

Project Engineer/Architect:

Name

Signature

Date

Approved by Building Division:

Name

Signature

Date

STEP 2 of 2: STRUCTURAL TESTS AND INSPECTIONS SCHEDULE

Prior to issuance of a building permit, the Owner on the advice of the Architect of Engineer, shall complete, sign and submit this form to the Building Official. (Per California Building Code, Section 1704, 1705 or 1708)



Project Name



Project Address

Testing/Inspection Agency:



Name of Agency



Authorized Signature of the Testing Agency

Owner:



Name



Signature



Date

Hereby certifies that the Testing/Inspection Agency named above has been engaged to perform structural test 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 so that the required services may be performed.

REINFORCING STEEL:

- ☐ Tensile & Bend, one set per heat per  tons
- ☐ Inspection of Placement
- ☐ Inspection of Welding

MASONRY:

- ☐ Preliminary Acceptance Test (Masonry Units, Wall Prisms)
- ☐ Subsequent Tests (Mortar, Grout, Field Wall Prisms)
- ☐ Inspection of Grouting
- ☐ Inspection of placement of Grouting

CONCRETE, SHOTCRETE, GROUT & MORTAR:

<u>Applicable Special Inspection</u>	<u>Concrete</u>	<u>Shotcrete</u>	<u>Grout</u>	<u>Mortar</u>
Aggregate Tests for Design	☐	☐	☐	☐
Suitability of Aggregates	☐	☐	☐	☐
Mix Designs	☐	☐	☐	☐
Test Panel	☐	☐	☐	☐
Batch Plant Inspection	☐	☐	☐	☐
Cement Grab Sample	☐	☐	☐	☐
Inspection Placing	☐	☐	☐	☐
Compression Tests	☐	☐	☐	☐
Cast Specimens	☐	☐	☐	☐
Pick-Up Samples	☐	☐	☐	☐
Shrinkage Bars	☐	☐	☐	☐
Yield Check	☐	☐	☐	☐
Air Check	☐	☐	☐	☐
Dry Unit Weight	☐	☐	☐	☐

PILLING, CAISSONS, CAPS, TIES:

- ☐ Inspection of Reinforcing Placement
- ☐ Inspection Concrete Placement
- ☐ Inspection Concrete Batching

UNDERPINNING:

- ☐ Inspection of Steel Fabrication
- ☐ Inspection of Reinforcing & Forms
- ☐ Inspection of Concrete Placement
- ☐ Inspection of Tiebacks

PRECAST/POST TENSIONED CONCRETE:

- ☐ Reinforcing Tests
- ☐ Inspection of Reinforcing Placement
- ☐ Tendon Test
- ☐ Inspection of Tendon Placement
- ☐ Inspection of Concrete Placement
- ☐ Inspection of Concrete Batching
- ☐ Inspection of Panel Attachment & Inserts
- ☐ Compression Tests
- ☐ Inspection of Stressing / Transfer

STRUCTURAL STEEL:

- ☐ Sample & Test (list specific members below)
- ☐ Shop Identification & Welding inspection
- ☐ Shop Ultrasonic Inspection
- ☐ Shop Radiography
- ☐ Field Welding Inspection
- ☐ Field Bolting Inspection
- ☐ Field Ultrasonic Inspection
- ☐ Field Radiography
- ☐ Metal Deck Welding Inspection

Specific members:

ASPHALTIC CONCRETE:

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

INSULATING CONCRETE:

- ☐ Sample & Test
- ☐ Unit Weights

FIREPROOFING:

- ☐ Inspection of Placement
- ☐ Density Tests
- ☐ Thickness Tests
- ☐ Inspect Batching

STRUCTURAL WOOD:

- ☐ Inspection of Fabrication
- ☐ Inspection of Truss Joist Fabrication
- ☐ Samples & Test Components
- ☐ Inspection of Glu Lam Fabrication

FILL MATERIAL:

- ☐ Acceptance Tests
- ☐ Moisture-Density Determination
- ☐ Field Density

ROOFING:

- ☐ Inspection of Placement
- ☐ Sample Test

OTHERS:

- ☐ Epoxy Anchors
- ☐ Anchor Bolts Installed in Concrete

SEISMIC RESISTING ELEMENTS (PERIODIC SPECIAL INSPECTION IS REQUIRED):**Structural Wood:**

- ☐ Field Gluing (continues inspection)
- ☐ Nailing and Bolting
- ☐ Anchoring of Other Fastening: Specify Here:

Cold-formed Steel Framing:

- ☐ Screw Attachment
- ☐ Bolting
- ☐ Anchoring of Other Fastening: Specify Here:

- ☐ **Storage Racks and Access Floors**
- ☐ Anchorage of Access Floor
- ☐ Anchorage of Storage Rack 8 feet or Greater

ERECTION & FASTENING OF ARCHITECTURAL COMPONENTS:

- ☐ Exterior Cladding
- ☐ Interior and Exterior Nonbearing Wall
- ☐ Interior Exterior Veneer
- ☐ Installing of Piping Systems
- Installing of HVAC Duct Work

FASTENING OF MECHANICAL & ELECTRICAL COMPONENTS:

- ❑ Electrical Equipment for Emergency
- ❑ Anchorage of Other Electrical Equipment in Seismic Design Category E or F

Specify if Other Tests, Inspections or Special Instructions are Required for the Project:

This image shows a full page of yellow paper with horizontal black lines, resembling a standard sheet of notebook paper. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

SAMPLE MATRIX
INSPECTOR QUALIFICATIONS MATRIX

Inspector Name	Date of Hire	RC*	SM*	PC*	SSW	FP
Inspector A	05/04/99	X	X	I-T	I-T	
Inspector B	07/31/98	X	X			
Inspector C	10/01/00	X	X	X	X	
Inspector D	10/01/00	X	X	I-T	I-T	X
Inspector E	10/01/00	X	X	I-T		
Inspector F	08/01/01	X	X		X	
Inspector G	01/11/01				I-T	
Inspector H	06/17/99	X	X		I-T	
Inspector I	09/22/99				I-T	
Inspector J	06/26/00	X	X	I-T	I-T	
Inspector K	10/16/00	X	X		X	

Legend:

RC= Reinforced Concrete
SM= Structural Masonry
PC= Prestressed Concrete

SSW= Structural Steel & Welding
FP= Fireproofing

I-T= In-training as lacking certification and / or experience

X= Meets experience and certain certification criteria

*=American Concrete Institute (ACI) Grade 1- is required