

**SPECIAL INSPECTION AND TESTING SERVICES  
CITY OF DIXON  
BUILDING DEPARTMENT**

To permit applicants of projects requiring special inspection and/or testing per Chapter 17 of the 2004 California Building Code

Project Name/Address \_\_\_\_\_ Permit # \_\_\_\_\_

Project 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 document 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 Department prior to performing any duties. Special inspectors shall submit their qualifications to the Building Department and they may be 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 CBC Chapter 17. 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's 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 by the Building Department based on a separate written plan 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**

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 or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Department, the architect, and the contractor.

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**

Special inspectors or inspection agencies shall submit a final signed report to the Building Department. This report should state that all items requiring special inspection and testing were fulfilled and reported and, to the best of their 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 inspections were 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 Department Responsibilities**

#### **1. Approve special inspection**

The Building Department shall approve all special inspectors and special inspection requirements.

#### **2. Monitor special inspection**

The Building Department's inspector shall monitor work requiring special inspection and the performance of special inspectors. Building Department approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspectors.

#### **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 will comply with the terms and conditions of this document.

Structural Engineer: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

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

Special Inspector or  
Inspection Agency: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

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

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 \_\_\_\_\_

Project Number \_\_\_\_\_

**REINFORCED CONCRETE, SHOTCRETE, GROUT, AND MORTAR**

Concrete	Shotcrete	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
				Compression Tests

### MASONRY

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

### SPECIAL

- Special Grading, Excavation and Filling
- Special Cases (Unusual Hazards)

### FIREPROOFING

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

### STRUCTURAL WOOD

- Shear Wall Nailing Inspection
- Inspection of Glu-lam Fab.
- Inspection of Truss Joist Fab.
- Sample and Test Components
- Wood Piles

### STRUCTURAL STEEL/WELDING

- Sample and Test (list specific members below)
- Shop Material Identification
- Welding Inspection
- Ultrasonic Inspection
- High-Strength Bolting Inspection
- Metal Deck Welding Inspection
- Reinforcing Steel Welding Inspection
- Metal Stud Welding Inspection
- Concrete Insert Welding Inspection
- Steel Piles

### INSULATING CONCRETE

- Sample and Test
- Placement Inspection
- Unit Weights

### FILL MATERIAL

- Acceptance Tests
- Placement Inspection
- Field Density

**ADDITIONAL INSTRUCTIONS OR OTHER TESTS AND INSPECTIONS:**

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**Structural Engineer** \_\_\_\_\_ **Title** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Date** \_\_\_\_\_

**Special Inspection** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

**Date** \_\_\_\_\_

**Accepted by Building Official** \_\_\_\_\_ **Date** \_\_\_\_\_