City of
Manteca

Building Safety
1215 W Center Street, Suite 201
Manteca, CA 95337
209.456.8500

Special Inspection Agreement

Permit Number: _____ *Date:* _____

Property Owner: _____

Job Name: _____

Address: _____

Approved Special Inspection Firm: _____

Approved Testing Laboratory: _____

Special Inspections and/or Tests Requirements:

Before a Permit Can Be Issued: The owner, or the engineer or architect of record acting as the owner's agent, shall complete two (2) copies of this agreement, the attached structural tests, and the inspection schedule including the required acknowledgements. 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 Building Safety prior to performing any duties. Each special inspector shall submit his/her qualifications to Building Safety, the necessary Special Inspector Application, and is subject to a personal interview for prequalification. Special inspectors shall display approved identification as stipulated by Building Safety, when performing the function of a special inspector.

Special Inspection and Testing shall meet the requirements of CBC Chapter 17 and each inspector performing inspection must be on the City of Manteca approved list of inspectors and must be listed for the category for which they are inspecting. Failure to use an inspector on the approved list may result in the work that has been inspected being turned down by Building Safety.

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 specification and applicable workmanship provisions of the current California Building Code. Architect/engineer reviewed show drawings may also be used 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 or scheduled and approved by Building Safety.

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 into 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 inspection agency shall furnish weekly reports of tests and inspections to Building Safety; project engineer or architect, and others as specified. These reports must include the following:
    a. Description of daily inspection and test made with applicable locations
    b. Listing of all nonconforming items
    c. Report on how nonconforming items were resolved or unresolved
    d. Itemized changes authorized by the architect, engineer, or building department if not included in the 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 California Building Codes. Items not in conformance, unresolved items, or any discrepancies in inspection coverage (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 Safety Approved Plans. 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 (stamped, signed, and approved by Building Safety) plans at the job site.
3. Retain the 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 inspector upon request.

C. Building Safety:

1. Approve the Special Inspectors and Special Inspections: Building Safety 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 departments inspector. His/her approval must be obtained prior to placement of concrete or similar activities in addition to that of the special inspector.
3. Certificate of Occupancy Issuance: Building Safety may issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and accepted.

General: The following inspections and tests, as indicated will be required as detailed in the applicable project plans, specifications, and the California Building Code. These inspections are in addition to inspection performed by the City of Manteca Building Safety.

Individuals performing these duties must be qualified, and approved by Building Safety prior to performing any inspections. Individuals certified in a special inspection category by a qualified third party organization, and individuals employed by a recognized testing laboratory and under the direct supervision of a Civil Engineer are considered qualified and may be approved.

Special Inspection reports shall be submitted to Building Safety, engineer or architect of record, and other designated individuals. Reporting methods shall be as described in plans, specifications, and the California Building Code. A final inspection report will be required to be received by Building Safety prior to the issuance of a Certificate of Occupancy.

City of
Manteca

Special Inspection Agreement Form

_____ _____
Project Address Permit Number

Name of Special Inspection Firm: _____

Approved Special Inspector(s) Assigned to the Job:

_____
Inspector Name (Print or Type) Inspection Type(s)

_____
Inspector Name (Print or Type) Inspection Type(s)

_____
Inspector Name (Print or Type) Inspection Type(s)

The undersigned Special Inspector or qualified agent of the testing laboratory, who has been approved by this department, agrees to comply with the above-listed duties and responsibilities of the Special Inspector.

_____ _____
Authorized Agent for Special Inspection Firm (print or type) Title

_____ _____
Authorized Agent's Signature Date

The undersigned property owner or the engineer or architect of record acting as the owner's agent will assume the responsibility of scheduling and notifying the testing laboratory of above-marked inspections. The undersigned also states that he/she understands the duties and responsibilities of the Special Inspector.

_____ _____
Property Owner or Agent's Name
(Agent must be the Architect or Engineer for the Project)

_____
Owner's Address

_____ _____
Owner's or Agent's Signature Date

Email or Deliver Reports to the Following
mantecabuilding@ci.manteca.ca.us
Address: City of Manteca – Building Safety Division
1215 W. Center Street, Suite 201- Manteca, CA 95337

SCHEDULE OF SPECIAL INSPECTION

COLUMN HEADER:	BOX ENTRIES:
C = Indicates continuous inspection required **P = Indicates periodic inspections are required. The notes and or contract documents should clearly clarify** **I = Required inspection to be performed under this permit per the registered design professional**	**X = is placed in the appropriate column to denote either "C" continuous or "P" periodic inspections** **R = Review and approve document** **G = In accordance with the Geotechnical report or document approved by the Building Official**

Additional details regarding inspections and tests are provided in the project specifications or notes on the drawings. Items marked as continuous inspection may be approved for periodic inspection upon documentation submittal from a nationally recognized laboratory or ICC report that allows periodic inspection and approved by the Building Official.

INSPECTION TASK	C	P	I
Inspect fabricator's fabrication and quality control procedures		**R**	
STEEL			
1. Material verification of high-strength bolts, nuts, and washers			
a. Identification markings to conform to **ASTM** standards specified in the approved construction documents		**X**	
b. Manufacturer's certificate of compliance required		**X**	
2. Inspection of high-strength bolting			
a. Bearing-type connections		**X**	
b. Slip-critical connections			
i. Turn of the nut or twist-off		**X**	
ii. Calibrated wrench	**X**		
3. Material verification of structural steel			
a. Identification markings to conform to **ASTM** standards specified in the approved construction documents		**R**	
b. Manufacturer's certified mill test reports		**R**	
4. Material verification or weld filler materials			
a. Identification markings to conform to **AWS** designation listed in the **WPS**		**R**	
b. Manufacturer's certificate of compliance required		**R**	
5. Inspection of welding (Shop or Field)			
a. Structural steel			
i. Complete and partial penetration groove welds	**X**		
ii. Multipass fillet welds	**X**		
iii. Single-pass fillet welds > 5/16"	**X**		
iv. Single-pass fillet welds ≤ 5/16"		**X**	
v. Floor and roof deck welds		**X**	
vi. Welded studs when used for structural diaphragms		**X**	
vii. Welding of cold-formed sheet steel framing members (studs and joists)		**X**	
viii. Welding of stairs and railing systems		**X**	
b. Reinforcing Steel			
i. Verification of weldability of reinforcing of reinforcing steel other than **ASTM A706**		**X**	
ii. Reinforcing steel-resisting flexural and axial forces in intermediate and special moment frames, and Boundary elements of special reinforced concrete shear walls, and shear reinforcement	**X**		
iii. Shear reinforcement	**X**		
iv. Other reinforcing steel		**X**	
c. Inspection of steel frame joint details for compliance with approved construction documents			
i. Details such as bracing and stiffening		**X**	
ii. Member locations		**X**	
iii. Application of joint details at each connection		**X**	
d. Post installed with concrete anchors			
i. Mechanical anchor bolts	**X**		
ii. Adhesive anchor bolts	**X**		

INSPECTION TASK	C	P	I
CONCRETE			
1. Inspection of reinforcing steel, including prestressing tendons and placement		X	
2. Inspection of reinforcing steel welding.			
a. Complete and partial penetration of groove welds	X		
b. Multipass fillet welds	X		
c. Single-pass fillet welds > 5/16”	X		
d. Single-pass fillet welds ≤ 5/16”		X	
3. Inspect bolts to be installed in concrete prior to and during placement of concrete where allowable loads have been increased	X		
4. Verifying use of required design mix		X	
5. At time fresh concrete is sampled to fabricate specimens for strength tests, perform slump and air content tests and determine the temperature of the concrete	X		
6. Inspection of concrete and shortcrete placement for proper application techniques	X		
7. Inspection for maintenance of specified curing temperature and techniques		X	
8. Inspection of prestressed concrete			
a. Application of prestressing forces	X		
b. Grouting of bonded prestressing tendons in the seismic force-resisting system	X		
9. Erection of precast concrete members		X	
10. Verification of in-situ concrete strength, prior to stressing of tendons in postensioned concrete and prior to removal of shores and forms from beams and structural slabs		X	
11. Inspect formwork for shape, location, and dimensions of the concrete member being formed		X	
MASONRY			
Level (1) Inspections			
1. At the start of masonry construction verify the following to ensure compliance			
a. Proportions of site-prepared mortar		X	
b. Construction of mortar joints		X	
c. Location of reinforcement, connectors, prestressing tendons, and anchorages		X	
d. Prestressing technique		X	
e. Grade and size of prestressing tendons and anchorages		X	
2. Verify			
a. Size and location of structural elements		X	
b. Type, size, and location of anchors, including other details of anchorage of masonry to structural members, frames or other construction		X	
c. Specified size, grade, and type of reinforcement		X	
d. Welding of reinforcing bars	X		
e. Protection of masonry during cold weather (temperature below 40 degrees F) or hot weather (temperature above 90 degrees F)		X	
f. Application and measurement of prestressing force		X	
3. Prior to grouting verify the following to verify compliance			
a. Grout space is clean		X	
b. Placement of reinforcement and connectors and prestressing tendons and anchorages		X	
c. Proportions of site-prepared grout and prestressing grout for bonded tendons		X	
d. Construction of mortar joints		X	
4. Verify			
a. Grout placement to ensure compliance with code and construction documents	X		
b. Observe grouting of prestressing bonded tendons	X		
5. Observe preparation of required grout specimens, mortar specimens, and/or prisms	X		
6. Verify compliance with required inspection provisions of the construction documents and the approved submittals		X	

INSPECTION TASK	C	P	I
Level (2) Inspections			
1. From the beginning of masonry construction the following shall be verified to ensure compliance			
a. Proportions of site-prepared mortar, grout, and prestressing grout for bonded tendons		X	
b. Placement of masonry units and construction of mortar joints		X	
c. Placement of reinforcement, connectors and prestressing tendons and anchorages		X	
d. Grout space prior to grouting	X		
e. Placement of grout	X		
f. Placement of prestressing grout	X		
2. Verify			
a. Size and location of structural elements		X	
b. Type, size, and location of anchors, including other details of anchorage of masonry to structural members, frames and other construction	X		
c. Specified size, grade, and type of reinforcement		X	
d. Welding of reinforcing bars	X		
e. Protection of masonry during cold weather (temperature below 40 degrees F) or hot weather (temperature above 90 degrees F)		X	
f. Application of measurement of prestressing force	X		
3. Preparation of any required grout specimens, mortar specimens, and/or prisms shall be observed	X		
4. Compliance with required provisions of construction documents and the approved submittals shall be verified		X	
WOOD (BLOCKED DIAPHRAGMS)			
1. Verify grade and thickness of sheathing		X	
2. Verify nominal size of framing members at adjoining panel edges		X	
3. Verify nail or staple diameter and length		X	
4. Verify number of fastener lines		X	
5. Verify spacing between fasteners in each line and at edge margins		X	
SOILS			
1. Verify materials below footings are adequate to achieve the desired bearing capacity		X	
2. Verify excavations are extended to proper depth and have reached proper material		X	
3. Perform classification and testing of controlled fill materials		X	
4. Verify use of proper materials, densities and lift thicknesses during placement and compaction of controlled fill	X		
5. Prior to placement of controlled fill, observe subgrade and verify that site has been prepared properly		X	
PILE FOUNDATIONS			
1. Verify pile materials, sizes and lengths comply with the requirements	X		
2. Determine capacities of test piles and conduct additional load tests, as required	X		
3. Observe driving operations and maintain complete and accurate records for each pile	X		
4. Verify locations of piles and their plumbness	G		
a. Confirm type and size of hammer	G		
b. Record number of blows per foot of penetration	G		
c. Determine required penetrations to achieve design capacity	G		
d. Record tip and but elevations and record any pile damage	G		
5. For steel piles, perform additional inspections in accordance with **Section 1704.3**	G		
PIER FOUNDATIONS			
1. Observe drilling operations and maintain complete and accurate records for each pier	X		
2. Verify locations of piers and their plumbness - confirm	X		
a. Pier diameters	X		
b. Bell diameters (if applicable)	X		
c. Lengths, embedment into bedrock (if applicable)	X		
d. Adequate end strait bearing capacity	X		

INSPECTION TASK	C	P	I
SPRAYED FIRE-RESISTANT MATERIALS			
1. Inspect surface for accordance with the approved fire-resistance design before application		**X**	
2. Approved manufacturer's written instructions		**R**	
3. Verify minimum ambient temperature before and after application		**X**	
4. Verify ventilation of area during and after application		**X**	
5. Measure average thickness per **ASTM E605** and **Section 1704.10.3**		**X**	
6. Verify density of material for conformance with the approved fire-resistant design and **ASTM E605**		**X**	
7. Test cohesive/adhesive bond strength per **Section 1704.10.5**		**X**	
MASTIC AND INTUMESCENT FIRE-RESISTANT COATING 1704.11		**X**	
EXTERIOR INSULATION AND FINISH SYSTEMS (EIFS) 1704.12		**X**	
SMOKE CONTROL SYSTEM 1704.14		**X**	
SEISMIC RESISTANCE -1705.3			
1. Exterior wall panel and their anchorage		**X**	
2. Suspended ceiling system and their anchorage (1705.3)		**X**	
3. Special inspection for welding in accordance with **AISC 341** (1707.2)	**X**		
4. Structural Wood – 1707.3 (fasteners ≤ 4" O.C)			
a. Field gluing operations of elements of the seismic-force-resisting system	**X**		
b. Nailing, bolting, anchoring, and other fastening of components within the seismic force-resisting system including		**X**	
i. Wood shear walls		**X**	
ii. Wood diaphragms		**X**	
iii. Drag struts, braces		**X**	
vi. Shear Panels		**X**	
vii. Hold downs		**X**	
5. Cold-Formed Steel Framing – 1707.4			
a. Welding of elements of the seismic-force resisting system		**X**	
b. Inspection of screw attachments, bolting, anchoring, and other fastening of components within the seismic-force-resisting system incliding struts, braces, and hold-downs		**X**	
6. Pier Foundations – 1707.5			
a. Placement of reinforcing		**X**	
b. Placement of concrete	**X**		
7. Steel storage racks 8 ft or greater in height		**X**	
8. Access floor and their anchorage		**X**	
9. Architectural Components – 1707.7			
a. Inspect erection and fastening of exterior cladding weighing more than 5 psf.		**X**	
b. Inspect erection and fastening of interior and exterior non-bearing walls weighing more than 5 psf.		**X**	
c. Inspect erection and fastening of interior and exterior veneer weighing more than 5 psf.		**X**	
10. Mechanical and Electrical Components – 1707.8			
a. Inspect anchorage of electrical equipment for emergency or stand-by power systems		**X**	
b. Inspect anchorage of non-emergency electrical equipment		**X**	
c. Inspect installation of piping systems and associated mechanical units carrying flammable, combustible, or highly toxic contents		**X**	
d. Inspect installation of HVAC ductwork that contains hazardous materials		**X**	
e. Inspect installation of vibration isolation systems where required by **Section 1707.8**		**X**	
f. Verify that the equipment label and anchorage or mounting conforms to the certificate of compliance when mechanical and electrical equipment must be seismically qualified -1710.9		**R**	
g. Seismic isolation system: Inspection of isolation system per ASCE 7 – Section 17.2.4.8 (1707.10)		**X**	
11. Masonry Seismic - 1708		**R**	
12. Fly Ash – 1704.13	**X**		
Epoxy Anchors in tension (ESR 2508, 2322)		**X**	
Mechanical expansion anchors (ESR 1917)		**X**	