



Building Department  
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# SPECIAL INSPECTION AND TESTING FORM

Project Title

Project Address

Building Permit #

Date

## SPECIAL INSPECTION AND TESTING

To applicants of projects requiring special inspection or testing as per Section 1701.5 of the **State of California Building Code**, please review the information below, acknowledge an understanding of the information by signing below, and return this form to the Town.

**BEFORE A PERMIT CAN BE ISSUED:** The owner or his representative, on the advice of the responsible Project Engineer or Architect, shall complete, sign, and submit to this Department for review and approval two (2) copies of the attached "Structural Tests and Inspection Schedule."

The owner and General Contractor, where applicable, shall also acknowledge the following conditions applicable to Special Inspection and/or Testing.

1. Contractor is responsible for proper notification to the Inspecting or Testing Agency for items listed.
2. Testing laboratory only should take samples and transport them to their laboratory.
3. Copies of all laboratory reports and inspections are to be sent directly to the Town by the Testing Agency.
4. Inspection Agency to submit names and qualifications of on-site Special Inspectors to the Town for approval.
5. Special Inspectors shall provide appropriate reports to this department of all inspection activity.
6. It is the responsibility of the Contractor to review Town approved plans for additional inspection or testing requirements that may be noted.
7. **BEFORE A CERTIFICATE OF OCCUPANCY PERMIT CAN BE ISSUED:** the inspection Agency shall submit a statement that all items requiring testing and inspection have been fulfilled and reported. Those items not tested and/or inspected shall be noted in this statement. Copy of statement to be maintained at the job site for Town's Building Inspector's review prior to final inspections.

## ACKNOWLEDGMENTS

OWNER NAME (PRINTED)

OWNER SIGNATURE

GENERAL CONTRACTOR FIRM NAME (PRINTED)

GENERAL CONTRACTOR SIGNATURE

PROJECT ENGINEER OR ARCHITECT FIRM NAME (PRINTED)

PROJECT ENGINEER OR ARCHITECT SIGNATURE

SPECIAL INSPECTION AGENCY NAME (PRINTED)

SPECIAL INSPECTION AGENCY REP. SIGNATURE

TESTING LABORATORY NAME (PRINTED)

TESTING LABORATORY NAME SIGNATURE

BUILDING OFFICAL NAME (PRINTED)

BUILDING OFFICIAL SIGNATURE

# SPECIAL INSPECTION AND TESTING SCHEDULE

PROJECT NAME

PROJECT ADDRESS

BUILDING PERMIT #

TESTING LABORATORY

INSPECTION AGENCY OR SPECIAL INSPECTOR

CONCRETE	GUNITE	GROUT	MORTAR	
				AGGREGATE TESTS FOR MIX DESIGN
				REINFORCING TEST
				MIX DESIGN-WEIGHMSTR CERT.*
				REINFORCING PLACEMENT
				CONTINUOUS BATCH PLANT INSP
				INSPECT PLACING
				CAST SAMPLES
				SAMPLES (PICKUP/DELIVERED)
				COMPRESSION TESTS*

PILES	POST-TENS	PRE-TENS	CLADDING	
				AGGREGATE TESTS
				REINFORCING TESTS
				ENDON TEST
				MIX DESIGNS*
				REINFORCING PLACEMENT
				INSERT PLACEMENT
				CONCRETE BATCHING
				CONCRETE PLACEMENT
				INSTALLATION INSPECTION
				CASE SAMPLES
				PICK-UP SAMPLES
				COMPRESSION TESTS*

## COPIES OF REPORTS TO:

\_\_\_\_ ARCHITECT      \_\_\_\_ INSPECTOR  
\_\_\_\_ ENGINEER      \_\_\_\_ BUILDING OFFICIAL  
\_\_\_\_ CONTRACTOR      \_\_\_\_ OWNER

## ADDITIONAL INSTRUCTIONS, OTHER TESTS, AND INSPECTIONS:

### \* LIST OF STRUCTURAL STEEL MEMBERS TO BE INSPECTED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(IS THIS LIST CONTINUED ON AN ATTACHED SHEET? Yes \_\_\_\_ No \_\_\_\_)

- PROVIDE STRENGTH REQUIRED BY ARCHITECT OR ENGINEER OR CONTRACT DOCUMENT LOCATION OF VALUES
- LIST SPECIFIC MEMBERS TO BE TESTED OR PERIODICALLY INSPECTED

Form completed by: \_\_\_\_\_ Title: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Date: \_\_\_\_\_

## STRUCTURAL STEEL/WELDING:

\_\_\_\_ Sample and test (list specific members below) ·  
\_\_\_\_ Shop material identification (mill cert.)  
\_\_\_\_ Welding inspection      \_\_\_\_ shop \_\_\_\_ field  
\_\_\_\_ Ultrasonic inspection      \_\_\_\_ shop \_\_\_\_ field  
\_\_\_\_ High-strength bolting      \_\_\_\_ shop \_\_\_\_ field  
A325      \_\_\_\_ N      \_\_\_\_ X      \_\_\_\_ F  
A490      \_\_\_\_ N      \_\_\_\_ X      \_\_\_\_ F  
\_\_\_\_ Metal deck welding inspection  
\_\_\_\_ Reinforcing steel welding inspection  
\_\_\_\_ Reinforcing steel mill certificate  
\_\_\_\_ Metal stud welding inspection  
\_\_\_\_ Concrete insert welding inspection  
\_\_\_\_ Moment resisting steel frames

## FIREPROOFING:

\_\_\_\_ Placement inspection  
\_\_\_\_ Density tests  
\_\_\_\_ Thickness tests  
\_\_\_\_ Inspect batching

## INSULATING CONCRETE:

\_\_\_\_ Sample and test  
\_\_\_\_ Placement inspection  
\_\_\_\_ Unit weights

## SMOKE CONTROL:

\_\_\_\_ Leakage testing  
\_\_\_\_ Control verification

## FILL MATERIAL:

\_\_\_\_ Acceptance tests \* \_\_\_\_ PSF  
\_\_\_\_ Placement inspection/continuous  
\_\_\_\_ Field density

## STRUCTURAL WOOD:

\_\_\_\_ Shear wall nailing inspection  
\_\_\_\_ Shear wall anchors  
\_\_\_\_ Inspection of Glu-lam fab. \* \_\_\_\_ T/C psi  
\_\_\_\_ Inspection of truss joist fab.  
\_\_\_\_ Sample and test components  
\_\_\_\_ Fabrication welding of steel accessories

## MASONRY:

\_\_\_\_ Special inspection stresses used \* \_\_\_\_ f'm \_\_\_\_ f'g  
\_\_\_\_ Preliminary acceptance tests (masonry units, wall prisms)  
\_\_\_\_ Subsequent tests (mortar, grout, field wall prisms)  
\_\_\_\_ Placement inspection of units  
\_\_\_\_ Masonry, mortar, grout, and reinforcing steel certificates

## PERIODIC TESTING:

\_\_\_\_ Reinforcing steel placement  
\_\_\_\_ Pre-stressing tendons  
\_\_\_\_ Welding of reinforcing steel  
\_\_\_\_ Structural welding