



CITY OF AUBURN | BUILDING DEPARTMENT
1225 Lincoln Way | Auburn, CA 95603
530-823-4211 | Fax: 530-885-5508

Special Inspection, Structural Observation and Testing Agreement

To Building Permit Applicant(s) for projects requiring special inspection and/or testing per Chapter 17 of the 2025 California Building Code:

Project Name: _____

Project Address: _____

APN: _____ Application/Permit No: _____

Owner's Name: _____

Before a permit can be issued

If special inspection and/or structural observation are required, the owner, engineer, or architect of record acting as the owner's agent shall read and be familiar with this policy and complete two (2) copies of the Special Inspection, Structural Observation and Testing Agreement. The completed agreement shall become a part of the approved construction documents. A preconstruction meeting may be required prior to the permit being issued. A copy of this Special Inspection, Structural Observation and Testing Agreement will be attached to the approved plan set.

Approval of Special Inspector

Each special inspection agency, testing facility, and special inspector shall be recognized and approved by the Building Official prior to performing any duties. Each special inspection agency, testing facility, and/or special inspector must submit to the Building Official a company profile including resumes of all employees, their certifications, and a list of the type of work for which approval is requested. Each special inspection agency, testing facility, and/or special inspector shall disclose to the Building Official any possible conflict(s) of interest so that the Building Official can confirm objectivity and independence from the contractor(s) responsible for the work. Approved special inspectors shall carry approved identification when performing the functions of a special inspector. Identification cards shall follow the criteria set by the California Council of Testing and Inspection Agencies. Each special inspector, testing facility, and/or special inspector shall have adequate equipment to perform required tests, which shall be periodically calibrated. No personnel changes shall be made without first obtaining the approval of the Building Official. Any unauthorized personnel changes may result in a "Stop Work Order" and possible permit revocation.

Approved Fabricators

Each fabricator shall be approved by the Building Official. Qualifications of approved fabricators shall be in compliance with 1704.2.5.1 of the California Building Code, 2022 edition. The approved fabricator shall submit a Certificate of Compliance that the work was performed in accordance with the approved plans and specification to the Building Official and the engineer or architect of record. *Note: Fabricator approval may be revoked by the Building Official for just cause.*

Structural Observation

The engineer or architect of record shall provide structural observation per Section 1704.6 of the California

Building Code when required by the Building Official or engineer or architect of record. This requirement and frequency of observation shall be put forth in the Statement of Structural Observation (SSO) prepared by the design professional or as determined by the Building Official prior to permit issuance.

In accordance with the Section 110 and the structural observation requirements of Section 1704.6 of the California Building Code, the Building Official may require that the architect or engineer of record attend a preconstruction meeting prior to the commencement of work. When structural observation is required by the Building Official, the engineer or architect of record shall periodically perform visual observation on the project, as outlined in the SSO, for general conformance to the approved construction documents. The minimum observations are: at foundation stage, at shear walls /diaphragms stage, and at final framing stage. Additional observations may be required as the result of deficiencies or corrective actions or special circumstances. Any observed deficiencies or changes to the approved plans must be brought to the attention of the Building Official as soon as possible, and no more than three (3) working days or before subsequent inspections. This observation is in addition to other required special inspections and is not intended as a substitution of other required inspections. At the conclusion of work included in the permit, the structural observer shall submit to the Building Official a written statement that the site visits have been made and identify any reported deficiencies that, to the best of the structural observer's knowledge, have not been resolved.

Special Inspection and Testing: General

Special Inspection and Testing shall meet the minimum requirements of the California Building Code, Chapter 17.

The following conditions are also applicable:

Duties and responsibilities of the Special Inspector and/or Architect or Engineer of Record - Limit of Authority:
The Special Inspector and/or Architect or Engineer of record is NOT AUTHORIZED to do any of the following:

1. To inspect or approve any work for which the building permit has not been issued.
2. Direct any work to commence before all required inspections or observations have been completed. Deviations from this procedure must be requested in writing from the Building Official. Exception: Prefabricated components inspected in accordance with Section 1704.2.5 of the California Building Code.
3. To inspect or approve any work other than that for which they are specifically certified.
4. To approve alternative materials, structural changes, or revisions to plans without prior approval of the Building Official.

Contractor's Responsibilities

- A. **Quality Control and Code Compliance:** The contractor is primarily responsible for quality of the work performed and compliance with Code requirements.
- B. **Inspector Notification:** The contractor shall notify the special inspector at least 24 hours prior to performing any work that requires special inspection and shall provide sufficient lead time for the special inspector at the job site to review the construction documents and perform preparatory work.
- C. **Provide Access to Plans:** The contractor is responsible for providing the special inspector access to the **approved** plans and specifications at the job site.

- D. **Retain Special Inspection Records:** The contractor is also responsible for retaining at the job site all special inspection records submitted by the special inspector and providing these records for review by the Building Inspector upon request.
- E. **Inspection and Approval of Work:** The contractor shall not perform any work that requires special inspection without the presence of the special inspector(s) during the performance of that work. Work performed without special inspection is to be removed.
- F. **Final Inspection:** The final inspection may not be scheduled until all reports documenting the special inspection work have been submitted and approved by the Building Official.
- G. **Building Official Approval:** Approval of work by the special inspector does not relieve the contractor from obtaining Building Official approval for inspections required by Section 110 of the California Building Code.

Owner's Responsibilities

- A. **Special Inspector Employment:** The owner or their agent(s) shall employ a sufficient number of qualified special inspectors to assure inspection without hindering the quality assurance of the work.
- B. **Inspection Continuity:** It is recommended that the owner employ the same special inspection agencies throughout the job to assure continuity. All substitutions of special inspection agencies must have prior approval of the Building Official.
- C. **Final Report:** The owner or their agents are responsible for submittal of a final signed report before a final inspection can be scheduled, per Section 1704.2.4 of the California Building Code.
- D. **Preconstruction Meeting:** If required by the Building Official, the owner, contractor, architect, or engineer of record shall attend a preconstruction meeting prior to permit issuance.

Architect or Engineer of Record Responsibilities

- A. **Identification:** Identify all construction elements that require special inspection prior to permit issuance.
- B. **Statement of Special Inspection:** Provide a Statement of Special Inspections (SSI) outlining the required special inspections as required under section 1704.3 of the 2022 CBC. Provide a Statement of Structural Observation (SSO) if required by the Architect or Engineer of Record.

Special Inspection Tasks

1. Observing work

The special Inspector shall observe the work assigned for conformance to the approved design drawings and specifications and the applicable workmanship provisions of the California Building Code. Architect or engineer reviewed shop drawings may be used only as an aid to inspection. All discrepancies shall be brought to the immediate attention of the contractor for correction, then, if uncorrected, to the proper design authority and to the Building Official.

Per Section 1704.3.1 of the California Building Code, the SSI shall identify, for each type of special inspection, whether the inspection must be continuous or periodic. Section 202 of the California Building Code states that **Continuous Special Inspection** means that the special inspector is “present continuously when and where the

work to be inspected is being performed.” on site at all times observing the work requiring special inspection. Section 202 of the California Building Code states that **Periodic Special Inspection** means that the special inspector is “intermittently present where the work has been or is being performed and at the completion of the work.” A periodic inspection schedule must be outlined in the project plans and specifications and approved by the Building Official.

2. Reporting non-conforming items

The special inspector shall bring non-conformance 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 and notify the engineer and/or architect of record. Any work performed by the contractor or subcontractor(s) following notification by the special inspector is at risk of being removed and will require subsequent approval by the Building Official.

3. Furnishing daily reports

Each special inspector shall complete and sign the daily report form for each day's inspection. These records are to remain at the job site with the contractor for review by the Building Official. Additionally, the special inspector shall complete the "Special Inspection Record" form attached to the job card each time the special inspector visits the jobsite and makes an inspection. This Special Inspection Record includes information regarding: Inspection type, name of special inspector, identification number, date, notes, and arrival/departure times.

4. Furnishing weekly reports (As needed on larger projects)

The special inspector(s) shall furnish a weekly report of tests and inspections directly to the Building Official, project engineer and/or architect, and others as designated. These reports include the following:

- A. A description of daily inspections and tests made with applicable locations.
- B. A listing of all non-conforming items.
- C. A report of how non-conforming items were resolved or unresolved as applicable.

5. Furnishing final report

A final report documenting all special inspections and tests, and correction of any discrepancies noted in the inspections or tests, shall be submitted to the Building Official pursuant to Section 1704.2.4. Items 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. Any unresolved items must be approved by the Building Official. The report must be signed and stamped by appropriate professional(s), licensed by the State of California. **Final inspection of the structure will not be scheduled until the final report has been reviewed and approved by the Building Official.**

Mark all Special Inspections that apply to this project

Item #	Type of Special Inspection	2019CBC Section	Required (x)	Continuous (x)	Periodic (x)
1	Special Cases as noted in SSI	1705.1.1			
2	Steel Construction	1705.2			
	a. Shop Welding				
	b. Field Welding				
	c. High Strength Bolting 'Slip-Critical' A 325 or any A 490 bolting.				
	d. Shop Materials Identification				
	e. Other as noted in SSI				
3	Concrete Construction	1705.3			
	a. Post installed anchors				
	b. Compression Test				
	c. Mix Designs				
	d. Reinforcing Placement				
	e. Tendon Tests				
	f. Stressing Inspection				
	g. Other as notes in SSI				
4	Masonry Construction	1705.4			
	a. Preliminary Acceptance Test (Masonry Units, Wall Prisms)				
	b. Subsequent Tests (Mortar, Grout, Flood Wall Prisms)				
	c. Placement inspections of units				
	d. Reinforcement placement				
	e. Other as noted in SSI				
5	Wood Construction	1705.5			
	a. High Load Diaphragms				
	b. Trusses with heights greater than 60"				
	c. Trusses spanning 60" or more				
	d. Other as noted in SSI				
	e. Trusses Exempt under Exemptions 1, 2, or 3				
6	Soils	1705.6			
	a. Material below foundation meets				

- bearing capacity
- b. Verify placement of fill material
- c. Compaction Test
- d. Other as noted in SSI

7 Driven Deep Foundations

1705.7

- a. Verify Materials
- b. Inspect driving operation
- c. Verify installation process
- d. Verify placement
- e. Other as noted in SSI

8 Cast-in-place Deep Foundations

1705.8

- a. Verify hole size
- b. Inspection drilling operation
- c. Verify placement
- d. Other as noted in SSI

9 Helical Pile Foundations

1705.9

- a. Inspection drilling operation
- b. Verify installation process
- c. Verify placement
- d. Other as noted in SSI

10 Fabricated Items

1705.11

- a. Inspection of the shop
- b. Other as notes in SSI

11 Wind Resistance

1705.12

- a. Structural wood
- b. Cold-formed steel light framed const.
- c. Other as notes in SSI
- d. Exempt under exemptions 1, 2 or 3

1705.12.1

1705.12.2

1704.2

12 Seismic Resistance

1705.13

- a. Structural steel
- b. Structural wood
- c. Cold-formed steel light framed const.
- d. Designated seismic systems
- e. Architectural components
- f. Plumbing, mech. and elec. components
- g. Storage racks
- h. Seismic isolation systems

1705.13.1

1705.13.2

1705.13.3

1705.13.4

1705.13.5

1705.13.6

1705.13.7

1705.13.8

- i. Cold-formed steel special bolted moment frames
- j. Other as notes in SSI

1705.13.

1704.2

13 Testing for Seismic Resistance

1705.14

- a. Structural steel
- b. Nonstructural components
- c. Designates seismic systems
- d. Seismic isolation systems
- c. Other as notes in 551
- d. Exempt under exemptions 1,2 or 3

1705.14.1

1705.14.2

1705.14.3

1705.14.4

1704.2

14 Sprayed Fire-resistant Materials

1705.15

- a. Placement inspection
- b. Density tests
- c. Thickness tests
- d. Inspect batching
- e. Other as notes in 551

15 Other as notes in SSI

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16 Structural observation

1704.6

- a. Overall observation
- b. For seismic resistance
- c. For wind resistance
- d. Other as notes in SSO

1704.6.1

1704.6.2

1705.6.3

17 Other as noted in SSO

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

Owner (print)

Signature

Date

Contractor (print)

Signature

License No.

Date

Architect or Engineer of Record (print)

Signature

The 551/550 is located on Sheet _____ of the drawings.

Geotechnical Engineer (print)

Signature

License No.

Date

Fabricator (print)

Signature

ICC Approval No.

Date

Special Inspection Agency

ICC No. or License No.

Inspection
Item No.

Date

Special Inspection Agency

ICC No. or License No.

Inspection
Item No.

Date

Special Inspection Agency

ICC No. or License No.

Inspection
Item No.

Date

Form Completed by (print)

Signature

Date



RECOGNIZED SPECIAL INSPECTION & TESTING AGENCIES

Key: **FP** = Spray-Applied Fireproofing/Epoxy
SCEF = Special Grading, Excavation & Fill-Soils
SW = Steel Welding
NDT = Non – Destructive Testing

PC = Pre-stressed/Post-Tension Concrete
SM = Structure Masonry
HSB = High Strength Bolting
ACI = Grade 1 Conc. Field Testing

RC = Reinforced Concrete
SS = Structural Steel Bolting
SWC = Structural Wood Construction

The following Special Inspections and Testing Agencies have qualifications currently on file with Placer County Building Division.
This list is not exclusive, and any agency may submit qualifications to the City of Auburn for consideration.

	Address/Phone	SW	HSB	NDT	ACI Grd 1	FP	PC	RC	SCEF	SM	SWC	SS *
ACE Quality Control	1050 Melody Lane Suite 160 Roseville CA 95678 916-742-5096	X	X	X	X	X	X	X	X	X	X	X
Achievement Engineering Corp	9245 Laguna Springs Dr., Ste 200 Elk Grove, CA 95758 916-509-7297					X	X	X	X	X		X
Advanced Special Inspection, Inc	148 Maple Street, #D Auburn, CA 95603 888-801-0053					X	X	X	X	X		X
Construction Testing Services	2118 Rheem Dr Pleasanton CA 94588 925-462-5151					X	X	X		X		X
CTE Cal, Inc	3628 Madison Ave, Ste 22 Sacramento, CA 95660 916-331-6030					X	X	X	X	X		X
ENGEO Inc	2213 Plaza Dr Rocklin, CA 95765 916-786-8883 / 888-279-2698					X	X	X	X	X		X
Geocon Consultants Inc	3160 Gold Valley Dr #800 Rancho Cordova CA 95742 916-852-9118 / 9132					X	X	X	X	X		X
Gularte & Associates	1049 Nichols Dr Rocklin CA 95765 916-626-5577 / 5533							X	X	X		X
NV 5 Holdrege & Kull Consulting	792 Searls Ave Nevada City CA 95959 530-478-1305					X	X	X	X	X		X
Inspection Consulting Inc	11295 Sunrise Gold Cir #E Rancho Cordova CA 95472 916-321-5580 / 5590					X	X	X	X	X		X
Joseph Leonard Structural Engineer	336 Carriage Lane Auburn, CA 95603 530-820-3492 www.LSEng.net										X	
Kleinfelder Inc	2001 Arch Airport Rd 100 Stockton CA 95206 209-948-1345/ 209-234-4700					X	X	X		X		X
Krazan & Associates, Inc	4320 Orange Ave Ste Grove E-F Sacramento CA 95841 916-564-2200/2222					X	X	X	X	X		X
Lovelace, Richard	3305 Deer Foot Lane Reno NV 89506 775-971-9215 / 775-276-3849											X
MatriScope Engineering Laboratories	601 Bercut Dr Sacramento CA 95811					X	X	X	X	X		X

Mid Pacific Engineering Inc	4200 N Freeway Blvd #5 Sacramento CA 95834					X	X	X	X	X		X
Material Engineering Inspection Inc MEI	2014 Capital Ave Sacramento CA 95811 (408)844-3775	X	X		X	X	X	X		X	X	
Neil O Anderson & Associates Inc	902 Industrial Way Lodi CA 95240					X	X	X		X		X
Norcon LLC	470 3 rd St., Ste 105 San Francisco CA 94107					X	X	X		X		
Raney Geotechnical	3140 Beacon Blvd W Sacramento CA 95691					X	X	X	X	X		X
RMA Group	3150 Fitzgerald Rd Rancho Cordova CA 95742					X	X	X	X	X		X
Silver State Geotechnical	P O Box 60421 Reno, NV 89506 775-378-9895		X		X	X	X	X		X	X	
Terracon Consultants Inc	3140 Gold Camp Dr #170 Rancho Cordova CA 95742					X	X	X		X		X
Tower Engineering, Inc.	326 Tyron Road, Raleigh NC 27603 916-661-6351 tdanussi@tepgroup.net	X	X					X	X			
Twining Laboratories Inc	1572 Santa Ana Ave Sacramento CA 95838					X	X	X	X	X		X
Wallace-Kuhl & Associates Inc	3422 W Hammer Ln #D Stockton CA 95219					X	X	X	X	X		X
Youngdahl Consulting	1234 Glenhaven Ct El Dorado Hills CA 95762					X	X	X	X	X		X

***Please contact the company to confirm that Structural Bolting Special Inspections are available.**

Auburn City Hall – 1225 Lincoln Way, Auburn, CA 95603 / (530) 823-4211 / Fax: (530) 885-5508

Web Site Address: www.auburn.ca.gov / Email: building@auburn.ca.gov
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