



SPECIAL INSPECTION AND TESTING AGREEMENT

CITY OF CITRUS HEIGHTS

To permit applicants of projects requiring special inspection and/or testing per Section 1701 of the California Building Code.

Project Name _____ Building Permit No _____

Address _____

BEFORE A PERMIT CAN BE ISSUED: The owner, or the engineer/architect of record acting as the owner's agent, shall complete two (2) copies of this agreement and the attached structural tests and inspections schedule including the required acknowledgments. A preconstruction 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. Each special inspector shall submit his/her qualifications to the Building Division and is subject to a personal interview for prequalification. 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 California Building Code 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 C.B.C. Architect/engineer-reviewed shop drawings and/or placing 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 Division based on a separate written plan reviewed and approved by the Building Division 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 Division 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 to remain at the jobsite with the contractor for review by the Building Division's inspector.

4. **Furnish Weekly Reports**

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Division, 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. Reports 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.

BSD#019	APPROVAL DATE: 2/6/2013	APPROVED BY:GA	A:\BSD#019.doc
---------	-------------------------	----------------	----------------

5. **Furnish Final Report**

The special inspector or inspection agency shall submit a final signed report to the Building Division 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 C.B.C. 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's inspector upon request.

C. Building Division Responsibilities

1. **Approve Special Inspection**

The Building Division shall approve all special inspectors and special inspection requirements.

2. **Monitor Special Inspection**

The Building Division's inspector shall monitor Work requiring special inspection and the performance of special inspectors. 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.

ACKNOWLEDGEMENTS

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

Owner: _____ Signature _____ Date: _____
(Please Print)

Contractor: _____ Signature _____ Date: _____
(Please Print)

Special Inspector or Inspection Agency:

_____ Signature _____ Date: _____
(Please Print)

Project Engineer/Architect:

_____ Signature _____ Date: _____
(Please Print)

ACCEPTED FOR THE BUILDING DIVISION

By: _____ Date: _____