



## SPECIAL INSPECTION

### RECOGNIZED SPECIAL INSPECTION & TESTING AGENCIES

**BEFORE A PERMIT CAN BE ISSUED:** The owner, or the engineer or architect of record acting as the owner's agent, shall complete this agreement. 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 Department prior to performing any duties. Each special inspector shall submit his/her qualifications to the Building Department. Special inspectors shall display approved identification, as stipulated by the Building Department, when performing the function of a special inspector.

### ACKNOWLEDGEMENTS

**I hereby certify that the Testing/Inspection Agency named below has been selected to perform structural tests and inspection during construction, as checked on page 2, to satisfy all applicable portions of the 2022 California Building Code.**

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

PROJECT NAME:	BUILDING PERMIT #:	
PROJECT ADDRESS:		
ENGINEER Print Name: ●	Signature: ●	Date:
ARCHITECT Print Name: ●	Signature: ●	Date:
OWNER Print Name: ●	Signature: ●	Date:
NAME OF TESTING/INSPECTION AGENCY:		
RESPONSIBLE EMPLOYEE OF THE TESTING AGENCY Title: ●	Signature: ●	Date:
CONTRACTOR Print Name: ●	Signature: ●	Date:

- Copies of all laboratory reports and inspections shall be sent directly to the City Building Division and to the registered design professional in responsible charge by the Testing agency on a weekly basis.
- If the Owner/Contractor selects a different special inspection agency after the building permit is issued, a new signed acknowledgment letter with the Building Official acceptance will be required to be approved prior to scheduling any inspections.
- Prior to issuance of an 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.

BUILDING OFFICIAL

Signature of Building	Print	Date
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**STRUCTURAL TESTS AND INSPECTION SCHEDULE – SHORT FORM (2022 CBC)**

Special inspection and testing shall meet the minimum requirements of C.B.C. Section 1705.1. The following conditions are also applicable:

REINFORCING STEEL					FILL MATERIAL	PILING, CAISSONS, CAPS, TIES
<input type="checkbox"/> Tensile & Bend, one set per heat per ____ tons					<input type="checkbox"/> Acceptance Test	<input type="checkbox"/> Inspection of Reinforcing Placement
<input type="checkbox"/> Inspection of Placement					<input type="checkbox"/> Moisture-Density Determination	<input type="checkbox"/> Inspection of Concrete Placement
<input type="checkbox"/> Inspection of Welding					<input type="checkbox"/> Field Density	<input type="checkbox"/> Inspection of Concrete Batching
MASONRY					FIREPROOFING	STRUCTURAL WOOD
<input type="checkbox"/> Preliminary Acceptance Tests (Masonry Units, Wall Prisms)					<input type="checkbox"/> Inspection of Placement	<input type="checkbox"/> Inspection of Fabrication
<input type="checkbox"/> Subsequent Tests (Mortar, Grout, Field Wall Prisms)					<input type="checkbox"/> Density Tests	<input type="checkbox"/> Inspection of Truss Joist Fabrication
<input type="checkbox"/> Inspection of Grouting					<input type="checkbox"/> Thickness Tests	<input type="checkbox"/> Sample & Test Components
<input type="checkbox"/> Inspection of Placement & Grouting					<input type="checkbox"/> Inspect Batching	<input type="checkbox"/> Inspection of Glu Lam Fabrication
CONCRETE, SHOTCRETE, GROUT & MORTAR					PRECAST CONCRETE	STRUCTURAL STEEL
Conc.	Shot.	Grout	Mortar		<input type="checkbox"/> Reinforcing Tests	<input type="checkbox"/> Shop Identification & Welding Inspection
				Aggregate Tests for Designs	<input type="checkbox"/> Inspection of Reinforcing Placement	<input type="checkbox"/> Shop Ultrasonic Inspection
				Suitability of Aggregates	<input type="checkbox"/> Inspection of Tendon Placement	<input type="checkbox"/> Shop Radiography
				Mix Designs	<input type="checkbox"/> Inspection of Concrete Placement	<input type="checkbox"/> Field Welding Inspection
				Test Panel	<input type="checkbox"/> Inspection of Concrete Batching	<input type="checkbox"/> Field Bolting Inspection
				Batch Plant Inspection	<input type="checkbox"/> Inspection of Panel Attachments	<input type="checkbox"/> Field Ultrasonic Inspection
				Cement Grab Sample	<input type="checkbox"/> Compression Tests	<input type="checkbox"/> Field Radiography
				Inspect Placing	<input type="checkbox"/> Inspection of Stressing/Transfer	<input type="checkbox"/> Metal Deck Welding Inspection
				Compression Tests		
				Cast Specimens		
				Pick-Up Samples		
				Shrinkage Bars		
				Yield Check		
				Air Check		
				Dry Unit Weight		
					OTHER TESTS	
					Specify if other tests, inspections, or special instructions are required for the project:	
					<input type="checkbox"/> Epoxy or Expansion Anchors (Engineer of Record may perform when approved by the Building Official)	
					<input type="checkbox"/> Epoxy or Expansion Anchors	
					<input type="checkbox"/> Structural Observation	

**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 Department's inspector.

**4. Furnish weekly reports**

The special inspector or inspecting agency shall furnish weekly reports of tests and inspections directly to the Building Department, project engineer or architect, and others as designated. These reports must include the following:

- . Description of daily inspections and tests made with applicable locations;
- . Listing of all nonconforming items;
- . Report on how nonconforming items were resolved or unresolved as applicable; and
- . changes authorized by the architect, engineer and Building Department 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 Department 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 Department 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 Department's inspector upon request.



## SPECIAL INSPECTION AND TESTING AGENCIES RECOGNIZED BY THE CITY OF MONTEREY

KEY: SPECIAL INSPECTION & Testing Agencies Recognized by City of Monterey Building and Safety Division													
RC = Reinforced Concrete		PC = Prestressed Concrete		SM = Structural Masonry				FP = Fireproofing					
HSB = High Strength Bolting		NDT = Non-destructive Testing		SWC = Structural Wood Construction				SW = Steel Welding					
Agency Name	Address	Phone	RC	PC	SM	SW	HSB	SWC	URM	FP	NDT	Expiration	
ACE Quality Control	3075 Teagarden Street San Leandro, CA 94577	(510) 969-4239	X	X	X	X	X	X	X	X	X	4/5/2025	
Achievement Engineering Corp – AEC	1145 S Third Street San Jose, CA 95112	(408) 217-9174	X	X	X	X	X	X	X	X	X	5/16/2025	
Apex Testing Labs, Inc.	1790 Yosemite Ave San Francisco, CA 94124	(415) 550-9800	X	X	X	X	X		X	X	X	5/3/2025	
Applied Materials & Engineering	980 41 <sup>st</sup> Street Oakland, CA 94608	(510) 420-8190	X	X	X	X	X	X	X	X	X	4/11/2025	
Biggs Cardosa Associates, Inc.*	865 The Alameda, San Jose, CA 95126	(408) 296-5515	X	X	X	X	X		X			12/24/2024	
B.S.K. Associates	399 Lindbergh Ave Livermore, CA 94551	(925) 315-3151	X	X	X	X	X		X	X	X	5/1/2025	
Consolidated Engineering Labs	2001 Crow Canyon Rd, Suite 100 San Ramon, CA 94583	(925) 314-7100	X	X	X	X	X	X	X	X	X	4/8/2025	
Construction Testing Services	2118 Rheem Drive, Pleasanton, CA 94588	(925) 462-5151	X	X	X	X	X	X	X	X	X	3/24/2026	
CTE Cal	46716 Fremont Blvd. Fremont, CA 94538	(510) 573-6362	X	X	X	X	X	X	X	X	X	12/9/2025	
Earth System Pacific**	48511 Warm Springs Blvd, Ste 210 Fremont, CA 94539	(510) 353-3833	X	X	X	X	X	X	X	X		3/3/2024	
HP Inspections	690 Sunol Street, Bldg. H San Jose, CA 95126	(408) 288-8460	X	X	X	X	X		X	X	X	12/7/2024	
Korbmacher Engineering, Inc.	480 Preston Court, Suite B Livermore, CA 94551	(925) 454-9033	X	X	X	X	X	X	X	X		12/2/2024	
Krazan and Associates Inc.	1061 Serpentine Lane Suite F. Pleasanton, CA 94566	(925) 307-1160	X	X	X	X	X	X	X	X	X	3/2/2025	
MatriScope Engineering Laboratories, Inc	6244 Preston Ave. Livermore, CA 94551	(510) 606-7700	X	X	X	X	X	X	X	X	X	5/16/2025	
Ninyo & Moore	2149 O'Toole Avenue, Suite 30, San Jose, CA 95131	(408) 435-9000	X	X	X	X	X	X	X	X	X	3/24/2026	
Salem Engineering Group, Inc.	4055 W. Shaw Ave., Suite 110 Fresno, CA 93722	(559) 271-9700				X		X		X		8/16/2025	
Signet Testing Laboratories	3526 Breakwater Ct Hayward, CA 94545	(510) 887-8484	X	X	X	X	X	X	X	X	X	1/25/2025	
Terracon**	1220 Concord Avenue, Ste 450 Concord, CA 94520	(925) 609-7224	X	X	X	X	X	X	X	X	X	3/24/2026	
Testing Engineers Inc.	2811 Teagarden Street San Leandro CA 94577	(510) 835-3142	X	X	X	X	X	X	X	X	X	10/24/2024	
Twining**	501 Ortiz Avenue, Seaside, CA 93955	(831) 392-1056	X	X	X	X	X	X	X	X	X	12/2/2024	

All Special Inspection firms may not be qualified to perform all aspects of Special Inspection required per CBC 1705.1.

Notes: \*Firms may have sub-contracts Laboratory Services

\*\*Firms with Local Offices within 40 miles

[1] Firms may have offices in more than one location.

[2] Other firms may be accepted when approved by local jurisdiction Special Inspection Lists from the Counties of San Benito, Santa Cruz, Santa Clara and Monterey.