



Building Division
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Special Inspection, Structural Observation and Testing Agreement

Statement of Special Inspections

When special inspection and/or structural observation is required by Chapter 17 of the 2025 California Building Code. The **Engineer or Architect of Record** acting as the owner's agent shall complete this Special Inspection, Structural Observation and Testing Agreement.

Project Address: _____

Project Description: _____

Approval of Special Inspector

Each special inspection agency, testing facility, and special inspector shall be recognized by the Building Official prior to performing any duties. Each special inspection agency must submit to the Building Official, a company profile including resumes of all employees, their certifications, and a list of the type of work for which recognition is requested. Special inspectors shall carry approved identification when performing the functions of a special inspector. Identification cards shall follow the criteria set by the California Council of Testing and Inspection Agencies. No personnel changes shall be made without first obtaining the approval of the Building Official. Any unauthorized personnel changes may result in a "Stop Work Order" and possible permit revocation.

Approved Fabricators

Each fabricator shall be approved by the Building Official. Qualifications of approved fabricators shall be in compliance with 1704.2.5.1 of the California Building Code, 2025 edition. The approved fabricator shall submit a Certificate of Compliance that the work was performed in accordance with the approved plans and specification to the Building Official and the Engineer or Architect of Record. *Note: Fabricator approval may be revoked by the Building Official for just cause.*

Structural Observation

The Engineer or Architect of Record shall provide structural observation per Section 1704.6 of the California Building Code. This observation is in addition to other required special inspections and is not intended as a substitution of other required inspections. The structural observer shall submit to the Building Official a written statement that the site visits have been made and identify any reported deficiencies that, to the best of the structural observer's knowledge, have not been resolved.

Limit of Authority

The Special Inspector and/or Architect or Engineer of record is NOT AUTHORIZED to do any of the following:

1. To inspect or approve any work for which the building permit has not been issued.
2. Direct any work to commence before the Building Department has completed its inspection.
Exception: Prefabrication components per Section 1704 of the California Building Code.
3. To inspect or approve any work other than that for which they are specifically certified.
4. To approve alternative materials, structural changes, or revisions to plans without prior approval of the Building Official.

Contractor Responsibilities:

- A. **Quality control and Code Compliance:** The contractor is primarily responsible for quality of the work performed and compliance with code requirements.
- 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 special 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 access to the 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 provide a copy to the Building Inspector upon their arrival.
- E. **Construction Inspections:** Approval of work by the special inspector does not relieve the contractor from obtaining Inspections by the Building Department.
- F. **Final Inspection:** The final inspection may not be scheduled until the Final Report documenting the special inspection or structural observation have been submitted and approved by the Building Official.

Owner's Responsibilities:

- A. **Special Inspector Employment:** The owner or their agents shall employ a sufficient number of qualified special inspectors to assure inspection without hindering the quality assurance of the work.
- B. **Inspection Continuity:** It is recommended that the owner employ the same special inspection agencies throughout the job to assure continuity. All substitutions of special inspection agencies must have prior approval of the Building Official.
- C. **Final Report:** The owner or their agents are responsible for submittal of a final signed report to the Building Official before a final inspection can be scheduled.

Architect or Engineer of Record Responsibilities:

- A. Identify all construction elements that require Special Inspection or Structural Observation.
- B. Complete this Special Inspection, Structural Observation and Testing Agreement.
- C. Provide Structural Observation if required by the Building Official or the Architect or Engineer of Record.

Special Inspection Firm Responsibilities:

- A. The special Inspector shall observe the work assigned for conformance to the approved design drawings, specifications and the applicable workmanship provisions of the Code.
- B. The special inspector shall bring non-conformance 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 Official by telephone or in person and notify the Engineer or Architect of Record.
- C. Every special inspector shall complete a daily inspection report form. These reports shall be provided to the contractor prior to leaving the job site each day.
- D. Furnishing weekly reports (As needed on larger projects) The special inspector or inspection agency shall furnish a weekly report of tests and inspections directly to the Building Official, project engineer or architect, and others as designated. These reports include the following:
 - a) A description of daily inspections and tests made with applicable locations;
 - b) A listing of all non-conforming items;
 - c) A report of how non-conforming items were resolved or unresolved as applicable.
- E. The special inspector or quality control firm shall submit a signed Final Report to the Building Official, pursuant to Section 1704. Items in conformance, unresolved items, or any discrepancies in inspection coverage shall be specifically itemized in this report. Any unresolved items must be approved by the Building Official. The report must be signed and stamped by appropriate professional(s), licensed by the State of California. **Final inspection of the structure shall not be scheduled until the final report has been reviewed and approved by the Building Official.**

Project Address: _____

Project Description: _____

Permit Application Number: _____

2025 CBC	Required (X)	Type of Special Inspection	Continuous (x)	Periodic (x)
1705.1.1		Special Cases Identify items:		
1705.2		Steel Construction:		
1705.2.1		Structural steel		
1705.2.2		Cold-formed steel deck		
1705.2.3		Open-web steel joists and girders		
1705.2.4		Cold-formed steel trusses spanning more than 60'		
1705.3		Concrete Construction:		
		Reinforcement placement and specifications		
		Reinforcing bar welding		
		Inspect anchors cast in concrete.		
		Anchors post-installed in hardened concrete		
		Verify use of required design mix, slump, air and temp.		
		Compression Testing		
		Concrete and shotcrete placement		
		Maintenance of curing temperature and techniques.		
		Prestressed concrete, prestressing forces and grouting		
		Installation of precast concrete members.		
		Stressing of tendons in post-tensioned concrete		
		Formwork shape, location and dimensions		
		Other		
1705.4		Masonry Construction (TMS 402 AND TMS 602)		
1705.5		Wood Construction		
1705.5.1		High-load Diaphragms		
1705.5.2		Metal-plate-connected trusses taller than 60"		
1705.5.2		Metal-plate-connected trusses spanning more than 60'		
1705.5.3		Mass timber construction		
1705.6		Soils		
		Verify material below foundation is adequate to achieve the design bearing capacity		
		Verify excavations are extended to proper depth and have reached proper material.		
		Perform classification and testing of compacted fill materials.		
		Verify use of proper materials, densities and lift thicknesses during placement and compaction of fill.		
		Prior to placement of compacted fill, inspect subgrade and verify that site has been prepared properly.		
		Other		

1705.7	Driven Deep Foundations	
	Verify element materials, sizes and lengths	
	Determine capacities of test elements and conduct additional load tests, as required.	
	Inspect driving operations and maintain accurate records for each element	
	Verify locations and plumbness, confirm hammer, number of blows, penetrations to achieve design capacity, record tip and butt elevations and any damage to foundation.	
1705.8	Cast-in-place Deep Foundations	
	Inspect drilling operations and record each element.	
	Verify locations, plumbness, element diameters, bell diameters, lengths and adequate end-bearing strata. Record concrete or grout volumes.	
	For concrete elements, perform tests and additional special inspections in accordance with Section 1705.3.	
1705.9	Helical Pile Foundations	
1705.10	Structural integrity of deep foundation elements	
1705.11	Fabricated Items	
1705.12	Wind Resistance	
1705.12.1	Structural wood	
1705.12.2	Cold-formed steel light framed const.	
1705.12.3	Wind-resisting components.	
1705.13	Seismic Resistance	
1705.13.1	Structural steel	
1705.13.1.1	Seismic force-resisting systems.	
1705.13.1.2	Structural steel elements.	
1705.13.2	Structural wood	
1705.13.3	Cold-formed steel light-framed construction	
1705.13.4	Designated seismic systems	
1705.13.5	Architectural components	
1705.13.5.1	Access floors.	
1705.13.6	Plumbing, mech. and elec. components	
1705.13.7	Storage racks	
1705.13.8	Seismic isolation systems	
1705.13.9	Cold-formed steel special bolted moment frames	
	Other	
1705.14	Testing for Seismic Resistance	
1705.14.1	Structural steel	
1705.14.2	Nonstructural components	
1705.14.3	Designates seismic systems	
1705.14.4	Seismic isolation systems	
	Other	
1705.15	Sprayed Fire-resistant Materials	
1705.16	Mastic and intumescent fire-resistant coatings	

1705.17	Exterior insulation and finish systems (EIFS)		
1705.18	Fire-resistant penetrations and joints		
1705.19	Testing for smoke control		
1705.20	Sealing of mass timber		
1704.6	Structural observation		
1704.6.1	Structural observations for structures.		
	Other		

The following are the testing and special inspection agencies that will be retained to conduct tests and inspection on this project:

EXPERTISE	FIRM INSPECTION INFORMATION
1. Special Inspection (except for geotechnical)	Name: Address: City, State, Zip: Phone: Email:
2. Material Testing	Name: Address: City, State, Zip: Phone: Email:
3. Geotechnical Inspections	Name: Address: City, State, Zip: Phone: Email:
4. Other:	Name: Address: City, State, Zip: Phone: Email:
5. Structural Observer:	Name: Address: City, State, Zip: Phone: Email:

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

Prepared By: Project <input type="checkbox"/> Engineer <input type="checkbox"/> Architect Registered Design Professional in Charge	Signature	Lic. #	Date:
Owner Authorization:	Signature		Date:
Inspection Agency:	Signature	Lic. #	Date:
Contractor:	Signature	Lic. #	Date:

Updated: 1/26/2026