



SPECIAL INSPECTION & TESTING AGREEMENT

SCOPE: RESIDENTIAL COMMERCIAL

Permit Number(s): _____

Project Address: _____

To applicants and owners of projects requiring Special Inspection or Testing per Section 1701 of the California Building Code, please acknowledge and return to the City.

BEFORE A PERMIT CAN BE ISSUED: The owner or owner’s representative, on the advice of the responsible Project Engineer or Architect, shall complete, sign and submit two (2) copies of the attached “Structural Tests and Inspection Schedule” to the Building Inspection Division for review and approval.

The owner and the owner’s general contractor, where applicable, shall also acknowledge the following conditions applicable to Special Inspection and/or Testing.

1. The special inspection agency shall be employed by the owner, or, the engineer or architect of record acting as the owner’s agent.
2. Contractor is responsible for proper notification to the special inspection agency for the items listed.
3. Only special inspection & testing agency personnel are to take samples and transport them to their laboratory.
4. Copies of all laboratory reports and inspections are to be sent directly to the City by the special inspection agency.
5. The special inspection agency is to submit the names and qualifications of on-site special inspectors to the Building Department for approval.
6. The Special Inspector is under the authority and is responsible to the Building Official. All concerns and/or problems encountered are to be brought to the Building Official’s attention immediately.
7. Special Inspectors shall provide weekly reports to the Building Department of all inspection activity.
8. It is the responsibility of the contractor to review City-approved plans for additional inspection or testing requirements that may be noted.
9. **BEFORE AN OCCUPANCY PERMIT CAN BE ISSUED:** The Inspection agency shall submit a statement that all items requiring testing and inspection were fulfilled and reported. Those items not tested and/or inspected shall be noted in this statement. Copies of statements to be maintained at the job site for the Building Inspector’s review prior to final inspections.
10. **NO WORK SHALL BE COVERED PRIOR TO CITY OF PALO ALTO INSPECTION APPROVAL. PLEASE SCHEDULE AN INSPECTION WITH THE BUILDING DIVISION.**

ACKNOWLEDGEMENT (SIGN BELOW) I have reviewed the enclosed “Special Inspection Schedule” and the information above.

Owner (or)	Name of Special Inspection Agency
Project Architect (or)	Name of Contractor
Project Engineer	Building Official

STRUCTURAL TESTS AND INSPECTIONS SCHEDULE

Prior to issuance of a building permit, the Owner, on the advice of the Architect or Engineer, shall complete, sign and submit this form to the Building Official.

Project Name	Permit Number
Project Address	Name of Special Inspection Agency
Owner's Name	Name of Contractor

I hereby certify that the Special Inspection & Testing Agency named above has been engaged to perform structural tests and inspection during construction, as checked below, to satisfy all applicable portions of the Building Code.

Prior to issuance of an occupancy permit, the special inspection agency shall submit a statement that all items of designated work performed were reported. Any items checked but not tested or inspected will be noted and explained.

Whenever any designated items on this list are ready for sampling, testing or inspection, it shall be the responsibility of the Contractor to give timely notice to the Special Inspection Agency so that the required services may be performed.

REINFORCING STEEL

	Tensile & Bond
	Inspection of Placement
	Inspection of Welding

MASONRY

	Preliminary Acceptance Test (Masonry Units, Wall Prism)
	Subsequent Tests (Mortar, Grout, Field Wall Prisms)
	Inspection of Grouting
	Inspection of Placement and Grouting

CONCRETE, GUNITE/SHOTCRETE, GROUT & MORTAR

Conc.	Shotcrete	Grout	Mortar	
				Agg. Tests for Designs
				Suitability of Agg.
				Mix Designs
				Batch Plant Insp.
				Compression Tests
				Cast Specimens
				Pick Up Samples
				Shrinkage Bars
				Yield Check
				Air Check
				Dry Unit Weight

PRECAST CONCRETE

	Reinforcing Tests
	Inspection of Reinforcing Placement
	Tendon Tests
	Inspection of Tendon Placement
	Inspection of Concrete Placement
	Inspection of Concrete Batching
	Inspection of Panel Attach & Inserts
	Inspection of Panel Installation
	Compression Tests
	Inspection of Stressing/Transfer

PILING, CAISSONS, CAPS, TIES

	Inspection of Reinforcing Placement
	Inspection of Concrete Placement
	Inspection of Concrete Batching

UNDERPINNING

	Inspection of Steel Fabrication
	Inspection of Reinforcing & Forms
	Inspection of Concrete Placement
	Inspection of Tiebacks

STRUCTURAL STEEL

	Sample & Test
	Shop Identification & Welding Inspection
	Shop Ultrasonic Inspection
	Shop Radiography
	Field Welding Inspection
	Field Bolting
	Field Ultrasonic Inspection
	Field Radiography
	Metal Deck Welding Inspection

STRUCTURAL HARDWARE

	Holdown Installation
	Tiedown System Installation
	Epoxied Anchors & Bolts

INSULATING CONCRETE

	Sample & Test
	Unit Weights

FIREPROOFING

	Inspection of Placement
	Density Tests
	Thickness Tests
	Batching Inspection

GEOTECHNICAL (Inspections & Testing by Geotechnical Engineer)

	Fill Material Acceptance Tests
	Moisture/Density Determination
	Field Density/Compaction
	Pier Drilling
	Observation & Testing by Geotechnical Engineer

ROOFING & WATERPROOFING

	Inspection of Placement
	Sample & Tests
	Basement Waterproofing

STRUCTURAL WOOD

	Inspection of Fabrication
	Inspection of Truss Joist Fabrication
	Sample & Test Components
	Inspection of Glulam Fabrication
	Shearwall Construction & Nailing

OTHER TESTS OR INSPECTIONS:

Recognized Special Inspection and Testing Agencies

Key:	PC = Prestressed Concrete	SM = Structural Masonry	SW = Steel Welding
RC = Reinforced Concrete	NDT = Non-Destructive Testing	SWC = Structural Wood Construction	FP = Fireproofing
HSB = High Strength Bolting			

AGENCY NAME	ADDRESS	PHONE/FAX	RC	PC	SM	SW	HSB	NDT	SWC	FP	EXPIRATION
A 1 inspection Services	1754 Mission St San Francisco, CA 94109	(415) 621-8001 (415) 358-4409	X	X	X	X	X	X	X	X	10/6/2018
ACE Quality Control	1830 Vernin St, Suite #7 Roseville, CA 95678	(916) 742-5096 (530) 241-5935	X	X	X	X	X			X	09/04/2021
Achievement Engineering Corp.	2455 Autumnvale Dr, Unit E, San Jose, CA 95131	(408) 217-9174 (408) 217-9632	X	X	X	X	X	X	X	X	03/06/2022
Advanced Testing & Inspection, LLC	540 Brunken Avenue, Suite B Salinas, CA 93901	(831) 442-2272 (831) 597-2004	X	X	X	X	X			X	10/01/2022
Apex Testing Labs, Inc.	1790 Yosemite Ave San Francisco, CA 94124	(415) 550-9800 (415) 550-9880	X	X	X	X	X	X		X	10/11/2021
Applied Materials & Engineering	980 41st Street Oakland, CA 94608	(510) 420-8190 (510) 420-8186	X	X	X	X	X	X	X	X	08/02/2022
Aries Engineering	5357 Persimmon Grove Ct San Jose, CA 95123	(408) 634-0087	X			X	X		X		09/03/2023
Baez Geotechnical Group (BGG)	1686 Second St, Ste. 205 Livermore, CA 94550	(925) 766-1616	X	X	X						04/22/2022
BAGG Engineers	138 Charcot Avenue San Jose, CA 95131	(650) 852-9133 (650) 852-9138	X	X	X	X	X	X	X	X	07/06/2023
Berlogar, Stevens and Associates	5587 Sunol Blvd Pleasanton, CA 94566	(925) 484-0220 (925) 846-9645	X	X	X	X	X			X	09/04/2021
Biggs Cardosa Associates, Inc.	865 The Alameda San Jose, CA 95126	(408) 296-5515 (408) 296-8114	X	X	X	X	X				11/07/2020
B.S.K. Associates	399 Lindbergh Ave Livermore, CA 94551	(925) 315-3151 (925) 315-3152	X	X	X	X	X	X		X	2/14/2021
Consolidated Engineering Labs	2001 Crow Canyon Rd, Suite 100 San Ramon, CA 94583	(925) 314-7100 (925) 855-7140	X	X	X	X	X	X	X	X	10/18/2021
Construction Testing Services	2118 Rheem Drive, Suite A Pleasanton, CA 94588	(925) 462-5151 (925) 462-5183	X	X	X	X	X	X	X	X	12/15/2022
CTE Cal, Inc.	47616 Fremont Boulevard Fremont, CA 94588	(510) 573-6362 (510) 573-6684	X	X	X	X	X	X	X	X	10/01/2022
Earth Systems Pacific	48511 Warm Springs Blvd. Ste. 210 Fremont, CA 94539-7746	(510) 353-3833 (888) 567-4292	X	X	X	X	X		X	X	10/25/2020
ENGEO Incorporated	2010 Crow Canyon Rd, Suite 250 San Ramon, CA 9483-1545	(925) 866-9000 (888) 279-2698	X	X	X	X	X	X	X	X	10/05/2023
Geissler Engineering	83e Beach Road Belvedere, CA 94920	(415) 992-9393	X			X	X		X		10/05/2023
Geocon Consultants, Inc.	6671 Brisa St Livermore, CA 94550	(925) 371-5900 (925) 371-5915	X	X	X	X	X			X	10/07/2023
HP Inspections	690 Sunol Street, Bldg. H San Jose, CA 95126	(408) 288-8460 (408) 271-0902	X	X	X	X	X	X		X	01/08/2021
Inspections Consultants Inc.	1515 North C Street Sacramento, CA 95814	(916) 321-5580 (916) 321-5590	X	X	X	X	X			X	01/20/2020
Inspection Services Inc.	1798 University Ave Berkeley, CA 94703	(510) 900-2100 F (510) 900-2101	X	X	X	X	X	X	X	X	06/25/2022
KC Engineering Co.	865 Cotting Lane, Suite A Vacaville, CA 95688	(707) 447-4025 (707) 447-4143	X	X	X	X	X			X	11/07/2020
Kleinfelder Inc.	2601 Barrington Ct Hayward, CA 94545	(925) 484-1700	X	X	X	X	X	X		X	07/30/2022
Korbmacher Engineering Inc.	480 Preston Court, Suite B Livermore, CA 94551	(925) 454-9033 (925) 454-9564	X	X	X	X	X		X	X	4/11/2020 Pending

AGENCY NAME	ADDRESS	PHONE/FAX	RC	PC	SM	SW	HSB	NDT	SWC	FP	EXPIRATION
Krazan and Associates Inc.	1061 Serpentine Lane, Suite F Pleasanton, CA 94566	(925) 307-1160 (925) 307-1161	X	X	X	X	X	X	X	X	01/05/2021
MatriScope Engineering Labs	6244 Preston Ave Livermore, CA 94551	(510) 763-3601	X	X	X	X	X	X	X	X	01/01/2022
Mid Pacific Engineering, Inc	4200 N Freeway Blvd., Suite 5 Sacramento, CA 95834	(916) 927-7000	X	X	X	X	X	X		X	03/12/2023
Moore Twinning Associates, Inc.	2527 Fresno St Fresno, CA 93721	(559) 268-7021 (559) 268-0740	X	X	X	X	X			X	08/08/2021
Nicholas Engineering Consultants	6743 Dublin Boulevard, #15 Dublin, CA 94568	(925) 829-8090 (925) 829-0235	X	X	X	X	X		X	X	05/07/2022
Ninyo & Moore	1956 Webster Street, Suite 400 Oakland, CA 94612	(510) 633-5640 (510) 633-5646	X	X	X	X	X	X	X	X	12/08/2019
NORCON LLC	1661 Tennessee St. Suite 201 San Francisco CA 94107	(415) 710-1155	X	X	X	X	X	X	X	X	09/01/2023
Pacific Crest Engineering, Inc.	444 Airport Blvd, Ste. 106 Watsonville, CA 95076	(831) 722-9446 (831) 722-9158	X		X		X				01/07/2022
Picot Inspection	2162 62th Ave Oakland, CA 94621	(510) 847-8990	X	X	X	X	X			X	03/10/2023
P J C & Associate, Inc.	600 Martin Ave, Suite 210 Rohnert Park, CA 94928	(707) 584-4804 (707) 584-4811	x		x	x					08/05/2019
Professional Service Industries, Inc.	380 Tennant Ave, Ste 3 Morgan Hill, CA 95037	(408) 669-5500	X		X	X	X			X	03/26/2022
Quantum Geotechnical	6288 San Ignacio Ave. Suite D San Jose, CA 95119	(408) 629-3822 (408) 629-3825	X	X	X					X	8/10/2019
RES Engineers, Inc.	1250 Missouri St, Suite 207 San Francisco, CA 94107	(415) 822-4625 (415) 822-8925	X	X	X	X	X	X	X	X	06/03/2022
RMA Group	130 Archer St San Jose, CA 95112	(408) 362-4920 (408) 362-4926	X	X	X	X	X	X	X	X	04/02/2022
Salem Engineering Group, Inc.	4055 W. Shaw Ave, Suite 110 Fresno, CA 93722	(559) 271-9700 (559) 275-0827	X	X	X	X	X	X			07/05/2021
Signet Testing Laboratories	3526 Breakwater Court Hayward, CA 94545	(510) 887-8484 (510) 783-4295	X	X	X	X	X	X	X	X	12/19/2020
Smith-Emery Company	P.O. Box 880550, Hunters Point Shipyard, Building 114, San Francisco CA 94188	(415) 642-7326 (415) 642-7055	X	X	X	X	X	X	X	X	08/17/2023
Stevens Ferrone & Bailey	1600 Willow Pass Ct Concord, CA 94520	(925) 688-1001 (925) 688-1005	X	X	X	X	X		x	X	03/06/2022
Structure Materials Group	2352 Research Drive Livermore, CA 94550	(925) 447-9900 (925) 447-9901	X	X	X	X	X		X	X	02/02/2021
Summit Associates	2300 Clayton Rd, Suite 1380 Concord, CA 94520	(925) 363-5560 (925) 363-5511	X	X	X	X	X	X	X	X	12/12/2022
Terracon Consultants, Inc.	5075 Commercial Cir, Suite E Concord, CA 94520	(925) 348-9057	X	X	X	X	X	X		X	10/31/2021
Testing Engineers Inc.	2811 Teagarden Street San Leandro, CA 94577	(510) 835-3142 (510) 834-3777	X	X	X	X	X	X	X	X	03/09/2021
Twining	1572 Santa Ana Avenue Sacramento, CA 94591	(916) 649-9000 (916) 921-8532	X	X	X	X	X		X	X	02/06/2021
Valley Inspection	326 Woodrow Avenue Vallejo, CA 94571	(707) 552-7037 (707) 552-7022				X			X	X	03/09/2021
Wallace-Kuhl & Associates, Inc.	3050 Industrial Blvd West Sacramento, CA 95691	(916) 372-1434 (916) 372-2565	X	X	X	X	X	X		X	08/21/2023

Note:

- 1) Agencies may have offices in more than one location
- 2) Agencies with a "Pending" status are recognized