



THE TOWN OF  
CORTE MADERA  
MARIN COUNTY CALIFORNIA

Planning and Building Department  
300 Tamalpais Drive  
Corte Madera, CA 94925

## SPECIAL INSPECTION AND TESTING AGREEMENT

This project requires special inspections, and/or materials testing per Chapter 17 of the 2019 California Building Code (C.B.C). Prior to issuance of a permit, the applicant shall complete Part I of this form. Part II shall be completed by the project architect/engineer and the Building Department as part of the plan review process. Before permit issuance, all parties must sign this agreement. Please note that failure to comply with special inspection requirements could be expensive in terms of retrofit design and construction as well as delays in the project.

**BEFORE A PERMIT MAY BE ISSUED:** The owner, engineer, or architect of record acting as the owner's agent, shall submit two (2) complete copies of this agreement including the required signatures. 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 and/or testing agency shall be approved by the Building Department prior to performing any duties. Each special inspector shall submit his/her qualifications to the Building Department and is subject to a personal interview for prequalification. Submission of qualifications is not required when the agency utilizes the inspectors who are pre-approved by the City. Special inspectors shall display approved identification, as required by the Building Department when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of C.B.C Chapter 17. The following conditions are 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 approved (stamped) design drawings and specifications and applicable workmanship provisions of the C.B.C. Architect/engineer-reviewed shop drawings and/or placing-drawings may be used only as an aid to inspection.

#### 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 document nonconforming items and actions taken on a daily basis.

#### 3. Furnish Daily Reports

On request, each special inspector shall complete and sign both the special inspection record and the daily report form; which is to remain at the job site 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, 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
- b. Listing of all nonconforming items
- c. Report on how nonconforming items were resolved or unresolved as applicable; and
- d. Itemize changes authorized by the architect, engineer, and Building Department if not included in nonconformance items.

#### **5. Furnish Final Reports**

The special inspector or inspection agency shall submit a final signed report to the Building Department stating that all items requiring special inspections 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 C.B.C. 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 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 and Work to be Inspected**

The contractor is responsible for providing the special inspector access to approved plans and to the work to be inspected 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 by the Building Department's inspector upon request.

### **C. Building Department Responsibilities**

#### **1. Approved Special Inspections**

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

#### **2. Monitor Special Inspections**

Work requiring special inspection and the performance of special inspectors shall be monitored by the Building Department inspector. His/her 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 Department may issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and accepted. Note: If all special inspection reports are not approved, the Building Department may withhold the Certificate of Occupancy until all discrepancies are resolved.

**STATEMENT OF SPECIAL INSPECTION AND TESTING AGREEMENT FORM**

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

**Project Title:** \_\_\_\_\_

**Permit No.:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

This statement of Special Inspections is submitted in fulfillment of the requirements of the 2019 CBC Sections 1704 and 1705.

Special Inspections and Testing will be performed in accordance with the approved plans and specifications, this statement and the 2019 CBC, sections 1704, 1707 and 1708.

The attached Schedule of Special Inspections summarizes the Special Inspections and Tests required. Special Inspectors will refer to the approved plans and specifications for detailed special inspection requirements.

Any additional tests and inspections required by the approved plans and specifications will also be performed.

**BEFORE A PERMIT CAN BE ISSUED:**

The owner or his representative, on the advice of the registered design professional in responsible charge, shall complete, sign by all parties, and submit **two (2)** copies of this package to this Division for review and approval.

Permit No.: \_\_\_\_\_ Project Address: \_\_\_\_\_

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

1. The Owner recognizes his or her obligation to ensure that the construction complies with the approved permit documents and to implement this program of special inspections.
2. The Contractor is responsible for proper notification to the Inspection or Testing agency for items listed.
3. Only the testing laboratory should take samples and transport them to their laboratory.
4. Copies of all laboratory reports and inspections are to be sent directly to this Division and to the registered design professional in responsible charge by the Testing agency on a weekly basis.
5. Inspection agency to submit names and qualifications of on-site special inspectors to this Division for approval. Submission of qualifications is not required when the agency utilizes the inspectors who are pre-approved by the Town (See #10 below). The agency must provide each Special Inspector with an identification badge that indicates the following: a) Name of Inspector b) Photo of Inspector c) The specific areas in which the inspector is qualified to inspect d) An authorization signature by the registered engineer who is a full-time employee of the agency e) The special inspector shall display his/her badge whenever performing the function of an inspector.
6. The Special Inspector is responsible to the Chief Building Official for immediate notification of any concerns and/or problems encountered.
7. It is the responsibility of the contractor to review the Building Division approved plans for additional inspection or testing requirements that may be noted. A pre-construction conference at the job site is required to review special inspection procedures.
8. The Special Inspector shall use only Building Division approved drawings.
9. **Before an Occupancy Permit can be issued:** A Final Report of Special Inspections documenting required Special Inspections, testing and correction of any discrepancies noted in the inspections shall be submitted prior to issuance of a Certificate of Use and Occupancy (Section 1704.1.2). The Final Report will document:
  - Required special inspections
  - Correction of discrepancies noted in inspections A Copy of final report to be maintained at the job site for Building Inspector's review prior to final inspections.
10. Attach a Town approved matrix list from the Special Inspection Agency for all special inspectors showing inspection areas for which they are qualified by experience and appropriate certifications (see enclosed). This will be cross checked with the list currently residing in our office, to make sure all special inspectors are approved by the Town.

**ACKNOWLEDGEMENT:**

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
*Registered Design Professional in Responsible Charge*

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
*Owner's Authorization*

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
*Contractor*

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
*Special Inspection Agency*

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
*Building Official's Acceptance*

**SPECIAL INSPECTION AND TESTING AGENCIES**

Permit #: \_\_\_\_\_ Project Address: \_\_\_\_\_

The following are the Testing Agencies and Special Inspectors that will be retained to conduct tests and inspections on this project.

<b>Responsibility</b>	<b>Firm Name</b>	<b>Address, Telephone, E-mail</b>
1. Special Inspection		
2. Material Testing (For nondestructive testing, submit names, qualifications and certifications for review and approval).		
3. Soils Inspections per Table 1704.7 (The company and/or individuals performing the soils inspection must submit their qualifications for review and approval).		

## SEISMIC AND WIND RESISTANCE

### **Seismic Requirements (section 1705.3.1)**

Description of seismic-force-resisting system and designated seismic systems subject to Special Inspections in accordance with Section 1705.3:

The extent of the seismic-force-resisting system is defined in more detail in the construction documents.

### **Wind Requirement (Section 1705.4.1)**

Description of main wind-force-resisting system and designated wind resisting components subject to Special Inspections in accordance with Section 1705.4.2:

The extent of the main wind-force-resisting system and wind resisting components is defined in more detail in the construction documents.

**SUMMARY OF SPECIAL INSPECTION**

Complete the following form to indicate the types of special inspection required on this project. List the required inspections from the California Building Code Chapter 17; indicate Continuous or Periodic or both as required by code. Reference CBC Chapter 17 or the attached "Schedule of Special Inspection" for a complete list of inspections.

<b>Construction Type Requiring Inspection</b>	<b>List of Required Inspections</b>	<b>C</b>	<b>P</b>
Steel – Table 1704.3			
Concrete – Table 1704.4			
Masonry Level 1 D– Table 1704.5.1 Level 2 D– Table 1704.5.3			
Wood – Section 1704.6			
Soils – Table 1704.7			
Pile Foundations – Table 1704.8			
Pier Foundations – Table 1704.9			
Sprayed Fire-Resistant Materials – Section 1704.10			
Mastic and Intumescent Coatings – Section 1704.11			
Exterior Insulation and Finish Systems – Section 1704.12			
Alternate Materials and Systems – Section 1704.13			
Smoke Control System – Section 1704.14			
Wind Resistance – Section 1705.4			
Seismic Resistance – Section 1707			
Testing for Seismic Resistance – Section 1708			
Specify other tests, inspections, or special instructions as required: (Concrete Anchoring Systems)			



### Schedule of Special Inspections

C = Continuous Inspection	P = Periodic Inspection	X = Denotes either Continuous or Periodic Inspection
-- = Denotes an activity that is wither a one-time activity or one whose frequency is defined in some other manner		

Verification & Inspection	C	P
<b>1704.2.1</b> – Inspect fabricator’s fabrication and quality control procedures.	--	--
<b>1. Material verification of high-strength bolts, nuts, and washers:</b>		
1a. Identification markings to conform to ASTM standards specified in the approved construction documents.		X
1b. Manufacturer’s certification of compliance required.		X
<b>2. Inspection of high-strength bolting:</b>		
2a. Bearing-type connections.		X
2b. Slip-critical connections.	X	X
<b>3. Material verification of structural steel:</b>		
3a. Identification markings to conform to ASTM standards specified in the approved construction documents.	--	--
3b. Manufacturer’s certificate of compliance required.	--	--
<b>4. Material verification of weld filler materials:</b>		
4a. Identification markings to conform to AWS designation listed in the WPS.	--	--
4b. Manufacturer’s certificate of compliance required.	--	--
<b>5. Inspection of welding:</b>		
<b>5a. Structural Steel.</b>		
5a1. Complete and partial penetrations.	X	
5a2. Multi-pass fillet welds	X	
5a3. Single-pass fillet welds >5/16”.	X	
5a4. Single-pass fillet welds <5/16”.		X
5a5. Floor and Deck welds.		X
<b>5b. Reinforcing Steel:</b>		
5b1. Verification of weldability of reinforcing steel other than ASTM A706.		X

Verification & Inspection	C	P
5b2. Reinforcing steel-resisting flexural and axial forces in intermediate and special moment frames, and boundary elements of special reinforced concrete shear walls, and shear reinforcement.	X	
5b3. Shear reinforcement	X	
5b4. Other reinforcing steel		X
<b>6. Inspection of steel frame joint details, compliance with approved construction documents:</b>		
6a. Details such as bracing and stiffening.		X
6b. Member locations.		X
6c. Applications of joint details at each connection.		X
<b>1704.3</b> – Welding studs when used for structural diaphragms		X
<b>1704.3</b> – Welding of cold-formed sheet steel framing members.		X
<b>1704.3</b> – Welding of stairs and railing systems.		X
<b>Table 1704.4 – Concrete:</b>		
1. Inspections of reinforcing steel, including pre-stressing tendons and placement.		X
2. Inspection of reinforcing steel welding in accordance with Table 1704.3 – Item 5b	--	--
3. Inspect bolts to be installed in concrete prior to and during placement of concrete where allowable loads have been increased or where strength design is used.	X	
4. Verify use of required design mix.		X
5. At the time fresh concrete is sampled to fabricate specimens for strength tests, perform slump and air content tests, and determine the temperature of the concrete.	X	

Verification & Inspection	C	P
6. Inspection of concrete and shotcrete placement for proper application techniques.	X	
7. Inspection for maintenance of specified curing temperature and techniques.		X
<b>8. Inspection of pre-stressed concrete:</b>		
8a. Application of pre-stressing forces.	X	
8b. Grouting of bonded pre-stressing tendons in the seismic-force-resisting system.	X	
9. Erection of precast concrete members.		X
10. Verification of in-situ concrete strength, prior to stressing of tendons in post tensioned concrete and prior to removal of shores and forms from beams and structural slabs.		X
11. Inspect form work for shape, location and dimensions of the concrete member being formed.		x
<b>Table 1704.5.1 – Level 1 Masonry Inspections:</b>		
<b>1. At the start of masonry construction, verify the following to ensure compliance:</b>		
1a. Proportions of site-prepared mortar.		X
1b. Construction of mortar joints.		X
1c. Locations of reinforcement, connectors, pre-stressing tendons and anchorages		X
1d. Pre-stressing technique.		X
1e. Grade and size of pre-stressing tendons and anchorages.		X
2a. Size and location of structural elements.		X
2b. Type, size, and location of anchors, including other details of anchorage of masonry to structural members, frames, and other construction.		X
2c. Specified size, grade, and type of Reinforcement.		X
2d. Welding of reinforcing bars.	X	

Verification & Inspection	C	P
2e. Protection of masonry during cold weather (temperature below 40 degrees F) or hot weather (temperature above 90 degrees F).		X
2f. Application and measurement of pre-stressing force.		X
<b>3. Prior to grouting verify the following for compliance:</b>		
3a. Grout space is clean.		X
3b. Placement of reinforcement and connectors and pre-stressing tendons and anchorages.		X
3c. Proportions of site-prepared mortar, grout, and pre-stressing grout for bonded tendons.		X
3d. Construction of mortar joints.		X
4. Verify grout placement to ensure compliance with code and construction document provisions.	X	
4a. Observe grouting of pre-stressing bonded tendons.	X	
5. Observe preparation of required grout specimens, mortar specimens, and/or prisms.	X	
6. Verify compliance with required inspection provisions of the construction documents and the approved submittals.		X
<b>Table 1704.5.3 – Level 2 Masonry Inspections:</b>		
<b>1. From the beginning of masonry construction the following shall be verified to ensure compliance:</b>		
1a. Proportions of site-prepared mortar, grout, and pre-stressing grout for bonded tendons.		X
1b. Placement of masonry units and construction of mortar joints.		X
1c. Placement of reinforcement, connectors, and pre-stressing tendons and anchorages.		X
1d. Grout space prior to grouting	X	
1e. Placement of grout.	X	
1f. Placement of pre-stressing grout.	X	

<b>2. Verify:</b>		
2a. Size and location of structural elements.		X
2b. Type, size, and location of anchors, including other details of anchorage of masonry to structural members, frames or other construction.	X	
2c. Specified size, grade, and type of reinforcement.		X
2d. Welding of reinforcing bars.	X	
2e. Protection of masonry during cold weather (temperature below 40 degrees F) or hot weather (temperature above 90 degrees F).		X
2f. Application and measurement of pre-stressing force.	X	
3. Preparation of any required grout specimens, mortar specimens, and/or prisms shall be observed.	X	
4. Compliance with require provisions of construction documents and the approved submittals shall be verified.		X
<b>1704.6</b> – Inspect prefabricated wood structural elements and assemblies in accordance with Section 1704.2.	--	--
<b>1704.6</b> – Inspect site built assemblies.	--	--
<b>1704.6.1</b> – Inspect high load diaphragms.	--	--
1. Verify grade and thickness of sheathing.	--	--
2. Verify nominal size of framing members adjoining panel edges.	--	--
a. Nail or staple diameter and length.	--	--
b. Number of fasteners lines.	--	--
c. Spacing between fasteners in each line and at edge margins.	--	--
<b>Table 1704.7</b> – Inspection of Soils		
1. Verify materials below footings are adequate to achieve the desired bearing capacity.		X
2. Verify excavations are extended to proper depth and have reached proper material.		X

3. Perform classifications and testing of controlled fill materials.		X
4. Verify use of proper materials, densities and lift thickness during placement and compaction of controlled fill.	X	
5. Prior to placement of controlled fill, observe subgrade and certify that site has been prepared properly.		X
<b>Table 1704.8</b> – Pile Foundation:		
1. Verify pile materials, sizes, and lengths comply with the requirements.	X	
2. Determine capacities of test piles and conduct additional load tests as required.	X	
3. Observe driving operations and maintain complete and accurate records for each pile.	X	
4. Verify locations of piles and their plumbness.	X	
4a. Confirm type and size of hammer.	X	
4b. Record number of blows per foot of penetration.	X	
4c. Determine required penetrations to achieve design capacity.	X	
5. For steel piles, perform additional inspections in accordance with Section 1704.3.	--	--
6. For specialty piles, perform additional inspections as determined by the registered design professional in responsible charge.	--	--
7. For augured uncased piles and caisson piles, perform inspections in accordance with Section 1704.9.	--	--
<b>Table 1704.9</b> – Pier Foundations:		
1. Observe drilling operations and maintain complete and accurate records.	X	

2. Verify locations of piers and their plumbness. Confirm: a. Pier diameters, b. Bell diameters (if applicable), c. Lengths, embedment into bedrock (if applicable), d. Adequate end strata bearing capacity.	X	
<b>1704.10 – Sprayed Fire-Resistant Materials:</b>		
1. Inspect surface for accordance with the approved fire-resistance design and the approved manufacturer’s written instructions.	--	--
2. Verify minimum ambient temperature before and after application.	--	--
3. Verify ventilation of area during and after application.		X
4. Measure average thickness per ASTM E605 and Section 1704.10.3.	--	--
5. Verify density of material for conformance with the approved fire-resistant design and ASTM E605.	--	--
6. Test cohesive/adhesive bond strength per Section 1704.10.5.	--	--
<b>1704.11 – Mastic and Intumescent Fire-Resistant Coating.</b>	--	--
<b>1704.12 – Exterior Insulation and Finish Systems (EIFS).</b>	--	--
<b>1704.13 – Alternative Material and Systems.</b>	--	--
<b>1704.14 – Smoke Control System</b>	--	--
<b>1705.4 – Wind Resistance</b>	--	--
<b>1705.4.2 – Detailed Requirements:</b>		
1. Roof cladding and roof framing connections.	--	--
2. Wall connections to roof and floor diaphragms and framing.	--	--
3. Roof and floor diaphragm systems, including collectors, drag struts, and boundary elements.	--	--
4. Vertical wind-force-resisting systems, including braced frames, moment frames, and shear walls.	--	--

5. Wind-force-resisting system connections to the foundation.	--	--
6. Fabrication and installation of systems or components required to meet the impact resistance requirements of Section 1609.1.2.	--	--
<b>Special Inspections for Seismic Resistance:</b>		
<b>1707.2 – Special inspection for welding in accordance with AISC 341.</b>	X	
<b>1707.3 – Structural Wood:</b>		
1. Inspect field gluing operations of elements of the seismic-force-resisting system.	X	
2. Inspect nailing, bolting, anchoring, and other fastening of components within the seismic-force-resisting system, including: a. wood, b. wood diaphragms, c. drag struts, braces, d. shear panels, e. hold-downs.		X
<b>1704.4 – Cold-Formed Steel Framing:</b>		
1. Welding of elements of the seismic-force-resisting systems.		X
2. Inspection of screw attachments, bolting, anchoring, and other fastening of components with the seismic-force-resisting system including struts, braces, and hold-downs.		X
<b>1707.5 – Pier Foundations:</b>		
1. Placement of reinforcing.		X
2. Placement of concrete.	X	
<b>1707.6 – Anchorage of storage racks and access floors 8 feet or greater in height.</b>		X
<b>1707.7 – Architectural Components:</b>		
1. Inspect erection and fastening of exterior cladding weighing more than 5 psf.		X
2. Inspect erection and fastening of interior and exterior non-bearing walls weighing more than 15 psf.		X
3. Inspect erection and fastening of interior and exterior veneer weighing more than 5 psf.		X

<b>1707.8</b> – Mechanical and Electrical Components		
1. Inspect anchorage of electrical equipment for emergency or stand-by power systems.		X
2. Inspect anchorage of non-emergency electrical equipment.		X
3. Inspect installation of piping systems and associated mechanical units carrying flammable, combustible, or highly toxic contents.		
4. Inspect installation of HVAC ductwork that contains hazardous materials.		X
<b>1707.9</b> – Verify that the equipment label and anchorage or mounting conforms to the certificate of compliance when mechanical and electrical equipment must be seismically qualified.	--	--
<b>1707.10</b> – Seismic isolation system: Inspection of isolation system per ASCE 7 – Section 17.2.4.8.		X
<b>1708.1</b> – Masonry Testing for Seismic Resistance.	--	--
<b>1708.1.1</b> – Verify certificates of compliance prior to construction.	--	--
<b>1708.1.2</b> – Verification of $f'_m$ and $f'_{AAC}$ prior to construction.	--	--
<b>1708.1.3</b> – Verification of $f'_m$ and $f'_{AAC}$ every 5000 square feet during construction.		X
<b>1708.1.4</b> – Verification of proportions of materials in mortar and grout as delivered to the site.	--	--
<b>1708.3</b> – Obtain mill certificates for reinforcing steel, verify compliance with approved construction documents, and verify steel supplied corresponds to certificate.	--	--
<b>1708.4</b> – Structural Steel: Invoke the QAP Quality Assurance requirements in AISC 341.	--	--

<b>1708.5</b> – Obtain certificate that equipment has been tested per Section 1708.5.	--	--
<b>1708.6</b> – Obtain system tests as required by ASCE 7 Section 17.8.	--	--