



# City of Placerville

Development Services Department  
3101 Center Street, Placerville, CA 95667  
Building Division – Phone: (530) 642-5240

## Special Inspection & Testing Agreement

Prior to the start of the construction, the approved agencies shall provide written documentation to the building official demonstrating the competence and relevant experience or training of the special inspectors who will perform the special inspections and tests during construction. Experience or training shall be relevant where the documented experience or training is related in complexity to the same type of special inspection or testing activities for projects of similar complexity and material qualities. These qualifications are in addition to qualifications specified in other sections of this code. The registered design professional in responsible charge and engineers of record involved in the design of the project are permitted to act as an approved agency and their personnel are permitted to act as special inspectors for the work designed by them, provided they qualify as special inspectors.

### PROJECT INFORMATION

Project Address: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

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

### APPROVED AGENCY

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### INSPECTOR

Contact Name: \_\_\_\_\_

ICC ID #: \_\_\_\_\_ License #: \_\_\_\_\_

Special inspection and testing shall meet the minimum requirements of the California Building Standards.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Special Inspector:  Approved  Denied

Building Official: \_\_\_\_\_ Date: \_\_\_\_\_

## ACKNOWLEDGEMENTS

### 1. Before a Permit can be issued:

The owner, or the engineer or architect of record acting as the owner's agent, shall complete a copy of this agreement, including the required acknowledgements. The completed agreement shall become a part of the approved construction documents.

### 2. Approval of Special Inspector:

Each special inspection agency, testing facility, and special inspection shall be certified by the Building Official prior to performing and duties. Special inspectors shall carry out approved identification, as stipulated by the Building Division, when performing the functions of a special inspector. No personnel changes shall be made without first obtaining the approval of the Building Official. Any unauthorized personnel changes will result in a "Stop Work Order" and possible permit suspension.

### 3. Approval of Fabricator:

Prior to obtaining building approval all fabricators must according to the adopted Building Code:

- Submit quality control procedural manual for Building Division approval.
- Receive verification of fabricator's quality control capabilities, plant, and personnel. An approved special inspection or quality control agency can provide these services as agreed by the Building Official.

*Note: Fabricator approval may be revoked by the Building Official for just cause.*

### 4. Structural Observation:

In addition, or in lieu of other special inspection requirements, engineer or architect shall provide structural observation per the adopted Building Code, when required by the Building Official. This requirement and frequency shall be determined by the Building Official.

Special inspection and testing shall meet the minimum requirements of the California Building Code. The following conditions are also applicable.

a. Duties and responsibilities of the Special Inspector and/or Architect or Engineer of Record – Limit of Authority: The special inspector is not authorized to do any of the following:

- To inspect or approve any work for which the building permit has not been issued.
- To inspect or approve or otherwise authorize any work to commence before the Building Division has made the initial inspection. Deviation from this procedure must be requested in writing and approved by the Building Official. Refer to the adopted CBC for exceptions.
- To inspect or approve any work other than that for which they are specifically certified.
- To accept alternative materials, structural changes, or revisions to plans without approval of the Building Official.

### 5. Observe Work:

The special inspector, and/or architect or engineer of record, 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. Any observed conflicts in drawings and specifications shall be immediately reported to the Building Official. Special inspections are to be performed on a continuous basis, meaning that the special inspector is always onsite in the general area observing the work requiring special inspections. Periodic inspections, if any, must have prior approval by the Building Division based on a separate written plan reviewed and approved by the Building Division and project engineer or architect.

### 6. Report Nonconforming Items:

The special inspector, or architect or engineer of record, shall bring nonconformance 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. Any work performed by the contractor or subcontractors following notification by the special inspector is "at risk" and will require subsequent approval by the Building Official.

**7. Furnish Daily Reports:**

Each special inspector shall complete and sign the daily report form for each day's inspections and periodically sign the Special Inspection Record on the job inspection card at the completion of each component. These records are to remain at the job site with the contractor for review by the City of Placerville Building Inspector.

**8. Furnish Weekly Reports:**

The special inspector or inspection agency shall furnish weekly reports or tests and inspections directly to the Building Inspector, Building Official, 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.
- A listing of all nonconforming items.
- A report on how nonconforming items were resolved or unresolved as applicable.
- Itemized changes authorized by the architect, engineer, or building division if not included in the nonconforming items.

**9. Furnish Final Report:**

The special inspector or quality control firm shall submit a final signed report to the Building Division stating that all work and materials requiring special inspection and testing were inspected, tested and reported and, to the best of his/her knowledge, is in conformance with the approved plans, specifications, approved revisions, 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. The report must be signed and stamped by the appropriate professional, licensed by the State of California. A final inspection of the structure will not be scheduled until the final report has been reviewed and approved by the Building Division.

**10. Contractor Responsibilities:**

a. Quality Control

The contractor is primarily responsible for the quality of the work performed.

b. Inspector Notification

The contractor shall notify the special inspector at least 24 hours prior to performing any work that requires special inspection and shall provide sufficient lead time for the inspector at the job site to review the construction documents and perform preparatory work.

c. Provide Access to Plans

The contractor is responsible for providing the special inspector with access to approved plans and specifications at the job site.

d. 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 by the Building Division Inspector upon request.

e. Inspection and Approval of Work

The contractor shall not perform any work that requires special inspection without the presence of the inspector(s) during the performance of that work.

f. Final Inspection

The final inspection may not be scheduled until all reports documenting the special inspection work have been submitted and approved by the Building Division.

g. Continuous Inspections

Work requiring continuous inspection that is performed without special inspection may be required to be removed.

h. Building Division Approval

Approval of work by special inspector does not relieve the contractor from obtaining Building Division approval for inspections required per the adopted Building Code.

**11. Owner's Responsibilities**

a. Inspector Employment

The owner shall employ enough qualified inspectors to ensure inspection of all work requiring inspection without hindering the quality assurance of the work.

b. Inspection Continuity

It is recommended that the owner employ the same inspectors throughout the job to assure continuity. All substitutions must have prior approval of the Building Official.

c. Final Report

The owner, the architect or the structural designer acting as the owner's representative, will be required to submit a final signed report before a final inspection can be scheduled. The report must specify that all the work requiring

special inspection was performed in accordance with the approved plans and specifications.

**12. Architect or Engineer of Record Responsibilities**

In accordance with the adopted CBC, the City of Placerville requires that the architect or engineer of record attend a preconstruction meeting prior to the commencement of work. An engineer or architect of record shall periodically inspect the project (a minimum of three inspections) to certify that the structure is constructed in accordance with the adopted Building Code. The minimum inspections are foundation, structural frame, and final observation report formatted per Item 9 of this agreement.

Additional inspections may be required as the result of deficiencies or corrective actions, or special circumstances as agreed upon in the pre-permit stage of the project. Any observed deficiencies or changes to the approved plans must be brought to the attention of the Building Official as soon as possible, no less than three (3) working days or before subsequent inspections.

This structural observation is in addition to other required special inspections and is not intended as a substitution of other required inspections by the Building Division.