City of Millbrae
621 Magnolia Ave.
Millbrae, Ca. 94030
650-259-2330 Fax 650-697-2657
Website - www.ci.millbrae.ca.us

SPECIAL INSPECTION AND TESTING AGREEMENT

To permit applicants of projects requiring special inspection and/or testing per section 106.3.5 of the California Building Code (CBC).

Project Address_____ Building Permit Number_____

_____

_____

Phone Number _____ Fax Number _____

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 acknowledgments. 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 Division prior to performing any duties. Each special inspector shall submit his/her qualifications to the building division and is subject to a personal interview for pre-qualification. Special inspectors shall display approved identification, as stipulated by the building division, when preforming the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of the CBC Section 106.3.5. 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 Division approved (stamped) design drawings and specifications and applicable workmanship provisions of the CBC, 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 on the Building Division based on a separate written plan reviewed and approved by the Building Division 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 Division 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 job site with the contractor for review by the Building Division's inspector.

4. Furnish Weekly Reports

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

a. Description of daily inspections and tests 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 Division 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 division 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 CBC. 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 Division 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 the approved plans at the job site.

3. 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 to the Building Division's inspector upon request.

SPECIAL INSPECTION AND TESTING SCHEDULE

Project Name_____ Bldg. Permit #_____

Project Address:_____

Inspector / agency _____

REINFORCED CONCRETE, GUNITE, GROUT AND MORTAR:

Concrete	Gunite	Grout	Mortar	Test / Inspection
				Aggregate Tests
				Reinforcing Tests
				Mix Designs
				Reinforcement placement
				Batch Plant Inspection
				Inspect Placing
				Cast Samples
				Pick-up Samples
				Compression Tests

STRUCTURAL STEEL / WELDING:

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

PRECAST/ PRESTRESSED CONCRETE:

Piles	Pre-Tension	Post-Tension	Cladding	Testing / Inspection
				Aggregate Tests
				Reinforcement Test
				Tendon Tests
				Mix Designs
				Reinforcing Placement
				Insert Placement
				Concrete Batching
				Concrete Placement
				Installation Inspection
				Cast Samples
				Pick-up Samples
				Compression Tests

FIRE PROOFING:

	Placement Inspection
	Density Test
	Thickness Test
	Inspect Batching

INSULATING CONCRETE:

	Sample and Test
	Placement Inspection
	Unit Weights

FILL MATERIAL:

	Acceptance Tests
	Placement Inspection
	Field Density

MASONRY:

	Special Inspection Stresses Used
	Preliminary Acceptance Tests (Masonry Units, Wall Prisms)
	Subsequent Tests (Mortar, Grout, Field Wall Prisms)
	Placement Inspection of Units

STRUCTURAL WOOD:

	Shear Wall Nailing Inspection
	Inspection of Glu-Lam Fab.
	Inspection of Truss Joist Fab.
	Sample and Test Components

HOLD DOWNS AND ANCHORS:

	Epoxy Anchor Installation
	Pull Test for Epoxy Anchors
	Hold Down Placement

OTHER - LIST SPECIFICALLY

ADDITIONAL INSTRUCTIONS, TESTS AND / OR INSPECTIONS:

Form completed by:_____ Title:_____
Please Print Name Please Print Title

Signature:_____ Date:_____

Telephone Number:_____ Fax Number:_____ Cell Number:_____

SPECIAL INSPECTION COMMITTEE

International Code Council

RECOGNIZED SPECIAL INSPECTION & TESTING AGENCIES

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	Home Address	Phone/Fax	RC	PC	SM	SS	FP	URM	Recognition Date
Applied Materials Engineering	980 - 41st Street Oakland, CA 94608	(510) 420-8190 (510) 420-8186	X	X	X	X	X	X	3/31/2004
Berlogar Geotechnical Consultants	5587 Sunol Boulevard Pleasanton, CA 94566	(925) 484-0220 (925) 846-9645	X	X					3/31/2004
Biggs Cardosa Associates, Inc.*	1871 The Alameda, Suite 200 San Jose, CA 95126	(408) 296-5515 (408) 296-8114	X	X	X	X		X	3/31/2006
B.S.K. Associates	1181 Quarry Lane, #300 Pleasanton, CA 94566	(925) 462-4000 (925) 462-6283	X		X	X	X	X	2/28/2006
Capex Engineering Inc.	74 Shanico Common Fremont, CA 94539	(510) 668-1815 (510) 490-8690	X	X	X	X	X	X	8/31/2005
Consolidated Engineering Labs	7060 Koll Center Parkway, #300 Pleasanton, CA 94566-3108	(925) 485-5000 (925) 485-5018	X	X	X	X	X	X	2/28/2006
Construction Materials Testing, Inc.	2278-F Pike Court Concord, CA 94520-1252	(925) 825-2840 (925) 682-7953	X	X	X	X	X	X	6/30/2006
Construction Testing Services	2142 Rheem Drive, Suite E Pleasanton, CA 94588	(925) 462-5151 (925) 462-5183	X	X	X	X	X	X	10/31/2006
Construction Testing & Engineering, Inc.	242 West Larch Road, Suite F Tracy, CA 95304	(800) 576-2271 (209) 839-2895	X	X	X	X	X	X	3/31/2004
Dynamic Consultants Inc.	1300 Spacepark Way Mountain View, CA 94043	(650) 967-6982 (650) 967-6955	X	X	X	X	X	X	10/31/2006
Earth Systems Consultants	47853 Warm Springs Boulevard Fremont, CA 94539-7400	(510) 353-0320 (510) 353-0344	X	X	X	X	X	X	3/31/2004
ENGEO Incorporated	2401Crow Canyon Rd., Suite 200 San Ramon, CA 94583-1545	(925)838-1600 (925)838-7425	X	X	X	X	X	X	3/31/2004
Forsythe Engineering Consultants*	1760 Industrial Way, Suite 1 Napa, CA 94558	(707) 259-1292 (707) 259-1393				X	X	X	3/31/2004
HP Inspections	690 Sunol Street, Bldg. H San Jose, CA 95126	(408) 288-8460 (408) 271-0902	X	X	X	X	X	X	3/31/2006
Inspection Services Inc.	Pier 26 The Embarcadero San Francisco, CA 94105	(415) 243-3265 (415) 243-3266	X	X	X	X	X	X	3/31/2004
KC Engineering Co.	865 Cotting Lane, Suite A Vacaville, CA 95688	(707) 447-4025 (707)447-4143	X	X	X	X		X	3/31/2005
Kleinfelder Inc.	7133 Koll Center Parkway, #100 Pleasanton, CA 94566	(925) 484-1700 (925) 484-2977	X	X	X	X	X	X	1/31/2006
Krazan and Associates Inc.	545 Parrott Street San Jose, CA 95112	(408) 271-2200 (408) 271-2201	X	X	X	X	X	X	12/31/2005
Matri Scope, Inc	3102 Industrial Boulevard West Sacramento, CA 95691	(800)350-3252 (888)375-6702	X	X	X	X	X	X	5/31/2005
Nicholas Engineering Consultants*	6743 Dublin Boulevard, #15 Dublin, CA 94568	(925) 829-8090 (925) 829-0235	X	X	X	X	X	X	3/31/2004
Ninyo & Moore	675 Hegenberger Road, Suite 220 Oakland, CA 94621	(510) 633-5640 (510) 633-5646	X	X	X	X	X		10/31/2006
PSC Associates Inc.	1185 Terra Bella Mountain View, CA 94043	(650) 969-1144 (650) 969-5523	X	X	X	X	X	X	3/31/2004
PSI	365 Victor Street, Suite C Salinas, CA 93907	(831) 757-3536 (831) 757-6265	X	X	X	X	X	X	3/31/2004
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	3/31/2004
Signet Testing Laboratories	3121 Diablo Avenue Hayward, CA 94545	(510) 887-8484 (510) 783-4295	X	X	X	X	X	X	1/31/2006
Smith-Emery Company	P.O. Box 880550, Hunters Point Shipyard, Building 114 San Francisco, CA 94188	(415) 330-3000 (415) 330-3030	X	X	X	X	X	X	2/28/2006
Terrasearch Inc.	6840 Via Del Oro, # 110 San Jose, CA 95119	(408) 362-4920 (408) 362-4926	X	X	X	X	X	X	11/30/2005
Testing Engineers Inc.	2811 Teagarden Street San Leandro CA 94577	(510) 835-3142 (510) 834-3777	X	X	X	X	X	X	11/30/2005
Triangle Engineering*	1388 Haight Street, Suite 172 San Francisco, CA 94117	(415) 626-6972 (415) 626-6972						X	3/31/2004
Twining Laboratories, Inc.	2527 Fresno Street Fresno, CA 93721	(559)268-7021 (559) 268-0740	X	X	X	X	X	X	3/31/2004
Valley Inspection Services*	326 Woodrow Avenue Vallejo, CA 94571	(707) 552-7037 (707) 552-7022				X	X	X	3/31/2004

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.

* Agency Sub-Contracts Laboratory Services

C. Building Division Responsibilities

1. Approve special inspection agency and / or inspector

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

2. Monitor special inspection

Work requiring special inspection and the performance of special inspections shall be monitored by the building division's inspector. **The Building Division inspector's *approval must be obtained prior to placement of concrete or other similar activities* in addition to that of the special inspector.**

3. Issue Certificate of Occupancy

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

ACKNOWLEDGMENTS

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 Architect:_____ By: _____ Date: _____

Project Engineer:_____ By: _____ Date:_____

ACCEPTED FOR THE CITY OF MILLBRAE BUILDING DIVISION

By:_____ Date: _____