

## CITY OF MILPITAS

Office of Building Safety  
 455 E. Calaveras Blvd.  
 Milpitas, CA 95035  
 408-586-3240  
[www.milpitas.gov](http://www.milpitas.gov)



# SPECIAL INSPECTION AND TESTING AGREEMENT AND SCHEDULE

## [PERMIT DESCRIPTION]

Project Name

## [permit no]

Building Permit No.

## [today]

Date

## [SITE ADDRESS]

Project Address

Testing Inspection or Special Inspection Agency

## Special Inspection & Testing Agreement

Projects requiring Special Inspection and/or Testing shall be provided with same per the California Building Code and standards referenced therein.

BEFORE A PERMIT CAN BE ISSUED, the Owner, General Contractor, Project Architect/Engineer and the Special Inspection Agency or individual shall acknowledge the required special inspections, testing and conditions by signing this Special Inspection and Testing Agreement and Schedule form (total of 4 pages).

Contractor responsible for construction shall submit a written statement of responsibility to the Building Official and the Owner per Section 1704 prior to the commencement of work as required.

When determined by the Office of Building Safety, a pre-construction meeting with the parties involved will be held to review the special inspection requirements and procedures.

Special inspection and testing shall meet the minimum requirements of Chapter 17 of the California Building Code and the standards referenced therein. The following conditions are also applicable:

1. Contractor is responsible for notification to the Special Inspector or Agency regarding scheduling individual inspections and testing for the required inspections or tests listed on the Special Inspection Schedule and those noted on the city approved plans or required by code. Adequate notice shall be provided so the Special Inspector has time to become familiar with the project approved plans and do a thorough job for all inspections.
2. Prior to approval to perform inspections in the city each Special Inspectors qualifications shall be submitted for review, and the individual is subject to a personal interview for pre-qualification. The Special Inspection Agency shall attach a current copy of the city approved matrix list for all Special Inspectors to this agreement. Special Inspectors shall provide approved identification matching their certifications when requested while performing the function of a special inspector. Special Inspectors shall have a valid ICC certification for the type of work being performed.
3. Duties and Responsibilities of the Special Inspector or Agency are:
  - A. Observe the work for conformance with the CITY APPROVED (stamped) plans and applicable requirements of the California Building Code and standards referenced therein. Unapproved shop drawings may be used only as an aid to construction and do not replace the requirements of the city approved plans. Projects are not to be inspected without the city approved plans. Special inspections completed prior to permit/plan issuance date shall be rejected by the city inspector and will not be considered as valid special inspections.
  - B. Bring non-conforming items to the immediate attention of the contractor and note in daily report (see item 4). If any such item is not resolved in a timely manner or is about to be incorporated in the work, notify the contractor, the Building Safety Department immediately by telephone (408-586-3240) or in person, and the Project Engineer or Architect.

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### Special Inspection & Testing Agreement (cont.)

- C. Furnish daily reports of tests and inspections directly to the contractor (site copy for review by city inspector for requested inspections), engineer, architect of record, and others as designated. These daily reports are to include the full permit # and be printed and available onsite prior to city inspection and shall include the following:
  - Describe inspections and tests made with applicable locations.
  - List all non-conforming items.
  - Indicate how non-conforming items were resolved or indicate unresolved items as applicable.
  - Itemize changes approved by the Architect, Engineer, and Building Safety Department if not included in non-conformance items.
- D. Ensure that an adequate number of pre-qualified special inspection personnel are assigned to and on the job based on the intensity of activities, quality of work being performed, and the various operations occurring.
- E. Provide at final inspection a FINAL AFFIDAVIT letter to the Office of Building Safety inspector, stating that all items requiring special inspection and testing were accomplished, reviewed and reported, and to the best of their knowledge, in conformance with the approved plans, specifications, approved change orders, and the applicable provisions of the California Building Code. Items not in conformance, unresolved items, or any discrepancies in special inspection coverage (i.e. missed inspections, periodic inspections when continuous were required, etc.) shall be specifically itemized in this report. Include full permit # in this report.
- F. The FINAL AFFIDAVIT letter shall be signed by the Licensed Registered Engineer of the Special Inspection Agency of record.
- 4. The Special Inspector shall complete and sign the Special Inspection Record at the job site for each day's inspection and provide a daily report hard copy, to remain at the job site with the contractor for review by the City Inspector. Content of these daily reports shall be per Item 3C above. Special inspections and documentation shall be completed prior to requested city inspection covered by the daily report.
- 5. Work requiring special inspection and the performance of special inspection will be monitored by the city's building inspector. City inspector approval is required prior to covering any system or construction requiring special inspection.
- 6. Special inspections are to be performed Continuous or Periodic as required per the California Building Code and the Standards referenced therein. For *Continuous Special Inspection*, this means that the SPECIAL INSPECTOR IS PRESENT CONTINUOUSLY WHEN AND WHERE THE WORK REQUIRING INSPECTION IS BEING PERFORMED. *Periodic Special Inspections* shall be as noted on the SPECIAL INSPECTION AND TESTING SCHEDULE.
- 7. Only the City approved Testing Agency of record shall sample, transport and test materials.
- 8. Only the City approved Special Inspection Agency of record shall provide qualified approved special inspectors.
- 9. BEFORE AN OCCUPANCY PERMIT CAN BE ISSUED: The Special Inspection Agency shall provide a Final Affidavit Letter per item 3E above for the Building Safety Inspector.
- 10. Copies of the SPECIAL INSPECTION AND TESTING SCHEDULE, SPECIAL INSPECTION AND TESTING AGREEMENT, SPECIAL INSPECTION RECORD, and SPECIAL INSPECTION DAILY REPORTS shall be at all times available on the project site to inspection staff.

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# SPECIAL INSPECTION AND TESTING AGREEMENT AND SCHEDULE

## Special Inspection & Testing Schedule

### REINFORCED CONCRETE, GUNITE, GROUT and MORTAR:

Concrete      Gunite      Grout      Mortar

				Aggregate Tests
				Reinforcing Tests
				Mix Designs
				Reinforcing Placement
				Batch Plant Insp.
				Inspect Placing
				Cast Samples
				Pick-Up Samples
				Compression Tests

### STRUCTURAL STEEL / WELDING

Sample & Test				
(List specific members below)				
Shop Material Identification				
Welding Inspection		Shop		Field
Ultrasonic Inspection		Shop		Field
High Strength Bolting Inspection				
Type bolts	N	X		F
Metal Deck welding Inspection				
Reinforcing Steel Welding Inspection				

### PRECAST / PRESTRESSED CONCRETE:

Piles      Post-tens      Pre-tens      Cladding

				Aggregate Tests
				Reinforcing
				Tendon Tests
				Mix Designs
				Reinforcing
				Invert Placement
				Concrete Batching
				Concrete Placement
				Installation
				Cast Samples
				Pick-Up Samples
				Compression Tests
				Stressing Inspection

### MASONRY:

	Tests prior to construction (Just Strength Method or Prism Test)
	Tests during construction (Masonry Units, Wall Prisms)
	Placement Inspection of Units
	Placement of Grout

### STRUCTURAL WOOD:

	Inspection of Glu-Lam Fab. AITC Certificate
	Inspection of Truss Joist Fab, Manuf. Certificate
	Sample & Test Components
	Sample & Test
	(List specific members below)
	Shop Material Identification

### FIREPROOFING:

Placement Inspection				
Density Tests				
Thickness Test				
Inspect Batching				

### INSULATING CONCRETE:

Sample & Test				
Placement Inspection				
Unit Weights				

### FILL MATERIAL:

Acceptance Tests				
Placement Inspection				
Field Density				
Inspection of Pad & Trenches by Geotechnical engineer				
Compaction Report or Pad Certification				
Required prior to concrete pour.				

### PAVING/ASPHALT CONCRETE:

Core/Test				
Field Inspection				
Field Report for Parking Lot				
Sub-grade compaction Report				
AB Compaction				
Rock Depth and Asphalt Thickness				

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## SPECIAL INSPECTION AND TESTING AGREEMENT AND SCHEDULE

### Special Inspection & Testing Schedule (cont.)

#### **Seismic Resisting Elements (Periodic Special Inspection is required, UON):**

##### **Structural Wood:**

- Field-gluing operations of elements of the seismic-force-resisting system (continuous inspection)
- Nailing and Bolting
- Anchoring or other fastening. Specify here:

##### **Cold-formed Steel Framing:**

- Screw attachment
- Bolting
- Anchoring or other fastening. Specify here:

##### **Fastening of Mechanical and Electrical Components:**

- Electrical Equipment for Emergency or Standby Power systems
- Anchorage of other Electrical Equipment in Seismic Design Category E or F
- Installing of piping systems intended to carry flammable, combustible, or highly toxic contents
- Installing of HVAC ductwork that will contain hazardous materials

##### **Post-Installed Anchors:**

- Post-installed Anchors (periodic inspection)
- Post-installed Anchors (continuous inspection)

#### **ADDITIONAL INSTRUCTIONS OR OTHER TESTS & INSPECTIONS:**

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#### **ACKNOWLEDGMENTS:**

Signature

Company

→ PROPERTY OWNER: _____	→ GENERAL CONTRACTOR: _____
→ PROJECT ENGINEER/ARCHITECT: _____	→ INSPECTION AGENCY: _____
BUILDING OFFICIAL: _____	

City of Milpitas

**NOTE: All signatures shall be on the same page.**