

Special Inspection and Testing Schedule

Before this permit can be issued, the Owner, General Contractor, Engineer/Architect of Record, and Special Inspection Agency shall agree to the 2025 California Building Code Chapter 17 required special inspections, testing and conditions below. For instructions on how to fill out this form, please see page 3. Write "C" for Continuous or "P" for Periodic. Return only page 1 and 2 to Permit Staff

REINFORCED CONCRETE, GUNITE, GROUT & MORTAR: Section 1705.3

Concrete	Gunit	Grout	Mortar	
				Aggregate Tests
				Reinforcing Tests
				Mix Designs
				Reinforcement Placement *
				Batch Plant Inspection
				Inspect Placement *
				Cast Samples
				Pick-up Samples
				Compression Tests

Piles	Post-Tension	Pre-Tension	Cladding	
				Aggregate Tests
				Reinforcing Tests
				Tendon Tests
				Mix Designs
				Reinforcement Placement *
				Inspect Placement *
				Concrete Batching
				Concrete Placement
				Installation Inspection
				Cast Samples
				Pick-up Samples
				Compression Tests

MASONRY: Section 1705.4

- ☐ Special Inspection Stresses Used
☐ Prelim. Acceptance Tests (Masonry Units, Wall Prisms)
☐ Subsequent Tests (Mortar, Grout, Field Wall Prisms)
☐ Placement Inspections of Units

ADDITIONAL:

- ☐ Epoxy * ☐ Hold-Down Pull Test
☐ Other: _____
☐ Other: _____

* Special Inspection can be done by Engineer of Record instead of a Recognized Special Inspection/Testing Agency

Completed by: _____

Signature: _____

Email: _____

Title: _____

Date: _____

Phone Number: _____

Project Address: _____
Street # Street Name

(Sign the next page to acknowledge the Agreement)

STRUCTURAL STEEL/WELDING: Section 1705.2

- ☐ Sample and Test (list specific members below)
☐ Shop Material Identification
☐ Welding Inspection ☐ Shop ☐ Field
☐ Ultrasonic Inspection ☐ Shop ☐ Field
☐ High-Strength Bolting
☐ Inspection (choose type ↓) ☐ Shop ☐ Field
☐ A325 ☐ A490 ☐ N ☐ X ☐ F
☐ Metal Deck Welding
☐ Reinforcing Steel Welding Inspection
☐ Metal Stud Welding Inspection
☐ Concrete Insert Welding Inspection

FIREPROOFING: Section 1705.15

- ☐ Placement Inspection
☐ Density Tests
☐ Thickness Tests
☐ Inspection Batching
☐ Other: _____

INSULATING CONCRETE: Section 1903.3

- ☐ Acceptance Tests
☐ Placement Inspection
☐ Unit Weights

SOIL FILL MATERIAL: Section 1705.6

- ☐ Acceptance Tests
☐ Placement Inspection
☐ Field Density

STRUCTURAL WOOD: Section 1705.13.2

- ☐ Shearwall Nailing Inspection *
☐ Inspection of Glu-lam Fab
☐ Inspection of Truss Joist Fab
☐ Sample and Test Components



Division of Building & Safety Services
835 E 14th St, San Leandro, CA 94577
(510) 577-3405 • www.SanLeandro.org

**Special Inspections
SCHEDULE & AGREEMENT**
Updated 9/2026

Special Inspection and Testing Agreement

I have reviewed the stamped Approved Plans & Documents, have read and agree to comply with the terms, conditions, and responsibilities of the Special Inspection/Testing Schedule, and provide my name and signature below

Owner's Name (Print First and Last Name): _____

will ensure that the Construction implements the required Special Inspections/Testings per Instructions on page 3

Owner's Signature: _____ Date: _____

Contractor's Company Name: _____

Contractor's Contact Name (Print First and Last Name): _____

will ensure the Construction complies with the Approved Plans & Documents & implements required Special Inspections/Testings and will provide proper notification to the EOR and/or Special Inspection/Testing Agency per Instructions on page 3

Contact's Signature: _____ Date: _____

Special Inspection/Testing Agency's Company Name: _____

Agency Representative Name (Print First and Last Name): _____

will conduct the Special Inspections/Testings and send progress and final reports to the Building Division via mail or email at BuildingInspections@SanLeandro.org per Instructions on page 3

Representative's Signature: _____ Date: _____

Engineer or Architect of Record: (Print First and Last Name): _____

will conduct the Special Inspections and send progress and final reports to the Building Division via mail or email at BuildingInspections@SanLeandro.org per Instructions on page 3

EOR or AOR's Signature: _____ Date: _____

ACCEPTED FOR THE CITY OF SAN LEANDRO BUILDING & SAFETY DIVISION:

Signature: _____ Date: _____

Project Address: _____
Street # Street Name



Special Inspection and Testing Instructions

Your proposed Scope of Work requires Special Inspections/Testing per the 2025 California Building Code Chapter 17.
Please read the following list of responsibilities and then complete pages 1 & 2 to submit to Permit Staff.

The Engineer or Architect of Record's Responsibilities:

- Complete the Special Inspections/Testing Schedule on page 1. See the list "**San Leandro Special Inspection Recognized Agencies**" for acceptable Agencies.
- Provide your signature on page 1 and 2 to agree to the Responsibilities.

Owner's Responsibilities:

- Review the Special Inspections/Testing Schedule on page 1
- Employ the Special Inspections/Testing Agency or the Engineer or Architect of Record to provide the special inspections and/or testing per the Schedule.
- Provide your signature on page 2 to agree to the Responsibilities.

Contractor's Responsibilities:

- Review the Special Inspections/Testing Schedule on page 1
- Coordinate with the Special Inspections/Testing Agency or the Engineer or Architect of Record access to the Construction so that Special Inspections/Testing can be performed.
- Have at the job site the stamped Approved Plans and Documents for the Special Inspector to review during Inspections.
- Retain the Special Inspections Reports and Records at the Jobsite and upon Final Completion of the project, give the Special Inspections Reports and Records to the Owner.
- Provide your Contact's signature on page 2 to agree to the Responsibilities.

Special Inspections/Testing Agency Responsibilities:

- Review and perform the Special Inspections and Testing required on the Schedule on page 1
- Send copies of all laboratory testing and inspections progress reports to the Building Division per the Schedule
- Send the Final Report of Special Inspections to the Building Division and the Contractor who will keep a copy of this Final Report at the job site for review by the Building Inspector prior to Final Inspections.
- Provide your Representative's signature on page 2 to agree to the Responsibilities.

Special Inspectors' Responsibilities:

- Review the Special Inspections/Testing Schedule on page 1
- Use only the stamped Approved Plans and Documents for review.
- Have their special inspections badge visible while performing their duties.
- Immediately notify the Contractor and Building Official at 510-577-3405 upon encountering any concerns or problems and post a discrepancy notice
- Per the Schedule, furnish daily observation, inspections and/or testing
 - complete & sign both the special inspection record and daily report form for each day.
 - leave the records and reports at the jobsite with the Contractor for review by the Building Division Inspector.
- Per the Schedule, furnish weekly observation, inspections and/or testing
 - Complete and sign the weekly records and reports describing the daily inspections and tests made with application locations, list all nonconforming items, report how nonconforming items were resolved or unresolved as applicable, and itemize changes authorized by the Architect, Engineer or City of San Leandro's Building Division if not included in nonconformance items.
 - Send the weekly records and reports to the Building Division
- Furnish the Final Special Inspections Report
 - Complete and sign the Final Report stating that all items requiring special inspections and testing were fulfilled and reported to the best of his or her knowledge, in conformance with the Approved Plans and Documents, Approved Revisions, and the applicable workmanship provisions of the CBC. 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
 - Mail the Final Report to "City of San Leandro, ATTN: BUILDING DIVISION, 835 E. 14th St, San Leandro, CA 94577" or email it to BuildingInspections@SanLeandro.org

Sample
City of San Leandro
Special Inspectors' Daily Report

SAMPLE

Project Name/Address: _____

Building Permit Number: _____ Inspector: _____ ID#: _____

Inspection type(s)/coverage: ☐ Continuous ☐ Periodic

Describe inspections made, including locations:

List test made:

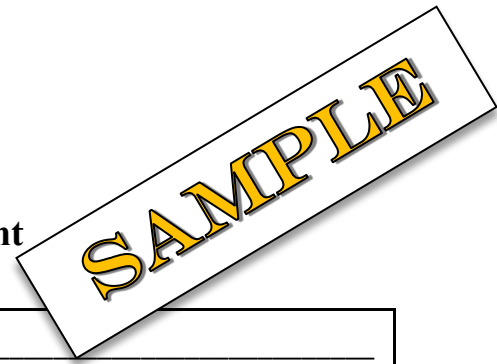
List items requiring correction, corrections of previously listed items, and previously listed uncorrected items:

Comments:

To the best of my knowledge, work inspected was in accordance with the City of San Leandro Building Division approved design drawings, specifications, and applicable workmanship provisions of the CBC except as noted above.

Signed: _____ Date: _____

Sample
City of San Leandro
Special Inspectors' Record Supplement



Special Inspection Record Supplement City of San Leandro Building and Safety Division				Inspection Agency: _____ Jobsite Address: _____ Permit Number: _____ Attach to Job Inspection Record to become part of the Inspection Record.			
Type of Inspection	Inspector	ID #	ICBO #	Date	Time		Comments
					Arrived	Left	