



## Community Development Department

11 English Street  
Petaluma, CA 94952  
<http://cityofpetaluma.org>

Building Division  
Phone: (707) 778-4301  
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Email: [cdd@cityofpetaluma.org](mailto:cdd@cityofpetaluma.org)

### SPECIAL INSPECTOR APPLICATION

Name: \_\_\_\_\_

Agency or Firm: \_\_\_\_\_

Address: \_\_\_\_\_ # \_\_\_\_\_

City: \_\_\_\_\_ State/Zip \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Website: \_\_\_\_\_

Please indicate below the Special Inspection category requested and attach ICC Certifications or Credentials:

Reinforced Concrete (RC): \_\_\_\_\_ Structural Masonry (SM): \_\_\_\_\_

Post Tension/Prestressed (PC): \_\_\_\_\_ Fireproofing (FP): \_\_\_\_\_

Structural Steel, Welding/Bolting(SS): \_\_\_\_\_ Unreinforced Masonry (URM): \_\_\_\_\_

Cal Green (CG): \_\_\_\_\_ Wood Framing and Shear (W): \_\_\_\_\_

Others: \_\_\_\_\_ Others: \_\_\_\_\_

#### **DECLARATION:**

I have read and understood the Special Inspection and Testing procedures policy published by the City of Petaluma. I agree to abide by the minimum rules and will use the prescribed procedures stated therein. I agree to notify the City prior to on-site special inspections that I may perform in Petaluma. I will submit, in a timely manner, reports for all inspections that I perform. I will perform no inspection on jobs that are not permitted or when the City approved plans are not available on-site.

AGREED this date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

By: \_\_\_\_\_ (applicant's signature)

Documents to be attached:

- Company profile
- Resumes of employees and their credentials.

(For office use only)

APPROVED \_\_\_\_\_

EXPIRES: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

DENIED \_\_\_\_\_

REASON: \_\_\_\_\_

BUILDING OFFICIAL: \_\_\_\_\_

## SPECIAL INSPECTION AND TESTING PROCEDURES POLICY

### 1. Before a permit can be issued:

If special inspection is required, the owner, or the engineer or architect of records acting as the owner's agent, shall read and be familiar with this policy and complete two (2) copies of the Special Inspection form. The completed form shall become a part of the approved construction documents. A preconstruction meeting may be required prior to the permit being issued. The Statement of required Special Inspections and the Schedule of Special Inspections and Tests form (Special Inspection Form) will be attached to the approved set of plans.

### 2. 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 types of work for which recognition is requested. Special inspectors shall carry approved 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 unauthorized personnel changes may result in a "Stop Work Order" and possible permit revocation.

### 3. Approved Fabricators

Each fabricator shall be approved by the Building Official. Qualifications of approved fabricators shall be in compliance with Section 1704.2.5.2 of the CBC, 2019 edition. 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.

### 4. Structural Observation

In addition to special inspection requirements, the engineer or architect of record shall provide structural observation per Section 1704.5 of California Building Code, 2013 edition when required. This requirement and frequency of inspections shall be determined on the City of Petaluma Special Inspection and Testing Procedure prior to permit issuance, at the time of the preconstruction meeting, or during construction if the Building Official deems structural compliance with the approved plans cannot be reasonable assured without special inspection. 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:

- a. To inspect or approve any work for which the building permit has not been issued.
- b. Direct any work to commence before the Building Department has completed its inspection. Deviations from this procedure must be requested in writing from the Building Official.
- c. To inspect or approve any work other than that for which they are specifically certified.
- d. To approve alternative materials, structural changes or revisions to plans without prior approval of the Building Official.

### 5. Observe Work

The Special Inspector shall observe the work assigned for conformance to the approved design drawings and specifications and the applicable workmanship provisions of the California Building Code.

Architect/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, then, if uncorrected, to the proper design authority and to the Building Official. CBC 1702 states that **Continuous Special Inspection** means that the special inspector is on site at all times observing the work requiring special inspection. CBC 1702, **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.

## 6. Report nonconforming items

The special inspector, or architect or engineer of record, shall bring nonconformance 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 Official and the architect or engineer 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.

## 7. Furnish daily reports

Each special inspector shall complete and sign the daily report form for each day’s inspections. These records are to remain at the job site with the contractor for review by the Building Official. Additionally, the special inspector shall complete the “Special Inspection Record” form attached to the job card each time the special inspector visits the jobsite and completes an inspection. This Special Inspection Record includes information regarding: Inspection type, name of special inspector, identification number, date notes and arrival/departure times.

## 8. Furnish weekly reports

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 must include the following:

- a. A description of daily inspections and tests made with applicable locations;
- b. A listing of all nonconforming items;
- c. A report of how nonconforming items were resolved or unresolved as applicable.

## 9. Furnish final report

The special inspector or quality control firm shall submit a signed final report to the Building Official, pursuant to Section 1704.2.4. Items not in conformance, unresolved items, or any discrepancies in inspection coverage shall be specifically itemized in the report (i.e., missed inspections, periodic inspections when continuous was required, etc.). Any unresolved items must be approved by the Building Official. The report must be signed and stamped by the appropriate professional, 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.

## 10. Contractor Responsibilities

- a. **Quality Control and Code Compliance.** The contractor is primarily responsible for the quality of the work performed and compliance with code requirements.
- b. **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.
- c. **Provide access to plans.** The contractor is responsible for providing the special inspector access to approved plans and specifications to the job site.

- d. **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.
- e. **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 the required special inspection is to be removed.
- f. **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.
- g. **Construction Inspection Section Approval.** Approval of work by the special inspector does not relieve the contractor from obtaining Construction Inspection approval for inspections required per CBC 110.3.

#### 11. Owner's Responsibilities

- a. **Special Inspector Employment.** The owner or their agents shall employ a sufficient number of qualified special inspectors to assure inspection without hindering the quality assurance of the work.
- b. **Inspection Continuity.** It is recommended that the owner employ the same special inspection agencies throughout the job to assure continuity. All substitutions of special inspection agencies must have prior approval of the Building Official.
- c. **Final Report.** The owner or their agents are responsible for submittal of a final, signed report before a final inspection can be scheduled, per CBC 1704.2.4.
- d. **Preconstruction Meeting.** If required by the Building Official, the owner, contractor, architect or engineer of record agrees to attend a preconstruction meeting with the representative of the Construction Inspection Section prior to permit issuance. The meeting is to be arranged and scheduled per mutual agreement by the contractor.

#### 12. Architect or Engineer of Record responsibilities.

- a. Responsible to identify all construction methods that require Special Inspection prior to permit issuance.
- b. In accordance with CBC 110.3 and the structural observation requirements of CBC 1704.5, the City 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 structural observation on the project (a minimum of three observations) to certify that the structure is constructed in accordance with the CBC, 2013 edition. The minimum observations are, foundation, structural frame, and final. 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 attention of the Building Official as soon as possible, and no more than three (3) working days or before subsequent inspections. This observation is in addition to required special inspections and is not intended as a substitution of other required inspections. A final report similar to Item 9 of this procedure is to be submitted to the Building Official.