BEFORE A PERMIT CAN BE ISSUED: The owner or his/her representative, on the advice of the responsible Project Engineer or Architect, shall complete, sign and submit two (2) copies of this form and the structural tests and inspection schedule to the County of Napa Planning, Building and Environmental Services Department (PBES), Building Division for review and approval.

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

1. Contractor is responsible for proper notification to the Inspection or Testing Agency for items listed.

2. Only the testing laboratory should take samples and transport them to their laboratory.

3. Copies of all laboratory reports and inspections are to be sent directly to the Building Division by the Testing Agency on a weekly basis.

4. Inspection Agency to submit names and qualifications of on-site special inspectors to the Planning and Building Department for approval. Submission of qualifications is not required when the agency utilizes the inspector(s) who is pre-approved by the County of Napa. See Item #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

5. The special inspector is responsible to the Chief Building Official for immediate notification of any concerns and/or problems encountered.
6. It is the responsibility of the contractor to review the Planning and Building Department approved plans for additional inspection or testing requirements that may be noted. A pre-construction conference at the job site is recommended to review special inspection procedures.

7. The special inspector shall use Planning and Building Department approved drawings.

8. BEFORE OCCUPANCY PERMIT CAN BE ISSUED: The Inspection Agency shall submit a statement that all items requiring testing and inspection were fulfilled and reported. Those items not tested and/or inspected shall be noted in this statement. A copy of the statement to be maintained at the job site for Building Inspector’s review prior to final inspections.

9. Contractor responsible for the construction shall submit a written statement of responsibility to the Building Official and the owner per Section 1706.1.

10. Attach a County-approved matrix list for all special inspectors showing inspection areas for which they are qualified by experience and appropriate certifications (see enclosed).

**ACKNOWLEDGEMENT**

Owner:

________________________  ________________________  __________________
Print        Signature        Date

Special Inspection Agency:

________________________  ________________________  __________________
Print        Signature        Date

Contractor:

________________________  ________________________  __________________
Print        Signature        Date

Project Engineer/Architect:

________________________  ________________________  __________________
Print        Signature        Date

Approved by Chief Building Official or Authorized Representative:

________________________  ________________________  __________________
Print        Signature        Date
Prior to issuance of a building permit, the owner, on the advice of the Architect or Engineer, shall complete, sign and submit this form to the Building Official.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Testing/Inspection Agency</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Project Address</th>
<th>Authorized Signature of the Testing Agency</th>
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<table>
<thead>
<tr>
<th>Owner’s Name (Print)</th>
<th>(Signature)</th>
<th>Date</th>
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Hereby certifies that the Testing/Inspection Agency named above has been engaged to perform structural test and inspection during construction, as checked below, to satisfy all applicable portions of the Building Code.

Prior to issuance of an occupancy permit, the Inspection Agency shall submit a statement that all items of designated work performed were reported. Any items identified for special inspection, but not tested or inspected will be identified and explained.

Whenever any designated items on this list are ready for sampling, testing or inspection, it shall be the responsibility of the Contractor to give timely notice to the Inspection Agency so that the required services may be performed.

**REINFORCING STEEL:**
- _____ Tensile and Bend, one set per heat per___________ tons
- _____ Inspection of Placement
- _____ Inspection of Welding

**MASONRY:**
- _____ Preliminary Acceptance Test (Masonry Units, Wall Prisms)
- _____ Subsequent Tests (Mortar, Grout, Field Wall Prisms)
- _____ Inspection of Grouting
- _____ Inspection of Placement of Grouting
### CONCRETE, SHOTCRETE, GROUT AND MORTAR

<table>
<thead>
<tr>
<th>CONCRETE</th>
<th>SHOTCRETE</th>
<th>GROUT</th>
<th>MORTAR</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Aggregate Tests for Design</td>
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<td>Compression Tests</td>
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<td></td>
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<td>Cast Specimens</td>
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<td>Pick-Up Samples</td>
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<td></td>
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<td></td>
<td>Shrinkage Bars</td>
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<td></td>
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<td>Yield Check</td>
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<td></td>
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<td></td>
<td>Air Check</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Dry Unit Weight</td>
</tr>
</tbody>
</table>

#### PILLING, CAISSONS, CAPS, TIES:
- [ ] Inspection of Reinforcing Placement
- [ ] Inspection Concrete Placement
- [ ] Inspection Concrete Batching

#### UNDERPINNING:
- [ ] Inspection of Steel Fabrication
- [ ] Inspection of Reinforcing and Forms
- [ ] Inspection of Concrete Placement
- [ ] Inspection of Tiebacks

#### PRECAST/POST TENSIONED CONCRETE:
- [ ] Reinforcing Tests
- [ ] Inspection of Reinforcing Placement
- [ ] Tendon Test
- [ ] Inspection of Tendon Placement
- [ ] Inspection of Concrete Placement
- [ ] Inspection of Concrete Batching
- [ ] Inspection on Panel Attachments and Inserts
- [ ] Compression Tests
- [ ] Inspection of Stressing/Transfer

#### STRUCTURAL STEEL:
- [ ] Sample and Test (list specific members below)
- [ ] Shop Identification and Welding Inspection
- [ ] Shop Ultrasonic Inspection
- [ ] Shop Radiography
- [ ] Field Welding Inspection
- [ ] Field Bolting Inspection
- [ ] Field Ultrasonic Inspection
- [ ] Field Radiography
- [ ] Metal Deck Welding Inspection

#### ASPHALTIC CONCRETE:
- [ ] Mix Designs
- [ ] Inspection of Batch Plant
- [ ] Core/Test
- [ ] Field Inspection
- [ ] Suitably Test
- [ ] Specific Gravity
- [ ] Asphalt Content
- [ ] Sieve Analysis
- [ ] K Factors
- [ ] Stabilometer Valve
- [ ] Swell

#### INSULATING CONCRETE:
- [ ] Sample and Test
- [ ] Unit Weights

#### FIREPROOFING:
- [ ] Inspection of Placement
- [ ] Density Tests
- [ ] Thickness Tests
- [ ] Inspect Batching
STRUCTURAL WOOD:
- Inspection of Fabrication
- Inspection of Truss Joist Fabrication
- Sample and Test Components
- Inspection of Glulam Fabrication

FILL MATERIAL:
- Acceptance Tests
- Moisture-Density Determination
- Field Density

ROOFING:
- Inspection of Placement
- Sample Test

OTHERS:
- Epoxy Anchors
- Anchor Bolts Installed in Concrete

Seismic Resisting Elements (Periodic Special Inspection is Required, UON):

Structural Wood:
- Field Gluing (continues inspection)
- Nailing and Bolting
- Anchoring and Other Fastening; Specify Here:

Cold-formed Steel Framing:
- Screw Attachment
- Bolting
- Anchoring of Other Fastening; Specify Here:

Storage Racks and Access Floors:
- Anchorage of Access Floor
- Anchorage of Storage Rack 8 Feet or Greater

Erection and Fastening of Architectural Components:
- Exterior Cladding
- Interior and Exterior Nonbearing Walls
- Interior Exterior Veneer

Fastening of Mechanical and Electrical Components:
- Electrical Equipment for Emergency or Standby Power
- Anchorage of Other Electrical Equipment in Seismic Design Category E or F
- Installing of Piping Systems
- Installing of HVAC Duct Work

Specify if Other Tests, Inspections or Special Instructions Are Required for the Project
## SAMPLE MATRIX

### INSPECTION QUALIFICATION MATRIX

<table>
<thead>
<tr>
<th>Inspector</th>
<th>Date of</th>
<th>RC*</th>
<th>SM*</th>
<th>PC*</th>
<th>SSW</th>
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<tr>
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<td>I-T</td>
<td>I-T</td>
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</table>

**Legend:**
- **RC** = Reinforced Concrete
- **SM** = Structural Masonry
- **PC** = Pre-Stressed Concrete
- **SSW** = Structural Steel and Welding
- **FP** = Fireproofing
- **I-T** = In-training as lacking certification and/or experience
- **X** = Meets experience and certain certification criteria
- *** =** American Concrete Institute (ACI) Grade 1 is required

Special Inspection and Testing 10/20/2016