



**STATEMENT OF SPECIAL INSPECTIONS & STRUCTURAL OBSERVATION**

**Permit Application #:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

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

**Purpose:** This form shall be used to meet the requirements of the California Building Code (CBC) Chapter 17 for special inspections and tests, and structural observations.

**Duties and Responsibilities of the Architect or Engineer of Record:** Before a permit will be issued, the architect or engineer of record shall prepare this Statement of Special Inspections and Structural Observation and submit an executed (signed by all parties) copy to the building department for approval.

When Special Inspections & Tests are required by CBC Chapter 17, this document shall name the Recognized Special Inspection and Testing Agency performing required special inspections and tests on the project. Please see <http://www.ci.richmond.ca.us/DocumentCenter/View/35692> for a list of recognized agencies.

When Structural Observation is required CBC Chapter 17, this document shall name the registered design professional performing structural observation and describe the stages of construction at which structural observation is to occur.

**Duties of the Special Inspection and Testing Agency:** The Recognized Special Inspection and Testing Agency shall provide qualified individual special inspectors. In agreeing to perform special inspection and testing services for this project, the responsible managing civil or structural engineer for the Recognized Special Inspection and Testing Agency shall take reasonable steps to ensure that each special inspector used for the project has the necessary training, experience, and resources to properly carry out the duties and responsibilities of a special inspector. The special inspector shall maintain current ICC or other recognized certifications in the areas of inspection. The responsible managing engineer shall verify each special inspector's experience in the areas of inspections to be performed. The City of Richmond will depend on the Recognized Special Inspection and Testing Agency to use only qualified and currently certified special inspectors on the project. Special inspectors shall carry approved identification from the Recognized Special Inspection and Testing Agency when performing the functions of a special inspector.

Code specified duties and responsibilities of the Recognized Special Inspection and Testing Agency are outlined in CBC Chapter 17. Special Inspection reports must include the following information:

- Permit Number
- Project Description
- Project Address
- Description of individual inspections and tests made with applicable locations and results
- Listing of all non-conforming items (follow up report required on how non-conforming items were resolved)
- Itemized changes authorized by the architect or engineer and approved by the Building Division.
- Identification of the individual inspector(s) who performed the inspection(s).

#### **Contractors Responsibilities –**

1. The contractor is responsible for scheduling required special inspection(s) with the special inspection agency.
2. The contractor is responsible for providing the special inspector access to city approved plans at the job site.
3. The contractor is responsible for having required special inspection(s) completed and documented prior to the scheduled city inspection.
4. The contractor is responsible for retaining at the job site all special inspection records submitted by the special inspector and providing these records upon request for review by the city inspector.

A special inspection does not waive the requirement for inspection by the city building inspector. Contractor is responsible for scheduling city inspections to be done **after** special inspection approval (with approval report in hand) and **before** covering work.

#### **Owner's (or Owner-Builder's) Responsibilities –**

1. The owner shall employ (hire) the architect or engineer of record to carry out the duties and responsibilities in this inspection and observation program.
2. The owner shall employ (hire) the Recognized Special Inspection Agency.
3. When plans indicate that the architect or engineer will perform an inspection, the owner shall employ the engineer or architect responsible for the structural design or their designated engineer or architect to make project site visits to observe and ensure compliance with the city approved plans. The engineer or architect shall submit a statement in writing to the building official stating that the project site visits have been made and that any deficiencies noted have been corrected. This shall not be construed to be a special inspection.

**Building Division Responsibilities –**

1. The Building Division shall review and approve all special inspection requirements.
2. Work requiring special inspection and the performance of special inspectors may be monitored by the city building inspector. In addition to special inspectors approval the city building inspectors approval must be obtained prior to placement of concrete or other similar activities.
3. The building division will final the project permit(s) when all other city requirements have been met and after all special inspection reports and the final special inspection report have been submitted and accepted.

**Required Special Inspections –** the areas marked below shall have special inspections:

Soils and Foundations

- Site Preparation  Fill Placement  in-place density
- Pile Foundations:  Driving Piles  Drilling of Piles or Caisons
- Pier Foundations

Concrete Construction:

- Concrete Sampling & Strength Tests
- Concrete Placement
- Bolts / Inserts / Post Installed Anchors (\* at time of installation or pull tests will be required)
- Placement of Reinforcing Steel
- Steel Tendons Placement
- Stressing and Grouting of Tendons
- Pre-cast Concrete
- Shotcrete (during placement and test cores)

- Masonry Construction

Steel Construction:

- Materials
- Welding
- High-strength bolts
- Steel Frame details
- Spray applied fire resistant materials

Per ICC Report # \_\_\_\_\_

Other \_\_\_\_\_

**Structural Observation by Engineer or Architect of Record –**

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- Notes:**
1. All signatures must be wet-signed
  2. All signatures must be on the same page

**Acknowledgements** – I have read, and I agree to comply with, the terms and conditions of this program:

**Legal Property Owner (not tenant):**

\_\_\_\_\_

*(Print name of owner, partner, or corporate officer)*

\_\_\_\_\_

*(Partnership or corporation name)*

\_\_\_\_\_

*(Signature of owner, partner, or corporate officer)*

\_\_\_\_\_

*(Date)*

**Engineer of Record:**

\_\_\_\_\_

*(Print name clearly)*

\_\_\_\_\_

*(California License Number)*

\_\_\_\_\_

*(Engineer's Signature)*

\_\_\_\_\_

*(Date)*

**Architect of Record:**

\_\_\_\_\_

*(Print name clearly)*

\_\_\_\_\_

*(California License Number)*

\_\_\_\_\_

*(Architect's Signature)*

\_\_\_\_\_

*(Date)*

**Special Inspection & Testing Agency:**

\_\_\_\_\_

*(Company Name. Please print clearly)*

\_\_\_\_\_

*(Supervising Engineer for Company)*

\_\_\_\_\_

*(California Registration Number)*

\_\_\_\_\_

*(Supervising Engineer's Signature)*

\_\_\_\_\_

*(Date)*

**Approved by Building Regulation Division:**