



COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

411 Main Street, 2nd Floor | P.O. Box 3420, Chico, CA 95927
(530) 879-6700 | www.chicoca.gov

Special Inspection, Structural Observation and Testing Agreement

To Building Permit Applicant(s) for projects requiring special inspection and/or testing per Chapter 17 of the current edition of the California Building Code:

Project Name: _____

Project Address: _____

APN: _____

Permit No.: _____

Owner's Name: _____

Before a permit can be issued

When special inspection and/or structural observation are required, the owner, engineer or architect of record acting as the owner's agent shall read and be familiar with this policy and complete one (1) copy of the Special Inspection, Structural Observation and Testing Agreement. The completed agreement shall become a part of the approved construction documents. A preconstruction meeting may be required prior to the permit being issued. A copy of this agreement will be attached to the approved construction documents.

Special Inspection – An Overview

There are several areas of construction regulated by the California Building Code (CBC) where special inspection is mandatory. These inspections are to verify that work that is considered critical to life safety and property protection is being or has been constructed according to the approved plans and specifications. Special inspections are in addition to the typical municipal inspections required by the California Model building codes and the building department and that are specified in Section 110 or specific structural observation that may be required. Section 1704 details when special inspection is required and for what types of work. The registered design professional in responsible charge is required to prepare a "Matrix of Required Special Inspections" that outlines the special inspections to be performed specifically to the project.

Special inspection is the monitoring of materials, installation, fabrication, erection and placement of components and connections that require special expertise that are critical to the integrity of the building structure. Special inspection is required to ensure compliance with the approved construction documents (plans) and standards referenced in the applicable codes. Special inspectors or special inspection agencies must be approved by the Building Official to conduct certain types of inspections as detailed in Section 1704. Although Section 1704.1 requires the owner or the registered design professional acting as the owner's agent to provide for specially

qualified inspectors, the approval of special inspectors and special inspection agencies is solely the responsibility of the Building Official.

Approval of Special Inspector

Each special inspection agency, testing facility, and special inspector shall be recognized by the Building Official prior to performing any duties. Each special inspection agency must submit to the Building Official, a company profile including resumes of all employees, their certifications, and a list of the type of work for which recognition is requested. Special inspectors shall carry identification when performing the functions of a special inspector. Identification cards shall follow the criteria set by the California Council of Testing and Inspection Agencies. No personnel changes shall be made without first obtaining the approval of the Building Official. Any personnel found to be performing inspections without authorization may result in a "Stop Work Order", possible permit revocation, and suspension of the individual and firm from the special inspection program.

Approved Fabricators

Each fabricator shall be approved by the Building Official. Qualifications of approved fabricators shall be in compliance with 1704.2.5.1 of the California Building Code, edition most current. The approved fabricator shall submit a Certificate of Compliance that the work was performed in accordance with the approved plans and specification to the Building Official and the engineer or architect of record. *Note: Fabricator approval may be revoked by the Building Official for just cause.*

Structural Observation

The engineer or architect of record shall provide structural observation per Section 1704.6 of the California Building Code, when required by the Building Official or engineer or architect of record. This requirement and frequency of observation shall be put forth in the Statement of Structural Observation prepared by the design professional and as determined by the Building Official prior to permit issuance.

In accordance with the Section 110 and the structural observation requirements of Section 1704.6 of the California Building Code, the Building Official may require that the architect or engineer of record attend a preconstruction meeting prior to the commencement of work. When structural observation is required by the Building Official, the engineer or architect of record shall periodically perform on site visual observation on the project, for general conformance to the approved construction documents. The minimum observations are: at foundation stage, at shearwalls /diaphragms stage, and at final framing stage. Additional observations may be required as the result of deficiencies or corrective actions or special circumstances as agreed upon in the pre-permit stage of the project. Any observed deficiencies or changes to the approved plans must be brought to the immediate attention of the Building Official. This observation is in addition to other required special inspections and is not intended as a substitution of other required inspections. At the conclusion of work included in the permit, the structural observer shall submit to the Building Official a written statement that the site visits have been made and identify any reported deficiencies that, to the best of the structural observer's knowledge, have not been resolved.

Special Inspection: General

Special Inspection and Testing shall meet the minimum requirements of the California Building Code, Chapter 17. The following conditions are also applicable:

Duties and responsibilities of the Special Inspector and/or Architect or Engineer of Record - Limit of Authority: The Special Inspector and/or Architect or Engineer of record is NOT AUTHORIZED to do any of the following:

1. To inspect or approve any work for which the building permit has not been issued.
2. Direct any work to commence before the Construction Inspection Section has completed its inspection. Deviations from this procedure must be requested in writing from the Building Official. Exception: Prefabrication components per Section 1704.2.5 of the California Building Code.
3. To inspect or approve any work other than that for which they are specifically certified.
4. To approve alternative materials, structural changes, or revisions to plans without prior approval of the Building Official.

Contractor Responsibilities

1. **Quality control and Code Compliance:** The contractor is primarily responsible for quality of the work performed and compliance with code requirements.
2. **Inspector notification:** The contractor shall notify the special inspector at least 24 hours prior to performing any work that requires special inspection and shall provide sufficient lead time for the special inspector at the job site to review the construction documents and perform preparatory work.
3. **Provide access to plans:** The contractor is responsible for providing the special inspector access to the **approved** plans, details, and specifications at the job site.
4. **Retain special inspection records:** The contractor is also responsible for retaining at the job site all special inspection records submitted by the special inspector and providing these records for review by the Building Inspector upon request. The contractor shall maintain a list of deficiencies for the project and will be responsible to have items correction prior to any cover that would prohibit compliance.
5. **Inspection and approval of work:** The contractor shall not perform any work that requires special inspection without the presence of the inspector (s) during the performance of that work. Work performed without special inspection is to be removed.
6. **Final Inspection:** The final inspection may not be scheduled until all reports documenting the special inspection work have been submitted and approved by the Building Official.
7. **Construction Inspection Section Approval:** Inspections performed by the special inspector do not relieve the contractor from obtaining all City of Chico required building inspections.

Owner's Responsibilities

1. **Special Inspector Employment:** The owner or their agents shall employ a sufficient number of qualified special inspectors to ensure inspection without hindering the quality assurance of the work.
2. **Inspection Continuity:** It is recommended that the owner employ the same special inspection agencies throughout the job to ensure continuity. All substitutions of special inspection agencies must have prior approval of the Building Official.
3. **Final Report:** The owner or their agents are responsible for submittal of a final signed report before a final inspection can be scheduled, per Section 1704 of the California Building Code.
4. **Preconstruction Meeting:** If required by the Building Official, the owner, contractor, architect, or engineer of record will attend a preconstruction meeting with a representative of the special inspection group prior to permit issuance. The meeting is to be arranged and scheduled per mutual agreement by the contractor.

Architect or Engineer of Record Responsibilities

Provide the attached Matrix of Special Inspection outlining the required special inspections as required under section 1704.3 of the CBC. Provide a Statement of Structural Observation if required by the Architect, Engineer of Record, or Building Official.

The design professional in responsible and in charge shall be a consenting party by written acknowledgement of the "Matrix of Required Special Inspections" specific to the project to be submitted with the permit application by imprinting the "Matrix of Required Special Inspections" on the cover sheet of the plan set which requires the matrix to contain the following information:

- Materials, systems components and work required to have special inspection
- Duties of the registered design professional responsible for each part
- Type and extent of each special inspection
- Type and extent of each test
- Special inspection and testing of required seismic-resistance systems and components
- Special inspection of required wind-resistance systems and components
- Identification of whether each special inspection is continuous or periodic

Completion of page 7, "Matrix of Required Special Inspection" are one part of the required methods of fulfilling the requirements of the City of Chico Special Inspection.

For revisions to approved plans, the design professional in responsible charge shall acknowledge and approve shop drawings that detail structural information. Prior to construction or fabrication, all revisions shall be submitted to the city for approval. The design professional shall submit to the Building Official and the special inspector or inspection agency written approval of any verbally approved deviations from the approved plans and shall submit revised plans for Building Official approval per the CBC Sections 107.3.4.1 and 107.4.

Special Inspection Tasks

1. Observing work

The special Inspector shall observe the work assigned for conformance to the city approved design drawings and specifications and the applicable workmanship provisions of the Code. Architect or Engineer reviewed shop drawings may be used only as an aid to inspection. All discrepancies shall be brought to the immediate attention of the contractor for correction, and to the Building Official.

California Building Code Section 202 states that **Continuous Special Inspection** means that the special inspector is on site at all times observing the work requiring special inspection.

California Building Code Section 202, **Periodic Special Inspection** means that some inspections may be made on a periodic basis and satisfy the requirements of continuous inspection, provided this periodic inspection schedule is performed as outlined in the project plans and specifications and approved by the Building Official.

2. Reporting non-conforming items

The special inspector shall document and bring any and all non-conformance items to the immediate attention of the contractor, Building Official, and design professional.

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 Official by telephone or in person and notify the engineer or architect of record. Any work performed by the contractor or subcontractors following notification by the special inspector is "at risk" and will require subsequent approval by the Building Official.

3. Furnishing daily reports

Each special inspector shall complete, sign, and provide a copy of the daily report for each day's inspection. A copy of their report shall remain at the shall remain at the job site with the contractor for review by the city inspector. The Special Inspection report shall include information regarding: Inspection type, name of special inspector, identification number, date, notes, and arrival/departure times.

4. Furnishing weekly reports (As needed on larger projects)

The special inspector or inspection agency shall furnish a weekly report of tests and inspections directly to the Building Official, project engineer or architect, and others as designated. These reports include the following:

- A description of daily inspections and tests made with applicable locations.
- A listing of all non-conforming items with progress or completion that includes the original report and the new report verifying compliance with the city approved plans and specifications.
- **Furnishing the final report**

The special inspection firm shall submit a signed final report to the Building Official, pursuant to Section 1704. Items in conformance, unresolved items, or any discrepancies in

inspection coverage (i.e. missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report, and shall identify the approved remedy. Any unresolved items must be approved by the Building Official. The report must be signed and stamped by appropriate professional(s), licensed by the State of California.

Final inspection of the structure will not be scheduled until the final report has been reviewed and approved by the Building Official.

A final inspection report will not be accepted with unresolved deficiencies.

Matrix of required special inspection

Mark all special inspections that apply to this project

Item #	Type of Special Inspection	Required	Continuous	Periodic
1	Metal Building Assembly			
2	Structural Cold-formed Steel			
3	Steel (Welding)			
4	Nondestructive Testing NDT			
5	High-Pressure steam Piping (Welding)			
6	Steel (High-strength bolting)			
7	Reinforced Concrete			
8	Concrete Construction (Pre-stressed/Precast)			
9	Concrete Field Testing (Req lab and Eng)			
10	Post-Installed Structural Anchors in Concrete			
11	Masonry Construction			
12	Wood Construction, Roof & Shear Wall			
13	Soils / Compaction			
14	Site, Storm, Drainage, Disposal and Detention			
15	Pier and Pile Foundations			
16	Commercial Mechanical Systems			
17	Heating System			
18	Seismic Isolation Systems			
19	Spay- applied, Fire-resistant Materials/ Intumescent Fire-resistant Coatings / Mastic Fire-resistive Coatings			
20	Exterior Insulation and finish Systems (EIFS)			
21	Wall Panels, Curtain Walls and Veneers			
22	Façade Inspection, as per Owner's Contract Provisions			
23	Firestop Systems			
24	Smoke Control Systems			
25	Special Cases			
26	Structural Safety Stability and Demo			
27	Fuel-Oil Storage and Piping Systems			
28	Excavation-Sheeting, Shoring, and Bracing			



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

Note: Acceptance by the Building Official requires completion of all signature lines below. Where a special inspection agency is retained to provide multiple special inspection services, the agency may acknowledge this agreement without providing names of individual special inspectors and discipline. However, individual special inspectors shall be named and submitted to the Building Division representative attending the required preconstruction conference at the project site.

Owner Name (printed)	Owner Signature	Date
Architect Name (printed)	Architect Signature	Date
Professional Engineer	Professional Engineer	Date
Structural Engineer Name (printed)	Structural Engineer Signature	Date
Soils Engineer Name (printed)	Soils Engineer Signature	Date
Contractor Name (printed)	Contractor Signature	Date
Special Inspection Agency Name (printed)	Agency Principal Signature	Date
Spec. Inspector Name/Discipline (printed)	Special Inspector Signature	Date
Spec. Inspector Name/Discipline (printed)	Special Inspector Signature	Date
Accepted for the Building Division (Staff Name)		Date