



# City of Sonoma

## Building Department Informational Handout

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# How to Become a City of Sonoma Approved Special Inspection or Testing Agency

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### **Background**

Chapter 17 of the California Building Code requires that Special Inspectors shall demonstrate competence and relevant experience and training to the satisfaction of the Building Official. In order to facilitate a review and approval process the City of Sonoma has established the following procedural guidelines for determining the qualifications for special inspection agencies and testing laboratories.

### **Applicability**

Any inspection agency or testing laboratory meeting criteria in the Special Inspection Qualification Guidelines (see below) may apply for listing on the [City of Sonoma's Authorized List of Special Inspection Companies](#). The list is updated as applications are approved. Approval remains valid for at least three years and may be renewed indefinitely, as long as the agency remains in good standing and continues to meet the criteria in the Qualification Guidelines as updated from time-to-time.

### **Submittal Requirements**

1. An application package shall be provided as specified in the Special Inspection Qualification Guidelines.
2. A cover letter shall be provided with each submittal of an agency's qualification and specific categories of inspection and testing services.
3. E-mail all requests to be added to the City of Sonoma's Authorized List of Special Inspection Companies to [Building@sonomacity.org](mailto:Building@sonomacity.org).

An agency may submit evidence of accreditation by the Division of the State Architect's Laboratory Evaluation and Accreditation Program (DSALEA), International Accreditation Service (IAS) or other approved accreditation service for evaluation, a current certification from a nationally recognized organization, or an equivalent certification. Equivalencies are subject to review and acceptance by the Building Official.

### **Review Procedure**

The City of Sonoma Building Department will evaluate the qualification of the agency based primarily on the qualifications and experience of the agency's staff.

## **Determination and Appeal**

The Building Official will notify the agency of the outcome of the review. If the agency decides to appeal the Building Official's determination, it may do so in accordance with Section 113 of the administrative provisions contained in Section 14.10.010 of the Sonoma Municipal Code. Appeals must be filed with the City Clerk within fifteen (15) calendar days of the date the code official's decision.

## **Renewal Process**

1. It is the special inspection agency's responsibility to submit updated categorical information as stipulated in the Special Inspection Qualification Guidelines, including information for new employees, to the City of Sonoma on an ongoing basis.
2. A cover letter shall be provided with an application submittal of an agency's qualifications and specific categories of inspection and testing services.
3. E-mail all updates to [Building@sonomacity.org](mailto:Building@sonomacity.org) .

## **City of Sonoma - Special Inspection Qualification Guidelines**

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To be considered for qualification as a City of Sonoma Approved Special Inspection Agency, please send by e-mail a copy (in PDF format) of the following information to the City of Sonoma Building Department. Please note that if your agency is not able to meet all of these requirements and submit all required information, the City of Sonoma may not be able to consider your agency for qualification.

Please submit the following:

1. Location of corporate office and all testing facilities (if any) operating in the region.
2. Name and resumes of registered professional engineer(s) or company principal(s) responsible for inspection and testing activities. Resumes shall identify dates and experience specific to testing and inspection.
3. Names and resumes of laboratory and field inspection personnel evidencing experience and qualifications:
  - a) Laboratory Personnel:
    - i) Resumes shall identify dates and experience specific to testing.
  - b) Field Inspector and Supervisory Personnel:
    - i) Resumes shall indicate the qualifications (certifications, training, etc.) and experience of the field inspector in each type of field inspection work to be performed.
4. An organizational chart that clearly demonstrates the relationship between the responsible engineer, supervisory personnel and testing/inspection personnel.
5. A brief general description of the agency including background information related to type of services offered, years in business, major projects and areas served (a company brochure may satisfy this requirement).
6. Copies of applicable certifications and renewals, and copies of fronts and backs of ID cards for all inspectors listed on the matrix. All special inspectors shall be certified or licensed by applicable discipline.

7. Photo identification cards must be provided for each field inspector identifying their name, company and inspection category they are approved to inspect.
8. Any changes to agency name, ownership, key personnel, responsible professional engineer or company principal, laboratory or additions and deletions of offices within the region must be reported to the City of Sonoma within 90 days of the change.
9. Provide a matrix list of all special inspectors showing the inspection category for which they are qualified by experience and appropriate certifications based on the table below. Please include only those inspectors who are performing inspections and tests that are applicable to the program.

<b>Special Inspector Qualifications</b>	
<b>Inspection Category</b>	<b>Appropriate Experience/Certification</b>
Reinforced Concrete & Shotcrete	<ul style="list-style-type: none"> <li>• Minimum one year of relevant work experience; <u>and</u></li> <li>• Certification by ACI (Field Technician Grade 1 or Concrete Construction Special Inspector); <u>or</u></li> <li>• Certification by ICC (Reinforced Concrete)</li> </ul>
Pre-Stressed, Post-Tensioned Concrete	<ul style="list-style-type: none"> <li>• Minimum three years of experience in Reinforced Concrete; <u>and</u></li> <li>• Certification by ACI (Field Technician Grade 1 or Concrete Construction Special Inspector); <u>or</u></li> <li>• Certification by ICC (Pre-stressed Concrete)</li> </ul>
Structural Steel Construction and High Strength Bolting	<ul style="list-style-type: none"> <li>• Minimum one year of relevant work experience; <u>and</u></li> <li>• Certification as a Structural Steel and Bolting Special Inspector by ICC; <u>or</u></li> <li>• Current American Welding Society (AWS) Certification as a Certified Welding Inspector (CWI)</li> </ul>
Structural Welding	<ul style="list-style-type: none"> <li>• Minimum one year of relevant work experience; <u>and</u></li> <li>• Certification as a Structural Steel and Bolting Special Inspector by ICC; <u>or</u></li> <li>• Current American Welding Society (AWS) Certification as a Certified Welding Inspector (CWI)</li> </ul>
Structural Masonry	<ul style="list-style-type: none"> <li>• Minimum one year of relevant work experience; <u>and</u></li> <li>• Certification by ICC; <u>or</u></li> <li>• Proctored examination pass letter titled "Structural Masonry"</li> </ul>
Geotechnical and Soils Testing	<ul style="list-style-type: none"> <li>• CA licensed geotechnical engineer (Soil or Soils Engineer).</li> </ul>

<b>Special Inspector Qualifications</b>	
<b>Inspection Category</b>	<b>Appropriate Experience/Certification</b>
Verification and Inspection for Seismic Resistance (i.e. epoxy anchors, bolting, misc., etc.)	<ul style="list-style-type: none"> <li>• Engineer licensed by the State of California in the applicable design class; Civil, Structural, Mechanical or Electrical; <u>or</u></li> <li>• Minimum one year of experience; <u>and</u></li> <li>• Certification by ICC for Reinforced Concrete, Structural Masonry, Structural Steel, Wood Construction, Pre-stressed Concrete, Commercial Building Inspector or Residential Building Inspector or other related classification.</li> </ul>
Testing and Qualification for Seismic Resistance and In-Situ Load Testing (i.e., Epoxied Bolts, Unreinforced Masonry Anchor Push/Torque Tests, misc., etc.)	<ul style="list-style-type: none"> <li>• Personnel qualified in accordance with nationally-recognized NDT personnel qualifications practice or standard, such as ANSI/ASNT-CP-189 NDT or SNT-TC-1a NDT; <u>or</u></li> <li>• American Society of Nondestructive Testing (ASNT) Level II and a minimum of 120 hours of relevant testing experience or training as determined and approved by an ASNT Level III.</li> </ul>
Driven Deep Foundation Elements, Cast-In-Place Deep Foundation Elements, Helical Pile Foundations	<ul style="list-style-type: none"> <li>• CA licensed geotechnical engineer (Soil or Soils Engineer).</li> </ul>
Structural Wood Construction (Wind & Seismic)	<ul style="list-style-type: none"> <li>• Engineer licensed by the State of California in the applicable design class; Civil, Structural, Mechanical or Electrical; <u>or</u></li> <li>• Minimum one year of experience; <u>and</u></li> <li>• ICC (Commercial or Residential Building Inspector), <u>or</u></li> </ul>
Sonoma Authorized CALGreen Special Inspector	<ul style="list-style-type: none"> <li>• ICC Certification in CALGreen Plans Examiner or Inspector; <u>and</u></li> <li>• Completion of a 30-min. City of Sonoma CALGreen orientation session.</li> </ul>
Smoke Control Systems and Air Balance	<ul style="list-style-type: none"> <li>• Minimum one year of relevant work experience; <u>and</u></li> <li>• Certification as Air Balance from a Nationally recognized certification organization, such as National Environmental Balancing Bureau (NEBB) or Associated Air Balance Council (AABC)</li> </ul>
Exterior Insulation and Finish Systems (EIFS)	<ul style="list-style-type: none"> <li>• Minimum one year of relevant work experience; <u>and</u></li> <li>• EIFS certification from a nationally recognized testing agency (such as AWCI - Association of the Wall &amp; Ceiling Industry) as EIFS Industry Professional - CEP or EIFS Inspector – CEI; <u>and</u></li> <li>• Certification as a qualified applicator for each approved product (if available).</li> </ul>

<b>Special Inspector Qualifications</b>	
<b>Inspection Category</b>	<b>Appropriate Experience/Certification</b>
Verification and Inspection for Medical Gas Systems	<ul style="list-style-type: none"> <li>• Minimum one year of relevant work experience; <u>and</u></li> <li>• Completion of ASSE 6020 Medical Gas Systems Inspector certification program or equivalent.</li> </ul>
Sprayed Applied Fire-Resistant Materials, Mastic and Intumescent Fire-Resistant Coatings, Fire-Resistant Penetrations and Joints	<ul style="list-style-type: none"> <li>• Minimum one year of relevant work experience; <u>and</u></li> <li>• Certification by ICC in Spray Applied Fire-Proofing; <u>or</u></li> <li>• Proctored examination pass letter titled “Sprayed Applied Fire-Resistant Materials”</li> </ul>

<b>TESTING LAB AND TECHNICIAN QUALIFICATIONS</b>	
	<b>Appropriate Accreditation/Certification</b>
<b>Testing Lab and Technician Qualifications</b>	<ul style="list-style-type: none"> <li>• International Accreditation Services accreditation with the scope of accreditation covering the disciplines for which the Testing Lab is designated.</li> <li>• American Association of State Highway and Transportation Officials (AASHTO)</li> <li>• Accreditation Program per either AASHTO R18 or International Organization of</li> <li>• Standards/International Electrotechnical Commission (ISO/IEC) 17250.</li> <li>• American Association of Laboratory Accreditation Program.</li> <li>• National Voluntary Laboratory Accreditation Program.</li> <li>• Other Accreditation Authority Program. The Testing lab shall be accredited by a third party and shall meet the requirements of Chapter 17 of the CA Building Code.</li> <li>• Each Laboratory Technician shall have certification in the appropriate category and one year minimum experience.</li> </ul>

The Building Official may consider equivalent certifications from a nationally recognized accreditation organization obtained by written examination when sufficient documentation to substantiate the request is provided.