SPECIAL INSPECTION AND TESTING AGREEMENT

City of Half Moon Bay
Community Development Department
Building Division

BEFORE A PERMIT CAN BE ISSUED: The owner or owner's agent, the engineer or architect of record, and the Special Inspector shall complete two (2) copies of the attached Special Inspection and Testing Schedule including the requirement acknowledgments to the Building Division for review and approval. It is recommended that the contractor also sign the form if one has been selected for the project. A pre-construction 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. Special inspectors may be approved to perform special inspection on the subject project provided they provide their qualifications to the Building Official for evaluation. The evaluation process may also require a personal interview between the prospective special inspector and the Building Official. Approved 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 1701. 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 Division approved (stamped) design drawings and specifications and applicable workmanship provisions of the CBC. Architect/Engineer-reviewed shop 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 Official based on a separate written plan reviewed and approved by the Building Official 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 Official 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. These records shall remain at the jobsite with the contractor for review by the Building Inspector.

4. **Furnish Weekly Reports**. On request, the special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Official, 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. Report 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 Official 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 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.

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 inspector upon request.

C. **Building Division Responsibilities**

1. **Approve Special Inspection**. The Building Official 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 Inspection Division. 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.

SPECIAL INSPECTION AND TESTING SCHEDULE

City of Half Moon Bay
Community Development Department
Building Division

JOB ADDRESS	PERMIT #:	LOT(S)	BLK
	SUB'D	APN	

Owner..... Contractor .....
Addr/City/St ..... Addr/City/St .....
Zip ..... Daytime Phone ..... Zip..... Daytime Phone .....
Petitioner (Form Completed By)..... Engineer/Architect.....
Addr/City/St ..... Addr/City/St .....
Zip ..... Daytime Phone ..... Zip..... Daytime Phone .....

PROJECT DESCRIPTION:

TESTING/INSPECTION AGENCY OR SPECIAL INSPECTOR: Name ..... Telephone .....
Addr .....City ..... State .....Zip .....

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
_____	_____	_____	_____	Compression Tests

PRECAST/PRESTRESSED CONCRETE:

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

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
_____ Reinforcing Steel Welding Inspection
_____ Metal Stud Welding Inspection
_____ Concrete Inset Welding Inspection

INSULATING CONCRETE:

_____ Sample and Test
_____ Placement Inspection
_____ Unit Weights

FILL MATERIAL:

_____ Acceptance Tests
_____ Placement Inspection
_____ Field Density

PILE DRIVING:

_____ Placement Inspection

Engineer's/Architect's Seal & Signature Here

STRUCTURAL MASONRY:

_____ Special Inspection Stresses Used
_____ Preliminary Acceptance Tests (Masonry Units, Wall Prisms)
_____ Subsequent Tests (Mortar, Grout, Field Wall Prisms)
_____ Placement Inspection of Units

FIREPROOFING:

_____ Placement Inspection
_____ Density Tests
_____ Thickness Tests
_____ Inspect Batching

STRUCTURAL WOOD:

_____ Shear Wall Nailing Inspection
_____ Inspection of Glulam Fab.
_____ Sample and Test Components

ADDITIONAL INSTRUCTIONS OR OTHER TESTS AND INSPECTIONS:

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

Owner:	Signature:..... Date:.....
Petitioner (Form completed by):	Signature:.....Title: ..... Date:.....
Contractor:	Signature:.....Class: ..... Date:.....
Project ☐ Engineer ☐ Architect:	Signature:.....Lic. #: ..... Date:.....
Special Inspector or Inspection Agency:	Signature:..... Date:.....