

PROJECT ADDRESS

PERMIT NUMBER:



CITY OF BURLINGAME

IMPORTANT NOTES ON THE SPECIAL INSPECTION AGREEMENT

*Revised 10-15-2018*

**\*\*\*WARNING: FAILURE TO READ AND UNDERSTAND THIS SHEET BEFORE YOU BEGIN COMPLETION OF THE AGREEMENT FORMS CAN COST YOUR PROJECT TIME AND MONEY\*\*\***

*THE FOLLOWING ITEMS MUST BE COMPLETED BEFORE YOUR PERMIT CAN BE ISSUED:*

- [X] The Special Inspection agreement is a contract which is separate and independent of any others on this project.
- [X] Four (4) proper signatures are required on each of the Special Inspection Agreement forms.
- [X] Photocopied and faxed signatures are acceptable.
- [X] The Special Inspection Agreement must be returned complete to the Building Department. A copy will be returned to you when the packaging of your plans and permit for issuance is completed. You will be notified that they are ready.
- [X] Return all 5 pages of the agreement form.

*The Special Inspection Agreement is an important means of ensuring the quality of specific specialized construction processes. Special Inspections do not replace normal City inspections, but are to be completed in addition to them*

**PLEASE KEEP THESE FORMS ATTACHED!**

SPECIAL INSPECTION AND TESTING AGREEMENT  
CITY OF BURLINGAME

To permit applicants of projects requiring special inspection and/or testing per Section 1704 of the 2016 California Building Code.

**BEFORE A PERMIT CAN BE ISSUED:** The owner, or the engineer of record acting as the owner's agent, shall complete two (2) copies of this agreement and the attached structural tests and inspections schedule including the required acknowledgments. A preconstruction conference with the parties involved may be required to review the special inspection requirements and procedures.

**APPROVAL OF SPECIAL INSPECTORS:** Each special inspector shall be approved by the Building Division prior to performing any duties. Each special inspector shall submit his/her qualifications to the Building Division and is subject to a personal interview for prequalification. Special inspectors shall display approved identification, as stipulated by the Building Division, when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of CBC Section 1704. The following conditions are also applicable:

A. Duties and Responsibilities of the Special Inspector

1. Observe work

The special inspector shall observe the work for conformance with the Building Department approved (stamped) design drawings and specifications and applicable workmanship provisions of the C.B.C. Architect/engineer-reviewed shop drawings and/or placing 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 Department based on a separate written plan reviewed and approved by the Building Department and the project engineer or architect.

2. 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 Department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

3. Furnish 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.

4. Furnish 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.

5. Furnish Final Report

The special inspector or inspection agency shall submit a final signed report to the Building Division 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 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.

B. 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 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.

C. Building Division Responsibilities

1. Approve Special Inspection

The Building Division 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 Division'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 Division may issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and accepted.

ACKNOWLEDGEMENTS

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

Owner's name: \_\_\_\_\_

Owner's signature \_\_\_\_\_

Date: \_\_\_\_\_

Contractor's name: \_\_\_\_\_

Contractor's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Special Inspector or Inspection Agency's name: \_\_\_\_\_

Special Inspector's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Project Engineer/Architect' name: \_\_\_\_\_

Project Engineer/Architect's signature: \_\_\_\_\_

Date: \_\_\_\_\_

ACCEPTED FOR THE BUILDING DIVISION

Print Name: \_\_\_\_\_

Accepted and signed by: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF BURLINGAME**

**INSPECTION AND TESTING SCHEDULE**

TESTING/INSPECTION AGENCY or SPECIAL INSPECTOR:

**REINFORCED CONCRETE, GUNITE, GROUT AND MORTAR:**

Concrete	Gunite	Grout	Mortar	
				Aggregate Tests
				Reinforcing Tests
				Mix Designs
				Reinforcing Placement
				Batch Plant inspection
				Inspect Placing
				Cast Samples
				Pick-up Samples
				Compression Tests

**CAST INPLACE/PRECAST/PRESTRESSED CONCRETE**

Piles	Post-Tens	Pre-Tens	Cladding	
				Aggregate Tests
				Reinforcing Tests
				Tendon Tests
				Mix Designs
				Reinforcing Placement
				Insert Placement
				Concrete Batching
				Concrete Placement
				Installation Inspection

**MASONRY:**

	Special Inspection Stresses used
	Preliminary Acceptance Tests (Masonry Units, Wall Prisms)
	Subsequent Tests (Mortar, Grout, Field Wall Prisms)
	Placement Inspection of Units

**ADDITIONAL INSTRUCTIONS OR OTHER TESTS AND INSPECTIONS:**

Date:

Telephone No: (650) 558-7260

**STRUCTURAL STEEL WELDING**

Sample and Test (list specific members below)
Shop Material Identification
Welding Inspection <span style="float:right"><input type="checkbox"/>Shop <input type="checkbox"/>Field</span>
Ultrasonic inspection <span style="float:right"><input type="checkbox"/>Shop <input type="checkbox"/>Field</span>
High-strength Bolting Inspection <span style="float:right"><input type="checkbox"/>Shop <input type="checkbox"/>Field</span>
<input type="checkbox"/> A325 <input type="checkbox"/> A490 <input type="checkbox"/> N <input type="checkbox"/> X <input type="checkbox"/> F
Metal Deck Welding Inspection
Concrete insert Welding Inspection
<b>INSTALLATION OF EPOXY EMB.ANCHORS</b>

**FIREPROOFING:**

Placement Inspection
Density Tests
Thickness Tests
Inspect Batching

**INSULATING CONCRETE:**

Sample and Test
Placement Inspection
Unit Weights

**FILL MATERIAL:**

Observation of subgrade preparation and inspection Of foundation by the geotechnical engineer
Placement inspection
Field Density

**STRUCTURAL WOOD:**

Shear Wall Nailing Inspection
Inspection of Glu-lam Fab.
Inspection of Tress Joist Fab
Sample and Test Components

# City of Burlingame

**501 Primrose Road, Burlingame, California 94010**

**Building Division: 650-558-7260**

## RECOGNIZED SPECIAL INSPECTION & TESTING AGENCIES

**The following testing agencies are accepted until the expiration date listed in the right column**

Key: RC=Reinforced Concrete      PC=Prestressed/Post-tensioned Concrete      SM=Structural Masonry  
 SS=Structural Steel Welding/Bolting      FP=Spray-Applied Fireproofing      URM=Unreinforced Masonry Push/Torque Tests Only

Agency Name	HQ Address	Phone/Fax	RC	PC	SM	SS	FP	EXPIRATION DATE
<b>Achèvement Engineering Corp.</b>	2455 Autumnvale Drive, Unit E San Jose, CA 95131	<b>(408) 217-9174</b> <b>(408) 217-9632</b>	X	X	X	X	X	1/22/2021
<b>Applied Materials &amp; Engineering, Inc.</b>	980 41st Street Oakland, CA 94608	<b>(510)420-8190</b> <b>(510)420-8186</b>	X	X	X	X	X	7/20/2020
<b>Apex Testing Laboratoires, Inc.</b>	3450 Third St, Ste 3 <sup>E</sup> San Francisco, CA 94124	<b>(415) 550-9800</b> <b>(415) 550-9880</b>	X	X	X	X	X	11/7/2020
<b>BAGG Engineers</b>	138 Charcot Ave San Jose, CA 95131	<b>(650)852-9133</b> <b>(650) 852-9138</b>	X	X	X	X	X	4/23/2021
<b>Berlogar Stevens &amp; Associates</b>	5587 Sunol Blvd Pleasanton, CA 94566	<b>(925) 484-0220</b> <b>(925) 846-9645</b>	X	X	X	X		1/20/2020
<b>Biggs Cardosa</b>	865 The Alameda San Jose, CA 95126	<b>(408) 296-5515</b> <b>(408) 296-8114</b>	X	X	X	X		2/08/2021
<b>CAPEX Engineering Inc</b>	571 Seville Place Fremont, CA 94539	<b>(510) 668-1815</b> <b>(510) 490-8690</b>	X	X	X	X	X	4/2/2018
<b>Consolidated Engineering Labs</b>	2001 Crow Canyon Rd, Ste 100 San Ramon, CA 94583	<b>(925) 314-7100</b> <b>(925) 855-7140</b>	X	X	X	X	X	5/26/2020
<b>Construction Testing Services</b>	2118 Rheem Dr Pleasanton, CA 94588	<b>(925) 462-5151</b> <b>(925) 462-5183</b>	X	X	X	X	X	6/6/2020
<b>HP Inspections, Inc</b>	690 Sunol St., Building H San Jose, CA 95126	<b>(408) 288-8460</b> <b>(408) 271-0902</b>	X	X	X	X	X	4/19/2020
<b>Krazan and Associates Inc</b>	1061 Serpentine Lane, Ste. F Pleasanton, CA 94566	<b>(925) 307-1160</b> <b>(925) 307-1161</b>	X	X	X	X	X	1/4/2021
<b>MPE</b>	840 Embarcadero Drive, Ste 20 West Sacramento, CA 95605	<b>(916) 927-7000</b> <b>(916) 372-9900</b>	X	X	X	X	X	12/2/2018
<b>Korbmacher Engineering, Inc</b>	480 Preston Ct., Ste. B Livermore, CA 94551	<b>(925) 454-9033</b>	X	X	X	X	X	2/1/2019
<b>Signet Testing Labs, Inc</b>	3526 Breakwater Court Hayward, CA 94545	<b>(510) 887-8484</b> <b>(510) 259-1068</b>	X	X	X	X	X	2/13/2021
<b>Smith-Emery Company</b>	1940 Oakdale Ave. San Francisco, CA 94124	<b>(415) 642-7326</b> <b>(415) 642-7055</b>	X	X	X	X	X	3/27/2018
<b>Testing Engineers Inc</b>	2811 Teagarden Street San Leandro, CA 94577	<b>(510) 835-3142</b> <b>(510) 834-3777</b>	X	X	X	X	X	4/11/2021

Agencies have not been evaluated for geotechnical special inspection or nondestructive testing. Agencies may not be qualified to perform all aspects of special inspection. Agencies may have offices in more than one location. Building Officials may add and/or remove agencies from this list.

\*Agency Subcontracts Laboratory Services

Rev. 10/15/2018

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