



SPECIAL INSPECTION & TESTING AGREEMENT

JUNE 2026



City of Pleasant Hill • Building Division • 100 Gregory Lane • Pleasant Hill, CA 94523 • (925) 671-5200 • Fax (925) 676-1125

Please read carefully before proceeding

Purpose: It is the responsibility of the owner or the owner's agent to select a qualified special inspection and testing agency for the project. This form shall be deemed by the City of Pleasant Hill to satisfy Sections 1704.2 and 1704.4 of the California Building Code (CBC).

CBC Section 1704.2.1 – Special Inspector Qualifications

"Prior to the start of construction, approved agencies shall provide written documentation to the building official demonstrating the competence and relevant experience or training of the special inspectors who will perform special inspections and tests during construction. Experience or training shall be considered relevant when the documented experience or training is related in complexity to the same type of special inspection or testing activities for projects of similar complexity and material characteristics. These qualifications are in addition to those specified elsewhere in this code. The registered design professional in responsible charge and engineers of record involved in the design of the project are permitted to act as an approved agency, and their personnel are permitted to act as special inspectors for the work designed by them, provided they qualify as special inspectors."

The following requirements apply only when using a special inspector who is not listed on the City's RECOGNIZED SPECIAL INSPECTION AND TESTING AGENCIES handout.

The California Building Code allows the Engineer or Architect of Record who designed the work to act as the Special Inspector, provided they meet the Building Official's competency requirements and submit the required credentials and qualifications.

1. Submit a resume letter (sample provided on the following page).
2. Submit a copy of your professional license and any relevant ICC or industry certifications applicable to the specific inspections to be performed.
3. Submit a completed and signed agreement.



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Special Inspection Resumes

The following is a sample of the information expected from agencies proposing to provide special inspection services in accordance with the Building Code.

Subject: Special Inspector Qualifications – CBC Section 1704.2.1

To Whom It May Concern:

In accordance with California Building Code (CBC) Section 1704.2.1, we are submitting documentation demonstrating the qualifications, competence, training, and relevant experience of the engineering personnel who may perform special inspection services on this project.

As a small engineering firm, our special inspection services are performed by our licensed professional engineers and qualified technical personnel. Attached are the resumes, licenses, certifications, and other supporting documentation for the individuals who may be assigned to perform special inspections and testing activities associated with this project.

Prior to the commencement of special inspection services, we will identify the individual(s) assigned to the project and the specific inspection and testing duties they will perform. The assigned personnel will possess qualifications, training, and experience relevant to the scope, complexity, and material characteristics of the work requiring special inspection.

Where permitted by CBC Section 1704.2.1, the registered design professional in responsible charge and engineers of record involved in the design of the project may perform special inspection services for work designed by them, provided they meet the qualification requirements applicable to special inspectors. Should project staffing change during the course of the work, updated qualification documentation will be provided to the Building Official prior to the performance of special inspection services by newly assigned personnel.

Please contact our office if additional information regarding the qualifications, experience, or certifications of our personnel is required.

Sincerely,

John Smith, P.E.
Principal Engineer
Testing Lab 123



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Prior to issuance of a permit, this form must be completed and approved by the Building Department for projects requiring special inspection in accordance with Chapter 17 of the California Building Code (CBC). Before permit issuance, all parties must sign this agreement. Please note that failure to comply with special inspection requirements could be result in added costs and/or delays in the project.

Part I – Statment of Special Inspection

Project Name: _____ Date: _____

Project Address: _____ Permit Number: BP _____

City Approved Testing/Inspection Agencies

Agency 1: _____ Phone Number: _____

Email: _____

Agency 2: _____ Phone Number: _____

Email: _____

Part II – Special Inspection and Testing Agreement

When special inspection is required by Section 1705, the registered design professional shall prepare an inspection program, which shall be submitted, to the Building Official for approval prior to issuance of the building permit. The special inspector shall be employed by the owner (other than owner- builder/developer), the registered design professional, or an agent of the owner, BUT NOT the contractor, or any other person responsible for the work (such as an owner-builder/developer).

The special inspection firm(s) named above have been authorized to perform the special inspection and testing services designated in this agreement, and in accordance with the California Building Code requirements, and to report all activities to the Building Official, and other parties as listed. It is understood that special inspections are required in addition to the normal inspections performed by the Building Inspector.

The undersigned hereby affirm, under penalty of law that the special inspection program is in accordance with the requirements of the CBC and the City of Pleasant Hill. The undersigned has used all reasonable diligence in completing this form and to the best of his/her knowledge the information contained herein is true and complete. The undersigned hereby certifies under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Acknowledgements

Registered Design Professional in Responsible Charge:

Name: _____ License Number: _____

Phone Number: _____ Email Address: _____

Signature: _____ Date: _____

Owner's Authorization:

Name: _____

Phone Number: _____ Email Address: _____

Signature: _____ Date: _____

General Contractor:

Name: _____ License Number: _____

Phone Number: _____ Email Address: _____

Signature: _____ Date: _____

Special Inspection/Testing Agency Engineer:

Name: _____ License Number: _____

Phone Number: _____ Email Address: _____

Signature: _____ Date: _____

Duties and Responsibilities of the Special Inspector are:

- Observe the work for conformance with the **City Approved** (stamped) design drawings and specifications and applicable workmanship provisions of the CBC. Note: Shop drawings may be used only as an aid to inspection.
- Bring non-conforming items to immediate attention of the contractor and note in daily report. If any such item is not resolved in a timely manner or is about to be incorporated in the work, notify the Building Department immediately by telephone (925) 671-5200, and the Project Engineer or Architect.
- Furnish reports of tests and inspections directly to the Building Department, Engineer and Architect of record and others as designated.
- Insure that an adequate number of pre-qualified special inspection personnel are on the job based on the intensity of activities, quality of work being performed and the various operations occurring.
- Submit a **Final Letter of Completion** to the Building Inspection Division stating that all items requiring special inspection and testing were accomplished, approved 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 (e.g. missed inspection, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report. The **Final Letter of Completion** shall be signed by Licensed Registered Engineer of the Special Inspection Agency of Record.

Building Department's Acceptance:

Name: _____ Title: _____

Signature: _____ Date: _____

Part III – Special Inspection and Testing Schedule

The schedule below shall be completed by the Engineer-of-Record for the project. The inspections listed are in accordance with Chapter 17 of the California Building Code, refer to Chapter 17 for more detailed requirements. Refer to the **City Approved** drawings and/or project specifications for additional inspections, tests, or requirements.

Indicate in the table below which inspections are required for this project. Check the appropriate box to denote either continuous (C) or periodic (P) inspection required.

Required Special Inspections and Tests	Check if Required	
	C	P
Steel Construction – CBC 1705.2		
1. Material verification of high-strength bolts, nuts, and washers.		
a. Identification markings to conform to ASTM standards specified in the approved construction documents.		
b. Manufacturer's certificate of compliance required.		
2. Inspection of high-strength bolting:		
a. Snug-tight joints.		
b. Pretensioned and slip-critical joints using turn-of-nut with matchmarking, twist-off bolt or direct tension indicator methods of installation.		
c. Pretensioned and slip-critical joints using turn-of-nut without matchmarking or calibrated wrench methods of installation.		
3. Material verification of cold-formed steel deck:		
a. For structural steel, identification markings to conform to AISC		
b. For other steel, identification markings to conform to ASTM standards specified in the approved construction documents.		
c. Manufacturer's certified test reports.		
4. Inspection of welding (shop or field):		
a. Structural steel and cold-formed steel deck:		
1) Complete and partial joint penetration groove welds		
2) Multipass fillet welds		
3) Single-pass fillet welds > 5/16"		
4) Plug and slot welds		
5) Single-pass fillet welds ≤ 5/16"		
6) Floor and roof deck welds.		
b. Reinforcing steel:		
1) Verification of weldability of reinforcing steel other than ASTM A 706.		
2) Reinforcing steel resisting flexural and axial forces in intermediate and special moment frames, and boundary elements of special structural walls of concrete and shear reinforcement.		
3) Shear reinforcement.		
4) Other reinforcing steel.		
5. Inspection of steel frame joint details for compliance with approved construction documents:		
a. Details such as bracing and stiffening		
b. Member Locations		
c. Application of joint details at each location		
6. Installation of open-web steel joists and joist girders.		
a. End connections – welding or bolted		
b. Bridging – horizontal or diagonal.		
1) Standard bridging		
2) Bridging that differs from the SJI specifications listed in Section 2207.1		
7. Cold-formed steel trusses spanning 60 feet or greater, bracing per approved truss package.		
Concrete Construction – CBC 1705.3		
1. Inspect reinforcement, including prestressing tendons, and verify placement.		
2. Reinforcing bar welding:		
a. Verify weldability of reinforcing bars other than ASTM A706;		

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b. Inspect single-pass fillet welds, maximum 5/16"; and		
c. Inspect all other welds.		
3. Inspection of anchors cast-in concrete where allowable loads have been increased or where strength design is used.		
4. Inspection of anchors post-installed in hardened concrete members.		
Adhesive anchors installed in horizontally or upwardly inclined orientations to resist sustained tension loads.		
All other mechanical anchors and adhesive anchors		
5. Verifying use of required design mix.		
6. Prior to concrete placement, fabricate specimens for strength tests, perform slump and air content tests, and determine the temperature of the concrete.		
7. Inspection of concrete and shotcrete placement for proper application techniques.		
8. Inspection for maintenance of specified curing temperature and techniques.		
9. Inspection of prestressed concrete.		
a. Application of prestressing forces.		
b. Grouting of bonded prestressing tendons in the seismic-force-resisting system.		
10. Erection of precast concrete members.		
11. Verification of in-situ concrete strength, prior to stressing of tendons in posttensioned concrete and prior to removal of shores and forms from beams and structural slabs.		
12. Inspect formwork for shape, location and dimensions of the concrete member being formed.		
Masonry Construction – CBC 1705.4		
1. Special inspection and tests in accordance with the quality assurance program requirements of TMS 402/ACI 530/ASCE 5 and TMS 602/ACI 530/ASCE 6.		
Wood Construction – CBC 1705.5		
1. High-load diaphragms		
a. Verify grade and thickness of sheathing per approved construction documents.		
b. Verify nominal size of framing members at adjoining panel edges.		
c. Verify nail or staple diameter and length,		
d. Verify number of fastener lines,		
e. Verify spacing between fasteners in each line and at edge margins		
2. Wood truss clear span of 60 feet or greater, bracing per approved truss package.		
Soils – CBC 1705.6		
1. Verify materials below shallow foundations are adequate to achieve the design bearing capacity.		
2. Verify excavations are extended to proper depth and have reached proper material.		
3. Perform classification and testing of compacted fill materials.		
4. Verify use of proper materials, densities and lift thicknesses during placement and compaction of compacted fill.		
5. Prior to placement of compacted fill, observe subgrade and verify that site has been prepared properly.		
Pile Foundations – CBC 1705.7		
1. Verify element materials, sizes and lengths comply with the requirements.		
2. Determine capacities of test elements and conduct additional load tests, as required.		
3. Observe driving operations and maintain complete and accurate records for each element.		
4. Verify placement locations and plumbness, confirm type and size of hammer, record number of blows per foot of penetration, determine required penetrations to achieve design capacity, record tip and butt elevations and document any damage to foundation element.		
5. For steel elements, perform additional inspections in accordance with CBC Section 1705.2.		
6. For concrete elements and concrete-filled elements, perform additional inspections in accordance with CBC Section 1705.3.		
7. For specialty elements, perform additional inspections as determined by the registered design professional in responsible charge.		
8. Continuous special inspection shall be performed during installation of helical pile foundations.		
Cast-In Place Foundations – CBC 1705.8		
1. Observe drilling operations and maintain complete and accurate records for each element.		

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2. Verify placement locations and plumbness, confirm element diameters, bell diameters (if applicable), lengths, embedment into bedrock (if applicable) and adequate end-bearing strata capacity. Record concrete or grout volumes.		
3. For concrete elements, perform additional inspections in accordance with Section CBC 1705.3.		
Additional Inspections/Verifications Required		
1. Architectural components per CBC Section 1705.12.5.		
2. Plumbing, mechanical, and electrical components per CBC Section 1705.12.6		
a. Anchorage of electrical equipment for emergency and standby power systems.		
b. Installation and anchorage of piping systems designed to carry hazardous materials and their associated mechanical units.		
c. Installation and anchorage of ductwork designed to carry hazardous materials.		
d. Installation and anchorage of vibration isolation systems where the approved construction documents require nominal clearance of ¼ inch or less between the equipment support and restraint.		
3. Storage racks that are 8 feet or greater in height per CBC Section 1705.12.7.		
4. Seismic isolation systems per CBC Section 1705.12.8.		
5. Cold-formed steel special bolted moment frames per CBC Section 1705.12.9.		
6. Sprayed fire-resistant materials per CBC Section 1705.14.		
a. Inspect surface for accordance with the approved fire-resistance design		
b. Approved manufacturer's written instructions.		
c. Verify minimum ambient temperature before and after application.		
d. Verify ventilation of area during and after application.		
e. Measure average thickness per ASTM E605 and Section 1704.10.3		
f. Verify density of material for conformance with the approved fire-resistant design and ASTM E605		
g. Test cohesive/adhesive bond strength per Section 1704.10.5		
h. Inspect surface for accordance with the approved fire-resistance design		
7. Mastic and intumescent fire-resistant coatings per CBC Section 1705.15.		
8. Exterior Insulation and Finish Systems (EIFS) per CBC Section 1705.16.		
9. Fire-resistant penetrations and joints in high-rise or risk category III or IV buildings per CBC Section 1705.17.		
10. Penetration firestop systems and/or fire-resistant joint systems per CBC Sections 1705.17.1 & 1705.17.2.		
11. Smoke control systems per CBC Section 1705.18.		

Seismic/Wind Requirements (CBC Section 1705.11-13)

Description of wind resistance and seismic-force-resisting system subject to special inspections as per CBC Section 1705.11-13. Describe the seismic resisting system in the longitudinal and transverse directions.

Special Instructions and/or Structural Observation Required (CBC Section 1704.6)

Additional Instructions

1. When determined by the Building Department, a pre-construction conference with the parties involved will be held to review the special inspection requirements and procedures.
2. Each Special Inspector shall submit his qualifications to the City and is subject to a personal interview for pre-qualification. Special Inspectors shall display an approved identification badge when performing the function of a special inspector or upon request and must have a valid ICC Certification for the type of work being inspected.
3. The Special Inspector shall provide daily reports to the building inspector on site as construction progress. A copy of all special inspection test laboratory reports shall be sent to the City's Building Department and the architect or engineer of record.
4. Work requiring special inspection and the performance of special inspection shall be monitored by the City's building inspector. City approval is required prior to proceeding. General contractor shall notify the Building Department at (925)671-5200 at least 24 hours in advance for each day special inspection will be conducted.
5. Special inspections are to be performed on a continuous basis, meaning that the special inspector is on site in the general immediate area at all times observing the work requiring special inspection. Periodic inspections may be approved by the Building Department and if approved, shall be noted on the special inspection and testing schedule.
6. Only the City approved special inspection agency of record shall sample, transport and test material.
7. Upon completion of special inspections and testing work, provide to the City a final special inspections report, wet stamped and signed by the responsible professional engineer of the special inspection agency.