



City of Union City – Economic and Community Development Department  
**Building Division**  
 34009 Alvarado-Niles Road  
 Union City, CA 94587  
 (510) 675-5313  
 Fax (510) 475-7318

## SPECIAL INSPECTION AND TESTING AGREEMENT

Permit #: \_\_\_\_\_

Job Address: \_\_\_\_\_, Union City, CA 94587

*(To applicants of projects requiring Special Inspection or Testing the currently adopted California Building Code)*

**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 the Special Inspection Agreement and Structural Tests Schedule to the Building Division for review and approval. **Original signatures** are required on both pages; photocopied or faxed signatures are **not** acceptable.

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 this Division by the Testing agency on a weekly basis.
4. Inspection agency to submit names and qualifications of on-site special inspectors to this Division for approval. This will not be required when the agency provides 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 Building Division 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 **only Building Division Approved Drawings**.
8. **BEFORE A CERTIFICATE OF OCCUPANCY 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 shall be maintained at the job site for the Building Inspector's review prior to final inspections.
9. Constructor responsible for the construction shall submit a written statement of responsibility to the Chief Building Official and the owner per CBC Section 1706.1 where required.
10. Attach a City approved matrix list for all special inspectors showing inspection areas for which they are qualified by experience and appropriate certifications. (See enclosed)

### ACKNOWLEDGEMENT:

\_\_\_\_\_  
 Owner's Name (Print) Signature Date

\_\_\_\_\_  
 Special Inspection Agency Representative Signature Date

\_\_\_\_\_  
 Project Architect/Engineer (Print) Signature Date

\_\_\_\_\_  
 Contractor's Name (Print) Signature Date

\_\_\_\_\_  
 Approved by Chief Building Official Signature Date

# STRUCTURAL TESTS AND INSPECTION SCHEDULE

(Per California Building Code Section 1704 and 1705)

Hereby certifies that the Testing/Inspection Agency named above has been engaged to perform structural tests and inspection during construction, as checked below, to satisfy all applicable portions of the Building Code.

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

Whenever any designated items on the 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 & Bend, one set per heat per \_\_\_\_\_ tons
- \_\_\_\_\_ Inspection for Placement
- \_\_\_\_\_ Inspection of Welding
- \_\_\_\_\_ Doweling

**MASONRY:**

- \_\_\_\_\_ Preliminary Acceptance Tests (Masonry Units, Wall Prisms)
- \_\_\_\_\_ Subsequent Tests (Mortar, Grout, Field Wall Prisms)
- \_\_\_\_\_ Inspections of Grouting
- \_\_\_\_\_ Inspection of Placement & Grouting

**CONCRETE, SHOTCRETE, GROUT & MORTAR:**

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

**PRECAST CONCRETE:**

- \_\_\_\_\_ Reinforcing Tests
- \_\_\_\_\_ Inspection of Reinforcing Placement
- \_\_\_\_\_ Tendon Tests
- \_\_\_\_\_ Inspection of Tendon Placement
- \_\_\_\_\_ Inspection of Concrete Placement
- \_\_\_\_\_ Inspection of Concrete Batching
- \_\_\_\_\_ Inspection of Panel Attachments & Inserts
- \_\_\_\_\_ Compression Tests
- \_\_\_\_\_ Inspection of Stressing/Transfer

**PILING, CAISSONS, CAPS, TIES:**

- \_\_\_\_\_ Drilled Piers
- \_\_\_\_\_ Inspection of Reinforcing & Forms
- \_\_\_\_\_ Inspection of Concrete Batching
- \_\_\_\_\_ Epoxy Holdowns

**UNDERPINNING:**

- \_\_\_\_\_ Inspection of Steel Fabrication
- \_\_\_\_\_ Inspection of Reinforcing & Forms
- \_\_\_\_\_ Inspection of Concrete Placement
- \_\_\_\_\_ Inspection of Tiebacks

**OTHERS:**

- \_\_\_\_\_ Epoxy Anchors
- \_\_\_\_\_ Anchor Bolts Installed in Concrete

**STRUCTURAL STEEL:**

- \_\_\_\_\_ Sample & Test (list specific members below)
- \_\_\_\_\_ Shop Identification & Welding Inspection
- \_\_\_\_\_ Shop Ultrasonic Inspection
- \_\_\_\_\_ Shop Radiography
- \_\_\_\_\_ Field Weld Inspection
- \_\_\_\_\_ Field Bolting Inspection
- \_\_\_\_\_ Metal Deck Welding Inspection

**ASPHALTIC CONCRETE:**

- \_\_\_\_\_ Mix Designs
- \_\_\_\_\_ Inspection of Batch Plant
- \_\_\_\_\_ Core/Test
- \_\_\_\_\_ Field Inspection
- \_\_\_\_\_ Suitability Test
- \_\_\_\_\_ Specific Gravity
- \_\_\_\_\_ Asphalt Content
- \_\_\_\_\_ Sieve Analysis
- \_\_\_\_\_ K Factors
- \_\_\_\_\_ Stabilometer Valve
- \_\_\_\_\_ Swell

**INSULATING CONCRETE:**

- \_\_\_\_\_ Sample & Test
- \_\_\_\_\_ Unit Weights

**FIREPROOFING:**

- \_\_\_\_\_ Inspection of Placement
- \_\_\_\_\_ Density Tests
- \_\_\_\_\_ Thickness Tests
- \_\_\_\_\_ Inspect Batching
- \_\_\_\_\_ Acceptance Tests
- \_\_\_\_\_ Sample & Test

**STRUCTURAL WOOD:**

- \_\_\_\_\_ Inspection of Fabrication
- \_\_\_\_\_ Inspection of Truss Joist Fabrication
- \_\_\_\_\_ Sample & Test Components
- \_\_\_\_\_ Inspection of Glue Lam Fabrication
- \_\_\_\_\_ Nailing and Bolting
- \_\_\_\_\_ Anchoring and Other Fastening

**FILL MATERIAL:**

- \_\_\_\_\_ Acceptance Tests
- \_\_\_\_\_ Moisture-Density Determination
- \_\_\_\_\_ Field Density

**ROOFING:**

- \_\_\_\_\_ Inspection of Placement
- \_\_\_\_\_ Sample & Test

**STORAGE RACKS AND ACCESS FLOORS:**

- \_\_\_\_\_ Anchorage of Access Floors
- \_\_\_\_\_ Anchorage of Storage Racks 8 Feet or Greater

**ERECTION & FASTENING OF ARCH COMPONENTS:**

- \_\_\_\_\_ Exterior Cladding
- \_\_\_\_\_ Interior and Exterior Nonbearing Walls
- \_\_\_\_\_ Interior and 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
- \_\_\_\_\_ Installation of Piping System

**Seismic Resisting Elements (Periodic Special Inspection is REQUIRED UON**

**COLD FORMED STEEL FRAMING:**

- \_\_\_\_\_ Bolting
- \_\_\_\_\_ Screw Attachment
- \_\_\_\_\_ Anchorage of Other Fastening

***SPECIFY IF OTHER TESTS, INSPECTION OR SPECIAL INSTRUCTIONS ARE REQUIRED FOR THE PROJECT.***