

**SPECIAL INSPECTION AND OBSERVATION PROGRAM
CITY OF CONCORD BUILDING DIVISION**

Permit Application #: _____

Project Address: _____

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

Selection of the special inspection and testing agency for this project is by the:

- Owner
- Registered design professional in responsible charge of the structural design (acting as owner's agent)

Duties and Responsibilities of the Registered Design Professional in Responsible Charge of the Structural Design:

Pre-Issuance

- Specify the following special inspection information and requirements on the plans:
 - The materials, systems, components and work required to have special inspection and testing by the building official or by the registered design professional responsible for each portion of work
 - The type and extent of each special inspection
 - The type and extent of each test
 - Additional requirements for special inspection or testing for seismic or wind resistance as specified in CBC Section 1705.10, 1705.11 and 1705.12
 - For each type of special inspection, identification as to whether it will be continuous or periodic special inspection
- When structural observation is required by CBC Section 1704.6, specify on the plans individuals or firms who are to perform structural observation and identify the frequency and extent of structural observations

Pre-Final

- When structural observation is required by CBC Section 1704.6, the person who performed structural observation shall submit to the building official a written statement that site visits have been made and identify any reported deficiencies that, to the best of the structural observer's knowledge, have not been resolved

Duties and responsibilities of the special inspection and testing agency:

During Construction

- The selected special inspection and testing agency shall provide qualified individual special inspectors
- The special inspection and testing agency shall **not** enter into an agreement with the contractor or developer. In agreeing to perform special inspection and testing services for this project, the responsible managing civil or structural engineer for the special inspection and testing agency shall take reasonable steps to ensure that each special inspector used for the project has the necessary training, experience, and resources to properly carry out the duties and responsibilities of a special inspector
- **The special inspector shall maintain current ICC certificates in the areas of inspection.** The responsible managing engineer shall verify each special inspector's experience in the area of inspections to be performed. The City of Concord will depend upon the special inspection and testing agency to only employ qualified and currently ICC certified special inspectors on City of

Concord projects. Special inspectors shall display approved identification from the special inspection and testing agency when performing the functions of a special inspector

- Report requirements for special inspectors are outlined in CBC Section 1704.2.4. Unless otherwise specified by the architect or engineer of record in the inspection and observation program, special inspections will be continuous, meaning that the special inspector shall be on-site observing all work requiring special inspection. Periodic special inspections, if any, must have prior approval by the building official and will be based on the requirements in CBC Chapter 17 and on the recommendations and summary of inspections submitted by the registered design professional in responsible charge
- The special inspector shall keep records of inspections and shall furnish inspection reports to the Building Official, and to the registered design professional in responsible charge. All reports must include the following information:
 - Permit Number
 - Description of Project
 - Address of Project
 - Description of individual inspections and tests made with applicable locations
 - Listing of all discrepancies. Discrepancies shall be brought to the immediate attention of the contractor for correction. If they are not corrected, the discrepancies shall be brought to the attention of the building official and to the registered design professional in responsible charge prior to the completion of that phase of the work
 - Report on how discrepancies were resolved or unresolved as applicable
 - Itemized changes authorized by the architect, engineer, and approved by the building division
 - Identification of individual inspector(s) who performed the inspections

Pre-Final

- A final report documenting required special inspections and correction of any discrepancies noted in the inspections shall be submitted at the time of completion of the permitted work

Contractor's (Or Owner-Builder's) Responsibilities:

- The contractor, by way of this form, acknowledges awareness of the special requirements per the statement of special inspections and structural observations detailed on the approved permit plans
- The contractor shall not enter into agreement with the Special Inspection Testing Agency
- The contractor is responsible for scheduling the special inspector to make individual inspections, giving adequate notice so that the special inspector has time to become familiar with the project
- The contractor is responsible for providing the special inspector access to City approved plans at the job site
- Special inspection is to be completed and documented prior to the scheduled City inspection
- The contractor is responsible for retaining at the job site all special inspection records submitted by the special inspector and providing these records upon request for review by the City Building Inspector
- A special inspection does not waive the requirement for inspection by a City Building Inspector. The contractor is responsible for scheduling City inspections after completion of special inspection and prior to covering work
- Contact the City Building Inspector for your project to determine which non-special inspections will be performed by the City Building Inspector

Owner's (Or Owner-Builder's) Responsibilities:

- The owner shall employ (hire) the architect or engineer of record to carry out the duties and responsibilities in this agreement
- The owner shall employ (hire) the special inspector(s)
- Where required by the provisions of CBC Section 1704.6 the owner shall employ a registered design professional to perform structural observations

Building Division Responsibilities:

- The Building Division shall review and approve all special inspection requirements
- Work requiring special inspection and the performance of special inspectors may be monitored by the City Building Inspector
- The City Building Inspector’s approval must be obtained by the permit applicant in addition to that of the special inspector prior to placement of concrete or other similar activities. The Building Division will final the permit(s) for the project when all other City requirements have been met and after all special inspection reports and the final special inspection and structural observation report have been submitted and accepted

ACKNOWLEDGMENTS

I have read, and I agree to comply with, the terms and conditions detailed in this document:

Legal Property Owner (not tenant): *Note: Owner or agent shall contract with testing agency.*

(Print name of owner, partner, or corporate officer)

(Partnership or Corporation Name)

(Signature of owner, partner or corporate officer)

(Date)

Contractor: *Note: Contractor shall not enter into agreement with Special Inspection Testing Agency.*

(Print name clearly)

(License Number) (License Class)

(Contractor’s Signature)

(Date)

Registered Design Professional In Responsible Charge of Structural Design:

(Print name clearly)

(California Registration Number)

(Engineer’s or Architect’s Signature)

(Date)

Approved by Building Division:

(Print name clearly)

(Signature)

(Date)

Special Inspection & Testing Agency:

(Company Name. Please print clearly)

(Supervising Engineer for Company. Please print clearly)

(California Registration Number)

(Supervising Engineer’s Signature)

(Date)