



CITY OF FORTUNA, CALIFORNIA
Community Development Department
Building and Safety Division
621 11th street
Fortuna, California 95540
Phone: 707-725-7600 - Fax: 707-725-7610

SPECIAL INSPECTION AND TESTING PROGRAM AGREEMENT

ASSESSORS PARCEL NUMBER: _____

PROJECT OWNER NAME: _____

PROJECT ADDRESS: _____

DISCRIPTION OF CONST. TYPE _____

Plans for the construction of the types of work listed under **Section 1701.5** of the California Building Code shall include notations and specifications of Special Inspection Program. Prior to issuance of a building permit for a project which requires special inspection, two **(2)** copies of these forms shall be completed by all appropriate individuals as noted. (A pre-construction conference with the parties involved may be required to review the special inspection requirements and procedures. Special inspectors shall display approved identification when performing the function of a special inspector.)

PROJECT OWNER DUTIES AND RESPONSIBILITIES:

1. **FUNDING:** The project owner, the engineer or architect of record, acting as the owner's agent is responsible for funding special inspection services (see CBC1701). ***(Contractor or other person responsible for the construction cannot hire the special inspector).***
2. **EMPLOYMENT:** The project owner/agent hereby agrees that he/she shall not terminate his/her contract for special inspection services with the below named firm until he/she has obtained the services of another inspection firm and submitted a new Special Inspection and Testing Program Agreement Form for approval and acceptance by the Building Official.

CONTRACTOR RESPONSIBILITIES:

1. **NOTIFY THE SPECIAL INSPECTOR:** The contractor is responsible for notifying the special inspection agency regarding individual inspections for items listed as part of this inspection agreement and as noted on the building department approved (stamped) plan(s). Adequate notice shall be provided so that the special inspector has time to become familiar with the project.
2. **PROVIDE ACCESS TO APPROVED PLANS:** The contractor is responsible for providing the special inspector access to the City of Fortuna approved (stamped) plans at the jobsite.
3. **RETAIN SPECIAL INSPECTION RECORDS:** The contractor is also responsible for retaining at the jobsite all special inspection records submitted by the special inspector and providing these records for review by the building department's inspector upon request. It is the responsibility of the contractor to review the building department's approved (stamped) plans for additional inspection or testing requirements that may be noted.
4. **SAMPLES:** Only the special inspection agency or materials engineering laboratory shall be permitted to take laboratory samples and transport them to the facility.



ARCHITECT OR ENGINEER OF RECORD RESPONSIBILITIES:

1. DEFINE SPECIAL INSPECTION PROCESS: The engineer is responsible for directing the special inspection process per Section 106.3.5 and Chapter 17 of the CBC.
2. DENOTE ON PLANS, ENGINEERING AND ON THIS FORM, ALL ITEMS REQUIRING SPECIAL INSPECTION. THESE NOTATIONS SHALL INCLUDE, BUT MAY NOT BE LIMITED TO:
 - a. Type of test or inspection.
 - b. Percentage of units to be tested and/or number of samples required.
 - c. Time of test and/or whether inspection is required to be periodic or continuous.
3. REVIEW REPORTS: Review all special inspection reports and provide letter at completion that building as inspected conforms to design as specified on plans.

SPECIAL INSPECTION AGENCY/SPECIAL INSPECTOR DUTIES AND RESPONSIBILITIES:

1. QUALIFICATIONS: The special inspection and testing agency must first be approved by the Building Official. Once approved, the firm's individual special inspector(s) must have current I.C.C. Special Inspection Certification in the discipline in which he/she proposes to inspect.
2. OBSERVE WORK: The special inspector shall observe the work for conformance with the building department's approved (stamped) design drawings and specifications and applicable workmanship provisions of the C.B.C. Architect/engineer-reviewed shop drawings may be used only as an aid to inspection.

Special inspections are to be performed on a continuous basis, meaning that the special inspector is on site in the general area at all times observing the work requiring special inspection. *Periodic inspections, if any, must have prior approval by the Building Official based on a separate written plan, reviewed and approved by the Building Official and the project engineer or architect.*

3. REPORT NON-CONFORMING ITEMS: The special inspector shall bring non-conforming 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 Official by telephone or in person, notify the engineer or architect, and post a discrepancy notice.
4. FURNISH DAILY/WEEKLY REPORTS: On request, each special inspector shall complete and sign the Special Inspection Record and the daily/weekly report form for inspections. Reports to remain at the jobsite with the contractor for review by the Building Department's inspector...
5. FURNISH FINAL REPORT: The special inspection agency shall submit a final report wet stamped and signed to the Building Official, prior to the issuance of any certificate of occupancy including all daily, weekly, compliance and non-compliance discrepancy notices and the test results from the project, stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved (stamped) 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.

BUILDING DEPARTMENT RESPONSIBILITIES:

1. APPROVE SPECIAL INSPECTION: The building official shall approve all special inspectors and special inspection requirements.
2. MONITOR SPECIAL INSPECTION: Work requiring special inspection and the performance of special inspectors shall be monitored by the building department's 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 official may issue a certificate of occupancy after all special inspection reports and the final report have been submitted and accepted.

PROJECT OWNER:

I have read and agree to comply with the terms and conditions of this agreement.

(Printed name of project owner)

(Signature of project owner)

(Address of project owner)

Phone No. of project owner)

CONTRACTOR:

I have read and agree to comply with the terms and conditions of this agreement.

(Printed name of contractor)

(Contractors license No)

(Exp. date)

(Signature of contractor)

(Address of project contractor)

(Phone No. of project contractor)

ARCHITECT OR ENGINEER OF RECORD:

This project requires continuous special inspection(s) and/or testing for the following: _____

I have read and agree to comply with the terms and conditions of this agreement. The above requested information has been placed on page(s) _____, of plans.

(Printed name of Architect/Engineer of record)

(State license number)

(Exp. date)

(Signature of Architect/Engineer of record)

(Address of Architect/Engineer of record)

(Phone No. of Architect/Engineer of record)

SPECIAL INSPECTION AGENCY & SPECIAL INSPECTOR:

I will perform special inspection at the above stated project and I am aware that in performing this inspection, I am acting as an agent for the jurisdiction and responsible to the Building Official. I am aware that my duties include assurance of compliance with the approved (stamped) plans, specifications, the California Building Code and local ordinances and recognized construction practices which do not conflict with any of the aforementioned documents. I will submit written reports to the Building Official as required. **(Attach Copies of your certifications for the proposed work)**

(Name of Special inspection agency)

(State license number)

(Signature of agency staff acting on behalf of agency)

(Address, City, State and Zip Code of inspection agency)

(Phone No. of inspection agency)

Structural Masonry

(Printed name of Special Inspector)

(ICC Certificate No)

(Expiration Date)

(Signature of Special Inspector)

Structural Steel & Welding

(Printed name of Special Inspector)

(ICC Certificate No)

(Expiration Date)

(Signature of Special Inspector)

Spray-Applied fireproofing

(Printed name of Special Inspector)

(ICC Certificate No)

(Expiration Date)

(Signature of Special Inspector)

Reinforced Concrete

(Printed name of Special Inspector)

(ICC Certificate No)

(Expiration Date)

(Signature of Special Inspector)

Pre-stressed Concrete

(Printed name of Special Inspector)

(ICC Certificate No)

(Expiration Date)

(Signature of Special Inspector)

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(Printed name of Special Inspector)

(ICC Certificate No)

(Expiration Date)

(Signature of Special Inspector)

BUILDING DEPARTMENT:

I have reviewed the special inspection agreement forms and am satisfied that documentation as provided complies with our requirements.

(Printed name of Staff acting on behalf of the Building Official)

(Signature of Staff acting on behalf of the Building Official)

