

CITY OF MILPITAS

Building & Safety Department
455 E. Calaveras Blvd.
Milpitas, CA 95035
408-586-3240
www.ci.milpitas.ca.gov



SPECIAL INSPECTION AND TESTING AGREEMENT AND SCHEDULE

Project Name	Building Permit No.	Date
Project Address	→	Testing Inspection or Special Inspection Agency

Special Inspection & Testing Agreement

To permit applicants of projects requiring Special Inspection and/or Testing per Milpitas Municipal Code Section II-1-22.01:

BEFORE A PERMIT CAN BE ISSUED, the Owner, General Contractor, Project Architect/Engineer and Special Inspector shall acknowledge the required special inspections, testing and conditions by signing this Special Inspection and Testing Agreement and Schedule form (total of 4 pages).

Contractor responsible for the construction shall submit a written statement of responsibility to the Building Official and the Owner per Section 1706.1 prior to the commencement of work (see attached).

When determined by the Building & Safety Department, a pre-construction conference with the parties involved will be held to review the special inspection requirements and procedures.

Special inspection and testing shall meet the minimum requirements of Milpitas Municipal Code Section II-1-22.01 and CBC Section 1704 and 1707. The following conditions are also applicable:

1. Contractor is responsible for notification to the Special Inspector or Agency regarding individual inspections for times listed on the Special Inspection Schedule and noted on the City approved plans. Adequate notice shall be provided so the Special Inspector has time to become familiar with the project and do a thorough job for all inspections.
2. Each Special Inspector shall submit his qualifications to the City and is subject to a personal interview for pre-qualification. Special Inspectors shall display an approved identification badge when performing the function of a special inspector and must have a valid ICC Certification for the type of work being inspected. Also attach a copy of City approved matrix list for all Special Inspectors (see enclosed).
3. Duties and Responsibilities of the Special Inspector are:
 - A. Observe the work for conformance with the CITY APPROVED (stamped) design drawings and specifications and applicable workmanship provisions of the CBC. NOTE: Shop drawings may be used only as an aid to inspection.
 - B. Bring non-conforming items to the immediate attention of the contractor and note in daily report (see item 4). If any such item is not resolved in a timely manner or is about to be incorporated in the work, notify the Building & Safety Department immediately by telephone (408-586-3240) or in person, and the Project Engineer or Architect.

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Special Inspection & Testing Agreement (cont.)

- C. Furnish reports of tests and inspections directly to the Building and Safety Department, Engineer and Architect of record and others as designated. These reports are to include the following:
- Describe inspections and tests made with applicable locations.
 - List all non-conforming items.
 - Indicate how non-conforming items were resolved or indicate unresolved items as applicable.
 - Itemize changes authorized by Architect, Engineer, and Building Inspection Division if not included in non-conformance items.
- D. Insure that an adequate number of pre-qualified special inspection personnel are on the job based on the intensity of activities, quality of work being performed and the various operations occurring.
- E. Submit a FINAL LETTER OF COMPLETION to the Building & Safety Department stating that all items requiring special inspection and testing were accomplished, approved and reported and, to the best of his knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the CBC. 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.
- F. FINAL LETTER OF COMPLETION shall be signed by the Licensed Registered Engineer of the Special Inspection Agency of record.
4. Each Special Inspector shall complete and sign the Special Inspection Record at the job site for each day's inspection and provide a daily handwritten report in a format acceptable to the Building & Safety Department to remain at the job site with the contractor for review by the Building & Safety Department's Inspector. Content of these daily reports shall be per Item 3C above.
5. Work requiring special inspection and the performance of special inspection shall be monitored by the City's building inspector. City approval is required prior to placement of concrete. General Contractor shall schedule inspection by calling 408-586-2797 for each day special inspection will be conducted.
6. 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 may be approved by the Building & Safety Department and, if approved, shall be noted on the SPECIAL INSPECTION AND TESTING SCHEDULE.
7. Only the City approved Testing Agency of record shall sample, transport and test materials.
8. Only the City approved Special Inspection Agency of record shall provide special inspectors.
9. BEFORE AN OCCUPANCY PERMIT CAN BE ISSUED: The Special Inspector or Agency shall submit a FINAL LETTER OF COMPLETION per item 3E above directly to the Building & Safety Department.
10. Copy of SPECIAL INSPECTION AND TESTING SCHEDULE, SPECIAL INSPECTION AND TESTING AGREEMENT, SPECIAL INSPECTION RECORD, and SPECIAL INSPECTION DAILY REPORT SHALL BE AT THE JOB SITE.

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Special Inspection & Testing Schedule

REINFORCED CONCRETE, GUNITE, GROUT and MORTAR:

Concrete	Gunite	Grout	Mortar	
				Aggregate Tests
				Reinforcing Tests
				Mix Designs
				Reinforcing Placement
				Batch Plant Insp.
				Inspect Placing
				Cast Samples
				Pick-Up Samples
				Compression Tests

PRECAST / PRESTRESSED CONCRETE:

Piles	Post-tens	Pre-tens	Cladding	
				Aggregate Tests
				Reinforcing Tests/Samples
				Tendon Tests
				Mix Designs
				Reinforcing Placement
				Invert Placement
				Concrete Batching
				Concrete Placement
				Installation Inspection
				Cast Samples
				Pick-Up Samples
				Compression Tests
				Stressing Inspection

MASONRY:

- _____ Tests prior to construction (Masonry Units, Wall Prisms)
- _____ Tests during construction (Masonry Units, Wall Prisms)
- _____ Placement Inspection of Units
- _____ Placement of Grout

STRUCTURAL WOOD:

	Inspection of Glu-Lam Fab. AITC Certificate
	Inspection of Truss Joist Fab, Manuf. Certificate
	Sample & Test Components
	Sample & Test
	(List specific members below)
	Shop Material Identification

STRUCTURAL STEEL / WELDING:

	Sample & Test						
	(List specific members below)						
	Shop Material Identification						
	Welding Inspection		Shop		Field		
	Ultrasonic Inspection		Shop		Field		
	High Strength Bolting Inspection						
	Type bolts		N		X		F
	Metal Deck welding Inspection						
	Reinforcing Steel Welding Inspection						

FIREPROOFING:

	Placement Inspection
	Density Tests
	Thickness Test
	Inspect Batching

INSULATING CONCRETE:

	Sample & Test
	Placement Inspection
	Unit Weights

FILL MATERIAL:

	Acceptance Tests
	Placement Inspection
	Field Density
	Inspection of Pad & Trenches by
	Soils engineer
	Compaction Report or Pad Certification
	Required prior to concrete pour.

PAVING/ASPHALT CONCRETE:

	Core/Test
	Field Inspection
	Field Report for Parking Lot
	Sub-grade compaction Report
	AB Compaction
	Rock Depth and Asphalt Thickness

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Special Inspection & Testing Schedule (cont.)

Seismic Resisting Elements (Periodic Special Inspection is required, UON):

Structural Wood:

- _____ Field-gluing operations of elements of the seismic-force-resisting system (continue Inspection)
- _____ Nailing and Bolting
- _____ Anchoring and other fastening: Specify here:

Cold-formed Steel Framing:

- _____ Screw attachment
- _____ Bolting
- _____ Anchoring of other fastening: Specify here:

Fastening of Mechanical and Electrical Components:

- _____ Electrical Equipment for Emergency of Standby Power systems
- _____ Anchorage of other Electrical Equipment in Seismic Design Category E or F
- _____ Installing of piping systems intended to carry flammable, combustible or highly toxic contents
- _____ Installing of HVAC ductwork that will contain hazardous materials.

ADDITIONAL INSTRUCTIONS OR OTHER TESTS & INSPECTIONS:

ACKNOWLEDGMENTS:

	<u>Signature</u>	<u>Company</u>
→ PROPERTY OWNER:	_____	_____
→ GENERAL CONTRACTOR:	_____	_____
→ PROJECT ENGINEER/ARCHITECT:	_____	_____
→ INSPECTION AGENCY:	_____	_____
CHIEF BUILDING OFFICIAL:	_____	City of Milpitas

NOTE: All signatures shall be on the same page.