



Community Development Dept.
701 Laurel Street
Menlo Park, CA 94025
650.330.6704

Special Inspection

This handout describes the requirements for special inspection when it is required.

Special Inspection is required during construction for types of work specified in section 1704 of the 2007 California Building Code. These inspections are in addition to, not in lieu of, required City of Menlo Park inspections.

Where fabrication of structural load-bearing members and assemblies is being performed on the premises of a fabricator's shop, special inspection of the fabricated items is required.

Prior to permit issuance, when special inspection is required a *SPECIAL INSPECTION AND TESTING AGREEMENT* will be required to be completed and signed. The agreement will specify the type of work which will require special inspection and the agency that will perform the inspection. Attached to this handout is a list of City of Menlo Park approved testing agencies, the types of inspection they are approved to perform, and the *SPECIAL INSPECTION AND TESTING AGREEMENT*.

The special inspector shall keep records of inspections and furnish inspection reports to the Building Official and design professional. A final report documenting the required special inspection and correction of any and all discrepancies noted in the inspections shall be submitted prior to final inspections.

Special Inspection Agency Recognition List

Key:
 RC=Reinforced Concrete
 PC=Prestressed/Post-Tensioned Concrete
 SM=Structural Masonry
 SS=Structural Steel Welding/Bolting
 FP=Spray-Applied Fireproofing
 URM=Unreinforced Masonry Push/Torque Tests Only

Agency Name	HQ Address	Phone/Fax	RC	PC	SM	SS	FP	URM	Exp Date
Berlogar Geotechnical Consultants	5587 Sunol Blvd. Pleasanton, CA 94566	(925) 484-0220 (925) 846-9645	X	X					3/31/08
Biggs Cardosa Associates, Inc.*	1871 The Alameda, Ste. 200 San Jose, CA 95126	(408) 296-5515 (408) 296-8114	X	X	X	X		X	12/31/07
B.S.K. Associates	1181 Quarry Lane #300 Pleasanton, CA 94566	(925) 462-4000 (925) 462-6283	X		X	X	X	X	12/31/07
Capex Engineering, Inc.	74 Shanico Common Fremont, CA 94538	(510) 668-1815 (510) 490-8690	X	X	X	X	X	X	12/31/07
Consolidated Engineering Labs	7060 Koll Center Parkway #300 Pleasanton, CA 94566-3108	(925) 485-5000 (925) 485-5018	X	X	X	X	X	X	12/31/07
Construction Materials Testing, Inc.	2278-F Pike Court Concord, CA 94520-1252	(925) 825-2840 (925) 682-7953	X	X	X	X	X	X	12/31/07
Construction Testing Services	2142 Rheem Drive, Ste. E Pleasanton, CA 94566	(925) 462-5151 (925) 462-5183	X	X	X	X	X	X	12/31/07
Construction Testing & Engineering, Inc.	242 West Larch Rd, Ste F Tracy, CA 95376	(800) 576-2271 (209) 839-2895	X	X	X	X	X	X	12/31/07
Dynamic Consultants Inc.	1300 Space Park Way Mountain View, CA 94043-1343	(650) 967-6982 (650) 967-6955	X	X	X	X	X	X	12/31/07
ES Geotechnologies	446 South Hillview Drive Milpitas, CA 95035-5464	(408) 934-9302 (408) 946-4569	X	X	X	X	X	X	12/31/07
ENGEO Incorporated	2401 Crow Canyon Road, Ste 200 San Ramon, CA 94583-1545	(925) 838-1600 (925) 838-7425	X	X	X	X	X	X	12/31/07
Forsythe Engineering Consultants*	1760 Industrial Way, Su. 1 Napa, CA 94558	(707) 259-1292 (707) 259-1393				X	X	X	12/31/07
HP Inspections	690 Sunol St., Bld H San Jose, CA 95126	(408) 287-7722 (408) 271-0902	X	X	X	X	X	X	12/31/07
Inspection Services Inc.	Pier 26, The Embarcadero San Francisco, CA 94105	(415) 243-3265 (415) 243-3266	X	X	X	X	X	X	02/28/08
KC Engineering Co.	865 Cotting Lane, Suite A Vacaville, CA 95688	(707) 447-4025 (707) 447-4143	X	X	X	X		X	12/31/07
Kleinfelder Inc.	7133 Koll Ctr. Pkwy #100 Pleasanton, CA 94566	(925) 484-1700 (925) 484-5838	X	X	X	X	X	X	12/31/07
Korbmacher Engineering Inc.	480 Preston Court, Suite B Livermore, CA 94551	(925) 454-9033 (925) 454-9564					X		12/31/07
Krazan and Associates Inc.	545 Parrott St. San Jose, CA 95112	(408) 271-2200 (408) 271-2201	X	X	X	X	X	X	12/31/07
MatriScope, Inc.	3102 Industrial Blvd. West Sacramento, CA 95691	(800) 350-3252 (888) 375-6702	X	X	X	X	X	X	12/31/07
Nicholas Engineering Consultants*	6743 Dublin Blvd. #15 Dublin, CA 94568	(925) 829-8090 (925) 829-0235	X	X	X	X	X	X	12/31/07
Ninyo & Moore	675 Hegenberger Rd., Ste. 220 Oakland, CA 94621	(510) 633-5640 (510) 633-5646	X	X	X	X	X		12/31/07
PSC Associates Inc.	1185 Terra Bella Mountain View, CA 94043	(650) 969-114 (650) 969-5523	X	X	X	X	X	X	12/31/07
PSI	365 Victor Street, Ste. C Salinas, CA 93907	(831) 757-3536 (831) 757-6265	X	X	X	X	X	X	12/31/07
RES Engineers, Inc.	150 North Wiget Lane, Suite 204 Walnut Creek, CA 94598-2434	(925) 932-4600 (925) 932-4625	X	X	X	X	X	X	12/31/07
Signet Testing Laboratories	3121 Diablo Avenue Hayward, CA 94545	(510) 887-8484 (510) 783-4295	X	X	X	X	X	X	12/31/07
Smith-Emery Company	P.O. Box 88050, Hunters Pt. Shipyard San Francisco, CA 94188	(415) 330-3000 (415) 330-3030	X	X	X	X	X	X	12/31/07
Terrasearch Inc.	6840 Via Del Oro, #110 San Jose, CA 95119	(408) 362-4920 (408) 362-4926	X	X	X	X	X	X	12/31/07
Testing Engineers Inc.	2811 Adeline Street Oakland, CA 94623	(510) 835-3142 (510) 834-3777	X	X	X	X	X	X	12/31/07
Triangle Engineering*	1388 Haight Street, Ste. 172 San Francisco, CA 94117	(415) 626-6972 (415) 626-6972						X	3/31/08
Valley Inspection Services	326 Woodrow Avenue Vallejo, CA 94571	(707) 552-7037 (707) 552-7022				X	X	X	12/31/07

*Agency subcontracts laboratory services.

**Agencies have not been evaluated for geotechnical special inspection or for nondestructive testing.
 Agencies may not be qualified to perform all aspects of special inspection. Agencies may have offices in more than one location.
 Other agencies may be approved by local jurisdictions.**

Revised 03/31/08

**SPECIAL INSPECTION AND TESTING AGREEMENT
CITY OF MENLO PARK – BUILDING DEPARTMENT**

To permit applicants of projects requiring special inspection and/or testing per Section 306 of the Uniform Building Code (**U.B.C.**)

Project Name/Address: _____ Building Permit No: _____

BEFORE A PERMIT CAN BE ISSUED: The owner, or the engineer or architect of record acting as the owner’s agent, shall complete two (2) copies of this agreement and the attached structural tests and inspections schedule including the required acknowledgements. A preconstruction conference with the parties involved may be required to review the special inspection requirements and procedures.

APPROVAL OF SPECIAL INSPECTORS: Each special inspector shall be approved by the building department prior to performing any duties. Each special inspector shall submit his/her qualifications to the building department and is subject to a personal interview for prequalification. Special inspectors shall display approved identification, as stipulated by the building department, when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of **U.B.C. Section 306**. The following conditions are also applicable:

A. Duties and Responsibilities of the Special Inspector

1. Observe Work

The special inspector shall observe the work for conformance with the building department approved (stamped) design drawings and specifications and applicable workmanship provisions of the **U.B.C.** Architect/engineer-reviewed shop drawings and/or placing drawings may be used only as an aid to inspection. Special inspections are to be performed on a continuous basis, meaning that the special inspector is on site in the general area at all times observing the work requiring special inspection. Periodic inspections, if any, must have prior approval by the building department based on a separate written plan reviewed and approved by the building department and the project engineer or architect.

2. Report Nonconforming Items

The special inspector shall bring nonconforming 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 department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

3. Furnish Daily Reports

On request, each special inspector shall complete and sign both the special inspection record and the daily report form for each day’s inspections to remain at the jobsite with the contractor for review by the building department’s inspector.

4. Furnish Weekly Reports

The special inspector of inspection agency shall furnish weekly reports of tests and inspections directly to the building department; project engineer or architect, and others as designated. These reports must include the following:

- a. Description of daily inspections and tests made with applicable locations;
- b. Listing of all nonconforming items;
- c. Report on how nonconforming items were resolved or unresolved as applicable; and
- d. Itemized changes authorized by the architect, engineer and building department if not included in nonconformance items.

5. Furnish Final Report

The special inspector or inspection agency shall submit a final signed report to the building department stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the **U.B.C.** Items not 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.

B. Contractor Responsibilities

1. Notify the Special Inspector

The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule and as noted on the building department approved plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

2. Provide Access to Approved Plans

The contractor is responsible for providing the special inspector access to approved plans at the jobsite.

3. Retain Special Inspection Records

The contractor is also responsible for retaining at the jobsite all special inspection records submitted by the special inspector, and providing these records for review by the building department’s inspector upon request.

C. Building

1. Approve Special Inspection

The building department shall approve all special inspectors and special inspection requirements.

2. Monitor Special Inspection

Work requiring special inspection and the performance of special inspectors shall be monitored by the building department’s inspector. His/her approval must be obtained prior to placement or concrete or other similar activities in addition to that of the special inspector.

3. Issue Certificate of Occupancy

The building department may issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and accepted.

ACKNOWLEDGEMENTS

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

Owner: _____ By: _____ Date: _____

Contractor: _____ By: _____ Date: _____

Special Inspector
or Inspection Agency: _____ By: _____ Date: _____

Project Engineer/Architect: _____ By: _____ Date: _____

ACCEPTED FOR THE BUILDING DEPARTMENT

By: _____ Date: _____

SPECIAL INSPECTION AND TESTING SCHEDULE

Project Name

Building Permit Number

Project Address

Testing/Inspection Agency or Special Inspector

REINFORCED CONCRETE, GUNITE, GROUT AND MORTAR				
Concrete	Gunite	Grout	Mortar	
				Aggregate Tests
				Reinforcing Tests
				Mix Designs
				Reinforcing Placement
				Batch Plant Inspection
				Inspect Placing
				Cast Samples
				Pick-Up Samples
				Compression Tests

PRECAST/PRESTRESSED CONCRETE:				
Piles	Post-tens	Pre-tens	Cladding	
				Aggregate Tests
				Reinforcing Tests
				Tendon Tests
				Mix Designs
				Reinforcing Placement
				Insert Placement
				Concrete Batching
				Concrete Placement
				Installation Inspection
				Cast Samples
				Pick-up Samples
				Compressing Tests

MASONRY:

Special Inspection Stresses Used

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

STRUCTURAL STEEL/WELDING

- Sample & Test (list specific members below)
- Shop Material Identification
- Welding Inspection Shop Field
- Ultrasonic Inspection Shop Field
- High Strength Bolting Inspection Shop Field
- A325
- N X F
- A490
- Metal Deck Welding Inspection
- Metal Stud Welding Inspection
- Concrete Insert Welding Inspection

FIREPROOFING:

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

INSULATING CONCRETE:

- Sample & Test
- Placement Inspection
- Unit Weights

FILL MATERIAL:

- Acceptance Tests
- Placement Inspection
- Field Density

STRUCTURAL WOOD

- Shear Wall Nailing Inspectn.
- Inspectn. Of Glu-lam Fab.
- Inspectn. Of Trus-Joist Fab.
- Sample & Test Components

EPOXY BOLTS:

- for Tension bolts into Existing Concrete

ADDITIONAL INSTRUCTIONS OR OTHER TESTS & INSPECTIONS

Form Completed By: _____

Title: _____

Telephone Number: _____

Date: _____

- 1) Observation of subgrade preparation and foundation preparation operations by geotechnical engineer. **UBC 1701.5.13**
- 2) Continuous observation by the geotechnical engineer during driving and testing of foundation piles. **UBC 1701.11**
- 3) During placement of reinforcement and prestressing tendons, stressing and grouting of tendons in prestressed or post-tensioned concrete, as well as jacking force records and post-tensioned protective wrapping. **UBC 1701.5.4**
- 4) Bolts, dowels & anchors installed in concrete. **UBC 1701.5.12**
- 5) Concrete placement and strength testing. **UBC 1701.5.1**
- 6) All Shotcrete work. **UBC 1701.5.12**
- 7) All shop and field welding. **UBC 1701.5.5 item 1**
- 8) Installation of high-strength bolts. **UBC 1701.5.6**
- 9) Application of spray-on fire proofing materials. **UBC 1701.5.10**

SPECIAL INSPECTION REQUIREMENTS

Project Title _____ **Project Address** _____

Date _____ Owner _____ Address _____

The following inspection and tests, as indicated below, will be required as detailed in applicable project plans, specifications and the Uniform Building Code. These inspections are in addition to inspections performed by the Menlo Park Building Inspection Department.

Individuals performing these duties must be qualified, and approved by the Building Department prior to performing inspections. Individuals certified in a special inspection category by a qualified independent third party organization, and individuals employed by a recognized testing laboratory and under the direct supervision of a Civil Engineer are considered qualified and approved.

Special Inspection Reports shall be submitted to the Building Inspection Department, engineer or architect of record and other designated individuals. Reporting methods shall be as described in plans, specifications and the Building Code. A final inspection report will be required prior to occupancy of the building.

SPECIAL INSPECTIONS

SPECIAL INSPECTION TO BE PERFORMED BY: Firm Name

GRADING, EXCAVATION AND FILLS:

During fill placement, including subbase preparation, fill material and placement and compaction verification. During construction of buttress fills. During engineered grading procedures.

PILING, DRILLED PIERS, CAISSONS:

During driving and testing of piles and construction of cast-in-place drilled piers or caissons.

REINFORCING STEEL:

During placement of all reinforcing steel, or inspection of all reinforcing prior to closing of forms and prior to concrete delivery. Excluding _____

PRE-STRESSED STEEL:

During placing of all tendons and prestressing steel, or inspection of all tendons and prestressing steel prior to closing of forms and prior to concrete delivery. Also during all stressing grouting operations.

CONCRETE:

During the taking of test specimens and placing of all reinforced concrete and pneumatically placed concrete. Excluding _____

- CONCRETE FRAMES, DUCTILE MOMENT-RESISTING:**
 A specially qualified inspector, under the supervision of the person responsible for the structural design, shall provide continuous inspection of the placement of the reinforcing and concrete. _____
- MASONRY:**
 During placing of all masonry units, placement of reinforcement, inspection of grout space, immediately prior to closing of cleanouts, and during all grouting operations.
 Excluding _____
- WELDING:**
 During all structural welding, including welding of reinforcing steel and shop welding.
 Excluding _____
- WELDING OF DUCTILE MOMENT-RESISTING STEEL FRAMES:**
 See plans and specifications for special requirements. _____
- HIGH STRENGTH BOLTING:**
 During all bolt installation and tightening operations, or provide preconnection inspections combined with tension verifications for 10% of the bolts in each connection with a minimum of 2 bolts per connection.
 Excluding _____
- GYPSUM CONCRETE, REINFORCED:**
 During mixing and placing of Class B gypsum concrete. _____
- INSULATING CONCRETE FILL:**
 During application of insulating concrete fill when part of a structural system. _____
- SPRAY APPLIED FIRE PROOFING:**
 During mixing and applying of all spray applied fire resistive material including inspection of surfaces to be covered prior to application. _____

Requirements Determined _____ Architect/Engineer

Requirements Approved _____ Building Department

Distribution:
 Owner-Contractor (Permittee) - Engineer/Architect-Menlo Park Building Inspection Department