



## City of Millbrae SPECIAL INSPECTION AND TESTING AGREEMENT

All Projects that have been identified as requiring Special Inspection and Testing shall obtain the services of an approved Special Inspection and Testing Agency. The Special Inspection and Testing Agency shall be employed by the Property Owner, and acting as the Building Official's agent shall provide reports to the Building Official as required under California Building Codes Section 109.4 and 1704. The Special Inspector is not empowered by the jurisdiction to enforce any regulations upon the project, site, or workers. All Special Inspection and Testing Agencies shall first be approved by the Building Official and there shall be a signed Special Inspection and Testing Agreement in place prior to the issuance of any Building Permit.

### DUTIES AND RESPONSIBILITIES OF THE SPECIAL INSPECTOR

Observe Work – the Special Inspector shall observe work for compliance with the Approved Plans, Specifications and applicable workmanship provisions of the California Building Codes and Reference Standards. Inspections are to be performed on a continuous basis, meaning that the inspector is on the jobsite at all times that work, or materials are being placed that require Special Inspection. Periodic inspections, if any, must have prior written approval by both the Building Official and engineer or architect that outlines the specific nature of any periodic inspections.

Obtain Test Samples – The Special Inspector shall obtain samples of specified materials and send to the appropriate laboratories for testing. Reports from the laboratories shall be submitted to the Building Official in a timely manner, with due consideration to construction schedules.

Report Non-Conforming Items – The Special Inspector shall bring non-conforming items to the immediate attention of the contractor and note all such items in their daily report. If any item is not resolved in a timely manner or is about to be incorporated into the work, the Special Inspector shall immediately notify the Building Official by telephone or in person, notify the engineer and/or architect, and post a Discrepancy Notice.

Furnish Daily Reports – On request, the Special Inspector shall complete and sign both the Special Inspection Record and the Daily Report Form for each day's inspections. These records shall remain at the jobsite with the contractor, for review by the Building Official or designee.

Furnish Weekly Reports – On request, the Special Inspector shall furnish weekly reports of tests and inspections to the Building Official.

Furnish a Final Report – The Special Inspector or Testing Agency shall submit a final signed report to the Building Official stating that all items requiring Special Inspection and Testing were fulfilled, reported and to the best of his/her knowledge in conformance with the approved design drawings, specifications, approved change orders and applicable workmanship provisions of the CBC. This document is required to be submitted to the Building Official prior to scheduling of any Final Inspections.

### CONTRACTOR RESPONSIBILITIES

Notify the Special Inspector – The contractor is responsible for notifying the Special Inspector or Testing Agency regarding individual inspections for items identified on the Special Inspection and Testing Agreement and as noted on the Building Department Approved plans and specifications. Adequate notice shall be provided so that the Special Inspector has time to become familiar with the project.

Provide Access to Approved Plans – The contractor is responsible for providing the Special Inspector access to the approved plans and specifications at the jobsite.

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 Official, or designee, upon request.

January 2023



# City of Millbrae

## SPECIAL INSPECTION AND TESTING AGREEMENT

Job Address: \_\_\_\_\_ Permit # \_\_\_\_\_

Project Description: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone # \_\_\_\_\_

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

### SPECIAL INSPECTION & TESTING AGENCY:

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

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

Responsible Party: \_\_\_\_\_ Phone # \_\_\_\_\_

Engineer of Record Name: \_\_\_\_\_ Phone # \_\_\_\_\_

REINFORCE CONCRETE, GUNITE AND MORTAR				STRUCTURAL STEEL / WELDING			
Concrete	Gunite	Grout	Mortar	Sample and Test (List Specific Members Below)			
				Sample and Test (List Specific Members Below)			
				Aggregate Tests	Welding Inspection	Shop	Field
				Reinforcing Test	Welding Inspection	Shop	Field
				Mix Designs			
				Reinforcing Placement			
				Batch Plant Inspection			
				Cast Samples			
				Compression Test			
				Concrete Placement			
<b>PRECAST / PRESTRESSED CONCRETE</b>				<b>High-Strength Bolting Inspections</b>			
Piles	Post-Tens	Pre-Tens	Cladding	A325	A490	Shop	Filed
						N	F
				Aggregate Test	Metal Deck Welding Inspection		
				Reinforcing Test	Metal Stud Welding Inspection		
				Placement Inspection	Concrete Inset Welding Inspection		
				Tendon Test			
				Mix Design			
				Reinforcing Placement			
				Insert Placement			
				Concrete Batching			
				Concrete Placement			
				Installation Inspection			
				Cast Samples			
				Compression Test			
<b>STRUCTURAL MASONRY</b>				<b>INSULATING CONCRETE</b>			
Special Inspection Stresses Used				Sample Test			
Preliminary Acceptance Test (Masonry Units, Wall Prisms)				Placement Inspection			
Subsequent Test (Mortar, Grout, Field Wall Prisms)				Unit Weight			
Placement of Units							
				<b>FILL MATERIALS</b>			
				Acceptance Test			
				Placement Inspection			
				Field Density			
				PILE DRIVING			
				Placement Inspection			
				<b>FIRE PROOFING</b>			
				Placement Inspection			
				Density Test			
				Thickness Test			
				Inspect Batching			
				<b>STRUCTURAL WOOD</b>			
				Shear Wall Nailing Inspections			
				Inspection of Glulam Fab.			
				Sample and Test Components			
<b>ADDITIONAL INSTRUCTIONS OR TEST AND INSPECTIONS</b>							

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

Owner Name \_\_\_\_\_ Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Contractor Name \_\_\_\_\_ Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

Agency Name \_\_\_\_\_ Agency Signature \_\_\_\_\_ Date \_\_\_\_\_

Building Official Approval \_\_\_\_\_ Date \_\_\_\_\_