A Tradition of Stewardship
A Commitment to Service

SPECIAL INSPECTION AND TESTING

To Applicants of Projects Requiring Special Inspection or Testing Per Chapter 17 of the CBC

BEFORE A PERMIT CAN BE ISSUED: The owner or his/her representative, on the advice of the responsible Project Engineer or Architect, shall complete, sign and submit two (2) copies of this form and the structural tests and inspection schedule to the County of Napa Planning, Building and Environmental Services Department (PBES), Building Division for review and approval. **Please note that signatures are required on both page 2 and page 3.**

The owner and his/her general contractor, where applicable, shall also acknowledge the following conditions applicable to Special Inspection and/or Testing.

1. Contractor is responsible for proper notification to the Inspection or Testing Agency for items listed.

2. Only the testing laboratory should take samples and transport them to their laboratory.

3. Copies of all laboratory reports and inspections are to be sent directly to the Building Division by the Testing Agency on a weekly basis.

4. Inspection Agency to submit names and qualifications of on-site special inspectors to the Planning and Building Department for approval. Submission of qualifications is not required when the agency utilizes the inspector(s) who is pre-approved by the County of Napa. See Item #10 below.

   The agency must provide each special inspector with an identification badge that indicates the following:

   a. Name of Inspector
   b. Photo of Inspector
   c. The specific areas in which the inspector is qualified to inspect
   d. An authorization signature by the registered engineer who is a full-time employee of the agency
   e. The special inspector shall display his/her badge whenever performing the function of an inspector

5. The special inspector is responsible to the Chief Building Official for immediate notification of any concerns and/or problems encountered.

6. It is the responsibility of the contractor to review the Planning and Building Department approved plans for additional inspection or testing requirements that may be noted. A pre- construction conference at the job site is recommended to review special inspection procedures.

7. The special inspector shall use Planning and Building Department approved drawings.

8. BEFORE OCCUPANCY PERMIT CAN BE ISSUED: The Inspection Agency shall submit a statement that all items requiring testing and inspection were fulfilled and reported. Those items not tested and/or inspected shall be noted in this statement. A copy of the statement to be maintained at the job site for Building Inspector's review prior to final inspections.

9. Contractor responsible for the construction shall submit a written statement of responsibility to the Building Official and the owner per Section 1706.1.

10. Attach a County-approved matrix list for all special inspectors showing inspection areas for which they are qualified by experience and appropriate certifications (see enclosed).

ACKNOWLEDGEMENT

Owner:

Print	Signature	Date
Special Inspection Agency		
Print	Signature	Date
Geotech/Other Testing Agency		
Print	Signature	Date
Contractor:		
Print	Signature	Date
Project Engineer/Architect		
Print	Signature	Date
Approved by Chief Building Official or Authorized Representative:		
Print	Signature	Date

STRUCTURAL TESTS AND INSPECTION SCHEDULE

(Per California Building Code, Section 1704, 1705 or 1708)

Permit No. _____

Prior to issuance of a building permit, the owner, on the advice of the Architect or Engineer, shall complete, sign and submit this form to the Building Official or Authorized Representative.

_____	_____
Project Name	Testing/Inspection Agency
_____	_____
Project Address	Authorized Signature of the Testing Agency

_____	_____	_____
Owner's Name (Print)	Signature	Date

Hereby certifies that the Testing/Inspection Agency named above has been engaged to perform structural test and inspection during construction, as checked below, to satisfy all applicable portions of the Building Code.

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 identified for special inspection, but not tested or inspected will be identified and explained.

Whenever any designated items on this list are ready for sampling, testing or inspection, it shall be the responsibility of the Contractor to give timely notice to the Inspection Agency so that the required services may be performed.

REINFORCING STEEL:

_____ Tensile and Bend, one set per heat per_____tons
_____ Inspection of Placement
_____ Inspection of Welding

MASONRY:

_____ Preliminary Acceptance Test (Masonry Units, Wall Prisms)
_____ Subsequent Tests (Mortar, Grout, Field Wall Prisms)
_____ Inspection of Grouting
_____ Inspection of Placement of Grouting

CONCRETE, SHOTCRETE, GROUT AND MORTAR

CONCRETE	SHOTCRETE	GROUT	MORTAR
			Aggregate Tests for Design
			Suitability of Aggregates
			Mix Designs
			Test Panel
			Batch Plant Inspection
			Cement Grab Sample
			Inspection Placing
			Compression Tests
			Cast Specimens
			Pick-Up Samples
			Shrinkage Bars
			Yield Check
			Air Check
			Dry Unit Weight

PILLING, CAISSONS, CAPS, TIES:

_____ Inspection of Reinforcing Placement
_____ Inspection Concrete Placement
_____ Inspection Concrete Batching

PRECAST/POST TENSIONED CONCRETE:

_____ Reinforcing Tests
_____ Inspection of Reinforcing Placement
_____ Tendon Test
_____ Inspection of Tendon Placement
_____ Inspection of Concrete Placement
_____ Inspection of Concrete Batching
_____ Inspection on Panel Attachments and Inserts
_____ Compression Tests
_____ Inspection of Stressing/Transfer

ASPHALTIC CONCRETE:

_____ Mix Designs
_____ Inspection of Batch Plant
_____ Core/Test
_____ Field Inspection
_____ Suitably Test
_____ Specific Gravity
_____ Asphalt Content
_____ Sieve Analysis
_____ K Factors
_____ Stabilometer Valve

UNDERPINNING:

_____ Inspection of Steel Fabrication
_____ Inspection of Reinforcing and Forms
_____ Inspection of Concrete Placement
_____ Inspection of Tiebacks

STRUCTURAL STEEL:

_____ Sample and Test (list specific members below)
_____ Shop Identification and Welding Inspection
_____ Shop Ultrasonic Inspection
_____ Shop Radiography
_____ Field Welding Inspection
_____ Field Bolting Inspection
_____ Field Ultrasonic Inspection
_____ Field Radiography
_____ Metal Deck Welding Inspection
_____ Swell

INSULATING CONCRETE:

_____ Sample and Test
_____ Unit Weights

FIREPROOFING:

_____ Inspection of Placement
_____ Density Tests
_____ Thickness Tests
_____ Inspect Batching

STRUCTURAL WOOD:

_____ Inspection of Fabrication
_____ Inspection of Truss Joist Fabrication
_____ Sample and Test Components
_____ Inspection of Glulam Fabrication

FILL MATERIAL:

_____ Acceptance Tests
_____ Moisture-Density Determination
_____ Field Density

ROOFING:

_____ Inspection of Placement
_____ Sample Test

OTHERS:

_____ Epoxy Anchors/Titan Bolts
_____ Anchor Bolts Installed in Concrete

SOILS:

_____ Bearing Capacity
_____ Excavation Depth
_____ Sub Grade Preparation

<u>Seismic Resisting Elements (Periodic Special Inspection is Required, UON)</u>:

Structural Wood:

_____ Field Gluing (continues inspection)
_____ Nailing and Bolting
_____ Anchoring and Other Fastening; Specify Here: _____

Cold-formed Steel Framing:

_____ Screw Attachment
_____ Bolting
_____ Anchoring of Other Fastening; Specify Here: _____

Storage Racks and Access Floors:

_____ Anchorage of Access Floor
_____ Anchorage of Storage Rack 8 Feet or Greater

Erection and Fastening of Architectural Components:

_____ Exterior Cladding
_____ Interior and Exterior Nonbearing Walls
_____ Interior Exterior Veneer

Fastening of Mechanical and Electrical Components:

_____ Electrical Equipment for Emergency or Standby Power
_____ Anchorage of Other Electrical Equipment in Seismic Design Category E or F
_____ Installing of Piping Systems
_____ Installing of HVAC Duct Work

Specify if Other Tests, Inspections or Special Instructions Are Required for the Project

SAMPLE MATRIX

INSPECTION QUALIFICATION MATRIX

Inspector Name	Date of Hire	RC*	SM*	PC*	SSW	FP
Inspector A	05/04/99	X	X	I-T	I-T	
Inspector B	07/31/98	X	X			
Inspector C	10/01/00	X	X	X	X	
Inspector D	10/01/00	X	X	I-T	I-T	X
Inspector E	10/01/00	X	X	I-T		
Inspector F	08/01/01	X	X		X	
Inspector G	01/11/01				I-T	
Inspector H	06/17/99	X	X		I-T	
Inspector I	09/22/99				I-T	
Inspector J	06/26/00	X	X	I-T	I-T	
Inspector K	10/16/00	X	X		X	

Legend:

RC = Reinforced Concrete
SM = Structural Masonry
PC = Pre-Stressed Concrete
SSW = Structural Steel and Welding
FP = Fireproofing

I-T = In-training as lacking certification and/or experience
X = Meets experience and certain certification criteria
* = American Concrete Institute (ACI) Grade 1 is required