



## Options for Review and Approval of Special Inspection Companies

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For Public Use

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CBC Chapter 17 provides for the use of Special Inspectors for work listed in the referenced section. Special inspections are mandatory – not optional – requirements of the California Building Code with the exception of the following: accessory structures to single family residences or minor construction as approved by the building official.

The purpose of this Information Bulletin is to provide information on how the City of Concord evaluates the qualifications and acceptability of individual special inspectors and their affiliated companies.

The City of Concord currently offers four options for evaluating special inspectors and their affiliated company. All options require that the design professional of record for the structural design to provide the list of special inspection requirements on the approved plans or in a separate document. The plans or the separate document must be signed and stamped by the design professional of record for the structural design.

### **OPTION ONE: RECOGNIZED LISTS**

The City of Concord recognizes and approves special inspection companies that are on the following lists and that are current and in good standing:

- Bay Area Special Inspection and Joint Review Committee Recognition List  
Note: Companies desiring to be included on this list must apply directly to one of the jurisdictions on the committee. A current recognition list may be obtained from one of the committee member jurisdictions. Committee membership changes periodically. And, the recognition list is updated from time to time. So, owners looking to use this option will need to check for the most current recognition list. Performing a web search of “Bay Area Special Inspection Joint Review Committee Recognition List” will typically provide references to a current list within jurisdiction’s web sites that are on the committee.
- <https://www.apps2.dgs.ca.gov/DSA/Tracker/ApprovedLabs.aspx>

Owners are encouraged to discuss with potential special inspection companies whether they are on one or more of the recognized lists and to have the special inspection company provide the current recognition list to show they are current and in good standing.

Many special inspection companies belong to the California Council of Testing and Inspection Agencies (CCTIA) organization. CCTIA maintains a membership roster on their web site at [www.cctia.org](http://www.cctia.org). This is not the same thing as the recognition list discussed above, but the membership list will provide contact information to help owners find qualified special inspection companies for their projects.

## **OPTION TWO: SPECIAL INSPECTION AND OBSERVATION PROGRAM AGREEMENT**

If the owner, the architect or engineer of record for the structural design, the engineer in responsible charge of the inspection company and special inspectors, and the contractor all agree to all the terms and conditions contained in the City of Concord's ***SPECIAL INSPECTION AND OBSERVATION PROGRAM AGREEMENT***, then that agreement will form the basis for the approval and acceptance of the special inspection company and the special inspectors working for the company. The utilization of the ***SPECIAL INSPECTION AND OBSERVATION PROGRAM AGREEMENT*** will be deemed by the Building Official to meet the requirements of CBC Chapter 17.

## **OPTION THREE: SPECIAL INSPECTION COMPANY ACCREDITED BY ISA**

This option uses the Special Inspector Accreditation Program for agencies offered by International Accreditation Service (IAS), a subsidiary of ICC. The program requires special inspection agencies to operate under a quality system that is documented in a manual, and also requires the agency to be assessed in the field to determine if it is competent to perform specific inspections or types of inspections. IAS accreditation is based on the assessment of a special inspection agency's inspection procedures, the competence of its inspection staff, and its reporting procedures. Any company having an IAS accreditation as a special inspection company will be acceptable by the City of Concord in the area of accreditation provided their accreditation is in good standing and current. Information on this program may be obtained at the following website: [www.iccsafe.org/spc](http://www.iccsafe.org/spc)

## **OPTION FOUR: EVALUATION BY QUALITY CONTROL AGENCY**

This option utilizes a consulting *Quality Control Agency*, paid for by the company or individual seeking to get prequalified as a special inspection company or individual, to evaluate the qualifications and acceptability of the special inspection company or individual. The City of Concord does not have the in-house capacity or the expertise to perform qualification review and verification for the purpose of satisfying CBC Chapter 17. Therefore, the city will utilize a *Quality Control Agency* under these provisions to provide the review and verification, and to present the findings of their review and verification to the Chief Building Official. A written report shall be prepared by the *Quality Control Agency* that addresses the qualification requirements, which may change from time to time. This would require the City of Concord to go through a process of selecting a *Quality Control Agency* through a competitive procurement process and the contract for such services would require City Council approval. This process would necessarily take a couple of months to complete.