



SPECIAL INSPECTION AND TESTING AGREEMENT

PERMIT # _____
Owner: _____

Date: _____
Approved Testing Agency: _____

Project Address: _____

Address: _____

To owner of projects requiring Special Inspection or testing per Chapter 17 of the California Building Code (CBC), please acknowledge and return to the Building Division.

BEFORE PLAN REVIEW CAN BE COMPLETED: The owner or his representative, on the advice of the Responsible Project Engineer or Architect, shall complete, sign and submit the attached for “Structural Tests and Inspection Schedule” to the Division for review and approval.

The owner and his general contractor, where applicable, shall also acknowledge the following requirements applicable to Special Inspection and/or Testing.

1. Contractor/ Owner is responsible for proper notification to the Inspection or Testing Agency for items listed.
2. The testing laboratory is the only one that should take samples and transport them to its laboratory.
3. The inspection Agency to submit name(s) and qualifications of on-site Special Inspectors to the Inspection Division and provide copies of each Inspector’s certifications at job site.
4. Special Inspectors shall provide reports to this Department as provided for in CBC Section 1704.4.
5. **BEFORE A FINAL INSPECTION CAN BE SCHEDULED:** The Inspection Agency shall submit a final report documenting that all items requiring testing and special inspection were fulfilled and reported. Those items and/or inspections shall be noted in this statement. Copy of statement to be maintained at the job site for Building Inspector’s review prior to final inspections. CBC Section 1704.4

STATEMENT OF RESPONSIBILITY ACKNOWLEDGEMENT

Revised
08/22/2025

Print Name, Sign, and Date Below

Owner

Signature Date

Contractor

Signature Date

Responsible Project Engineer or Architect

Signature Date

Inspector or Agent

Signature Date

All information must be completed and legible and form accepted by the Building Division prior to permit issuance.

Structural Tests and Inspection Schedule

STRUCTURAL STEEL:

- ___ Sample & test
- ___ Welding Inspection
- ___ High Strength Bolting Inspection
- ___ Field Ultrasonic Inspection
- ___ Field Radiology
- ___ Metal Deck Welding Inspection

REINFORCING STEEL:

- ___ Tensile & Bend
- ___ Inspection of Placement
- ___ Inspection of Welding

PRECAST/CONCRETE:

- ___ Reinforcing Tests
- ___ Inspection of Reinforcing Placement
- ___ Tendon Tests
- ___ Inspection of Tendon Placement
- ___ Inspection of Concrete Placement
- ___ Inspection of Concrete Batching
- ___ Inspection of Panel Attach & Inserts
- ___ Inspection of Panel Installation
- ___ Compression of Tests
- ___ Inspection of Stressing/ Transfer

INSULATING CONCRETE:

- ___ Sample & Test
- ___ Unit Weight

FIREPROOFING:

- ___ Inspection of Placement
- ___ Density Tests
- ___ Thickness Tests
- ___ Inspect Batching

Geotechnical:

- ___ Acceptance Tests
- ___ Moisture Density Determination
- ___ Field Density
- ___ Excavations

ROOFING:

- ___ Inspection
- ___ Sample & Test

Embedded bolts/ Inserts

- ___ Bolt/ Insert Placement
- ___ Bolt/ Insert Tension Test
- ___ Bolt/ Insert Shear test
- ___ Epoxy mix and placement

CONCRETE:

- ___ Reinforcing Tests
- ___ Inspection of Reinforcing Placement
- ___ Tendon Tests
- ___ Inspection of Tendon Placement
- ___ Inspection of Concrete Placement
- ___ Inspection of Concrete Batching
- ___ Inspection of Panel Attachments & Inserts
- ___ Compression Tests_psi
- ___ Inspection of Stressing/Transfer

STRUCTURAL WOOD:

- ___ Inspection of Fabrication
- ___ Inspection of Truss Joist Fab
- ___ Sample & Test Components
- ___ Inspection of Glu-lam Fab

PILING, CAISSONS, CAPS, TIES:

- ___ Inspection of Reinforcing Placement
- ___ Inspection of Concrete Placement

UNDERPINNING:

- ___ Inspection of Steel Fabrication
- ___ Inspection of Reinforcing Forms
- ___ Inspection of Concrete Placement
- ___ Inspection of Tiebacks

MASONRY:

- ___ Preliminary Acceptance Tests
(Masonry Units, Wall Prisms)
- ___ Subsequent Tests
(Mortar, Grout, Field Wall Prisms)
- ___ Inspection of Grouting
- ___ Inspection of Placement & Grouting

Structural Observation by Architect or Engineer

- ___ Foundation Observation
- ___ Framing Observation
- ___ Final Observation
- ___ General Conformance Letters

OTHER:

Other Tests, Inspections, or Special Instructions