



A Tradition of Stewardship
A Commitment to Service

SPECIAL INSPECTION AND TESTING

To Applicants of Projects Requiring Special Inspection or Testing Per Chapter 17 of the CBC

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
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Special Inspection Agency:

Print	Signature	Date
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Contractor:

Print	Signature	Date
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Project Engineer/Architect:

Print	Signature	Date
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Approved by Chief Building Official:

Print	Signature	Date
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STRUCTURAL TESTS AND INSPECTION SCHEDULE
(Per California Building Code, Section 1704, 1705 or 1708)
Plan Check No. _____

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.

Project Name Testing/Inspection Agency _____

Project Address Authorized Signature of the Testing Agency _____

Owner's Name (Print) (Signature) _____ Date _____

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

CONCRETE	SHOTCRETE	GROUT	MORTAR	
				Aggregate Tests for Design
				Suitability of Aggregates
				Mix Designs
				Test Panel
				Batch Plant Inspection
				Cement Grab Sample
				Inspection Placing
				Compression Tests
				Cast Specimens
				Pick-Up Samples
				Shrinkage Bars
				Yield Check
				Air Check
				Dry Unit Weight

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

Inspector	Date of	RC*	SM*	PC*	SSW	FP
Inspector A	05/04/99	X	X	I-T	I-T	
Inspector B	07/31/98	X	X			
Inspector C	10/01/00	X	X	X	X	
Inspector D	10/01/00	X	X	I-T	I-T	X
Inspector E	10/01/00	X	X	I-T		
Inspector F	08/01/01	X	X		X	
Inspector G	01/11/01				I-T	
Inspector H	06/17/99	X	X		I-T	
Inspector I	09/22/99				I-T	
Inspector J	06/26/00	X	X	I-T	I-T	
Inspector K	10/16/00	X	X		X	

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