

## STATEMENT OF SPECIAL INSPECTION AND TESTING PROGRAM

Project Address: \_\_\_\_\_

Permit Number: BLD \_\_\_\_\_

### PRIOR TO THE PERMIT ISSUANCE

The owner or the owner's representative, on the advice of the registered design professional in responsible charge, shall complete, sign by all necessary parties, and submit two (2) copies of this statement and **the special inspection schedule** to the Building Division for review and approval.

### APPROVAL OF SPECIAL INSPECTORS

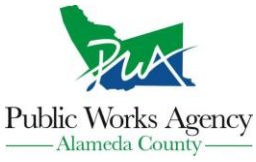
Each special inspector shall be approved by the Building Division prior to performing any duties. Special inspectors shall display approved identification, as stipulated by the Building Division.

### OWNER'S STATEMENT

The Owner recognizes his or her obligation to hire and ensure that the construction complies with the approved permit documents and to implement this program of special inspections.

### DUTIES AND RESPONSIBILITIES OF THE SPECIAL INSPECTOR/SPECIAL INSPECTION AGENCY

1. **Special Inspector Identification** - The special inspection agency must provide each special inspector with an identification badge that indicates the following:
  - a. Name and Photo of inspector.
  - b. The specific areas in which the inspector is qualified to inspect.
  - c. An authorization signature by the registered engineer who is a full-time employee of the agency.
  - d. The special inspector shall display his/her badge whenever performing the function of an inspector.
2. **Observe Work** - The special inspector shall observe the work for conformance with the Building Division approved design drawings and specifications and applicable workmanship provisions of Chapter 17 of the California Building Code (CBC) as required for a continuous or periodic basis.
3. **Report Nonconforming Items** - The special inspector shall bring nonconforming 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 Division by telephone or in person, notify the engineer or architect, and post a discrepancy notice.
4. **Testing Samples** - Only the testing laboratories should take samples and transport them to their laboratory.
5. **Daily Reports** - On request, each special inspector shall complete and sign both the special inspection record and the daily report form for each day's inspections to remain at the jobsite with the contractor for review by the Building Division's inspector.
6. **Weekly Reports** - The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Division, project engineer or architect, and others as designated. These reports must include the following:
  - a. Description of daily inspections and tests made with applicable locations;
  - b. Listing of all nonconforming items;
  - c. Reports on how nonconforming items were resolved or unresolved, as applicable; and
  - d. Itemized changes authorized by the architect, engineer and Building Division if not included in nonconformance items.
7. **Final Report** - The special inspector or inspection agency shall submit a final signed report to the Building Division **BEFORE AN OCCUPANT PERMIT CAN BE ISSUED**. The report shall state 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 design drawings, specifications, approved change orders and the applicable workmanship provisions of the CBC. 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.



**CONTRACTOR RESPONSIBILITIES**

- 1. Notify the Special Inspector** - The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule and as noted on the Building Division approved plan. 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 reviewing approved plans for additional inspection or testing requirements. A pre-construction conference at the job site is recommended to review special inspection procedures. The contractor is responsible for providing the special inspector access to approved 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 Division's inspector upon request.

**ACKNOWLEDGEMENT**

I have read, understand and agree with the above Alameda County Special Inspection and Testing Program and attached Special Inspection Schedule as part of the Building Permit.

<b>OWNER or OWNER'S REPRESENTATIVE</b>		
Print Name: _____	Sign: _____	Date: _____
<b>CONTRACTOR</b>		
Company Name: _____		
Print Name: _____	Sign: _____	Date: _____
<b>SPECIAL INSPECTION AGENCY</b>		
Company Name: _____		
Print Name: _____	Sign: _____	Date: _____

<b><u>OFFICIAL APPROVAL (Plan Checker/Building Official)</u></b>		
Print Name: _____	Sign: _____	Date: _____