



CITY OF WATSONVILLE

BUILDING INSPECTION & TESTING AGREEMENT

To permit applicants of projects requiring special inspection and/or testing per C.B.C.Sec. 1704:

Project Name

Project Address

Building Permit No.

BEFORE A PERMIT CAN BE ISSUED:

The owner or the engineer or architect of record (acting as the owner's agent) shall complete two (2) copies of this agreement and the attached Special Inspection and Testing Schedule, including the required acknowledgments. A pre-construction conference with the parties involved may be required to review the special inspection requirements and procedures.

APPROVAL OF SPECIAL INSPECTORS:

Special inspectors may have no financial interest in projects for which they provide special inspection. Special inspectors shall be approved by the building department prior to performing any duties. Special inspectors shall display approved identification, as stipulated by the building official, when performing the function of special inspector.

Special inspection and testing shall meet the minimum requirements of the C.B.C. Section 1704. The following conditions are also applicable:

A. Duties and Responsibilities of the Special Inspector and/or Testing Firm

- 1. Observe Work.** The special inspector shall observe the work for conformance with the building

department approved (stamped) design drawings and specifications and applicable workmanship provisions of the C.B.C. Architect/Engineer-reviewed shop drawings may be used only as an aid to inspection.

- 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 department 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 inspector.
- 4. Furnish weekly reports.** The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the building official, engineer and architect of record, and others as designated. These reports are to include the basic information as listed on page 5 (SPECIAL INSPECTION RECORD). The agency may provide their own version of this form as long as the information is similar.

5. **Furnish final report.** The special inspector or inspection agency shall submit a final signed report to the building official 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 were required, etc.). Shall be specifically itemized on an addendum to this report.

B. Owner Responsibility

1. **Financial Responsibility.** The property owner or architect or engineer (acting as the owner's agent) shall employ one or more special inspectors as required by Chapter 17 (C.B.C.) and/or directed by the Building Official.
2. **Supply Plan Sets.** The owner or owner's agent shall be responsible to provide an approved set of structural plans or any other documentation as required by the Building Official to the special inspector/agency.

C. Contractor Responsibilities.

1. **Notify the special inspector.** The contractor is responsible for notifying the special inspector or testing agency regarding individual inspections for items listed on the attached Schedule and as noted on the building department approved plans. Adequate notice shall be provided so 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 upon request.

D. Owner Responsibilities. The project owner, or the engineer, or architect of record (acting as the owner's agent) is responsible for funding special inspection services [ref. C.B.C. Sec. 306(a)].

E. Designer Responsibilities

1. **Complete the Special Inspection and Testing Schedule.** The engineer or architect of record shall specify special inspection required in the construction documents and list these items on the Special Inspection & Testing Schedule on the plans.
2. **Respond to field discrepancies.** The engineer or architect of record shall respond to uncorrected field deficiencies in design, material, or workmanship observed by the special inspector.
3. **Document verbal approval of deviation from approved plans.** The engineer or architect of record shall submit to the Building Official and to the special inspection agency written approval of any verbally approved deviations from the approved plans.

4. Submit design changes. The engineer or architect of record is responsible for any design changes, in addition to acknowledgment and approval of shop drawings which may detail structural information, and for submission of such changes to the building official for approval.

F. Building Department responsibilities.

1. Approve special inspection. The building department shall approve all special inspectors and special inspection requirements.

2. Enforce special inspection. Work requiring special inspection and the performance of special inspectors shall be monitored by the building inspector. His/her approval must be obtained prior to placement of concrete, covering of structural steel, or other similar activities to that of the special inspector.

3. Issue Certificate of Occupancy. The Building Official may issue a Temporary Certificate of Occupancy or a Certificate of Final Completion and Occupancy after all inspection reports and the final compliance report have been submitted and accepted.

ACKNOWLEDGMENTS

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

Owner	By	Date
Project Engineer/Architect	By	Date
Soils Engineer	By	Date
Contractor	By	Date
Special Inspector or Inspection Agency	By	Date

ACCEPTED FOR THE BUILDING DEPARTMENT

By:_____ Date:_____

SPECIAL INSPECTION AND TESTING SCHEDULE

[] Pre-Construction Conference Required

- | | | |
|---|--|--|
| 1. [] Concrete – placement & compression tests | 6. High strength bolting
[] A325 _____ [] A490
[] Installation sizes: _____ | 11. [] *Piling
[] *Drilled piers
[] *Caissons |
| 2. [] Bolts installed in concrete – installation inspection | 7. Structural masonry
[] Continuous inspection & tests
[] Periodic inspection (describe below) | 12. Shotcrete – placement & tests |
| 3. [] Special moment resisting concrete frame | 8. [] Reinforced gypsum concrete placement/tests | 13. [] *Special grading
[] *Excavation
[] *Filing (Engineered) |
| 4. [] Reinforcing steel – placement pre-stressing/post-tensioning tendons | 9. [] Insulating concrete fill placement/tests | 14. Special Uses
[] *Shoring
[] *Underpinning
[] Removal of toxic materials
[] Construction under asbestos containment
[] Other (Describe below) |
| 5. Welding – shop & field
[] Visual inspection – continuous
[] Visual inspection – periodic
[] Ultrasonic testing
[] Other non-destructive testing: _____ | 10. [] Sprayed-on fireproofing thickness/density | |

*Final compliance report approval is required for these items before proceeding with next phase of construction.

No.	Additional information – Remarks, Specified, etc., Strengths

SPECIAL INSPECTION FINAL COMPLIANCE APPROVAL

Notes:

¹The construction inspections listed are in addition to the called inspections required by Section 8-1.306 of the C.B.C. Special inspection is not a substitute for inspection by a City inspector. All work requiring special inspection which is installed or covered without the approval of the City inspector is subject to removal.

²Continuous inspection is always required during the performance of the work unless otherwise specified above.

³Special inspectors must be qualified per C.B.C. Section 1704.

⁴It is the responsibility of the contractor to perform the special inspection individual or agency at least one working day prior to performing any work that requires special inspection.

SPECIAL INSPECTION RECORD

Inspection Agency: _____

Job Address: _____

Building Permit No.: _____

When attached to the job inspection record card, this card becomes a part of the inspection record.

NOTE: Each special inspector shall complete for each day’s inspection. Post this card adjacent to building permit inspection record card. Weekly reports are to be submitted by each special inspector/inspection agency to the building department.

INSPECTION TYPE	INSPECTOR	ID NO.	DATE	NOTES	TIME	
					START	END