



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  
or Authorized Representative:

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