

**SPECIAL INSPECTION AND OBSERVATION PROGRAM
CITY OF WALNUT CREEK Building Division**

Permit Application #: _____

Project Address: _____

Purpose: To meet the requirements of City of Walnut Creek Municipal Code Section 9-0.5.305, Paragraph c, Item 9 and CBC Section 1705 this form may be used as a statement of special inspections.

Duties and Responsibilities of the Registered Design Professional in Responsible Charge of the Structural Design – As a condition for permit issuance, the registered design professional in responsible charge of the structural design shall prepare this Special Inspection and Observation Program and submit a copy signed by all parties to the building official for approval.

It is the responsibility of the registered design professional in responsible charge of the structural design to select, on behalf of the owner, a qualified special inspection company for the project. This shall be deemed by the City of Walnut Creek to satisfy Section 1704.1 of the California Building Code.

When structural observation is required by Section 1709, the inspection program shall name the individuals or firms who are to perform structural observation and describe the stages of construction at which structural observation is to occur.

The inspection program shall include samples of inspection reports and provide time limits for submission of reports.

Where required by the provisions of CBC Section 1709.2 or 1709.3 the registered design professional acting as structural observer shall submit to the building official a written statement that site visits have been made and identify any reported deficiencies that, to the best of the structural observer's knowledge, have not been resolved.

Duties and responsibilities of the special inspection and testing agency - The selected special inspection and testing agency shall provide qualified individual special inspectors. In agreeing to perform special inspection and testing services for this project, the responsible managing civil or structural engineer for the special inspection and testing agency shall take reasonable steps to ensure that each special inspector used for the project has the necessary training, experience, and resources to properly carry out the duties and responsibilities of a special inspector. The special inspector shall maintain current ICC certificates in the areas of inspection. The responsible managing engineer shall verify each special inspector's experience in the area of inspections to be performed. The City of Walnut Creek will depend upon the special inspection and testing agency to only use qualified and currently ICC certified special inspectors for use on City of Walnut Creek projects. Special inspectors shall display approved identification from the special inspection and testing agency when performing the function of a special inspector.

Code specified duties and responsibilities of the special inspection and testing agency are outlined in CBC Section 1704.1.2. Unless otherwise specified by the architect or engineer of record in the inspection and observation program, special inspections are to be performed on a continuous basis, meaning that the special inspector shall be on-site observing all work requiring special inspection. Periodic inspections, if any, must have prior approval by the Building Division and will be based upon the CBC requirements in Chapter 17 and upon the project engineer's or architect's recommendations and summary of inspections to be performed.

The special inspectors shall keep records of inspections and shall furnish inspection reports to the building official, and to the registered design professional in responsible charge. All reports must include the following information:

- Permit Number
- Description of Project
- Address of Project
- Description of individual inspections and tests made with applicable locations.
- Listing of all discrepancies.
- Report on how discrepancies were resolved or unresolved as applicable.
- Itemized changes authorized by the architect, engineer, and approved by the building division.
- Identification of individual inspector(s) who performed the inspections.

A final report documenting required special inspections and correction of any discrepancies noted in the inspections shall be submitted at the time of completion of the permitted work.

Contractor's (Or Owner-Builder's) Responsibilities -

1. The contractor is responsible for scheduling the special inspector to make individual inspections. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.
2. The contractor is responsible for providing the special inspector access to city approved plans at the job site.
3. Special inspection is to be completed and documented prior to the scheduled city inspection.
4. The contractor is responsible for retaining at the job site all special inspection records submitted by the special inspector and providing these records upon request for review by the city building inspector.
5. A special inspection does not waive the requirement for inspection by a city building inspector. The contractor is responsible for scheduling city inspections after completion of special inspection and prior to covering work.

Owner's (Or Owner-Builder's) Responsibilities -

1. The owner shall employ (hire) the architect or engineer of record to carry out the duties and responsibilities in this statement of special inspections.
2. The owner shall employ (hire) the special inspector(s).
3. Where required by the provisions of CBC Section 1709.2 or 1709.3 the owner shall employ a registered design professional to perform structural observations.

Building Division Responsibilities -

1. The building division shall review and approve all special inspection requirements.
2. Work requiring special inspection and the performance of special inspectors may be monitored by the city building inspector.
3. The city building inspector's approval must be obtained by the permit applicant in addition to that of the special inspector prior to placement of concrete or other similar activities.
4. The building division will final the permit(s) for the project when all other city requirements have been met and after all special inspection reports and the final report have been submitted and accepted.

Required Special Inspections for Permit Application # _____

Steel construction

See Section 1704.3 and Table 1704.3

- 1. Material verification of high-strength bolts, nuts and washers
- 2. High-strength bolting
- 3. Material verification of structural steel
- 4. Material verification of weld filler materials
- 5. Welding
- 6. Steel frame joint details

Concrete construction

See Section 1704.4 and Table 1704.4

- 1. Reinforcing steel, prestressing tendons, and placement
- 2. Reinforcing steel welding in accordance with Table 1704.3, Item 5b
- 3. Bolts installed in concrete where allowable loads have been increased
- 4. Concrete mix design
- 5. Sampling, strength tests, slump and air content tests, concrete temperature
- 6. Concrete and shotcrete placement
- 7. Maintenance of specified curing temperature and techniques
- 8. Prestressed concrete
- 9. Erection of precast concrete members
- 10. Verification of in-situ concrete strength, prior to stressing of tendons in post-tensioned concrete and prior to removal of shores and forms from beams and structural slabs
- 11. Formwork

Masonry construction

- Level 1 masonry inspection - See Section 1704.5 and Table 1704.5.1
- Level 2 masonry inspection - See Section 1704.5 and Table 1704.5.3

Wood construction

- High-load diaphragms – See Section 1704.6.1

Soils

See Section 1704.7, Table 1704.7, soils report and construction documents

- 1. Verify materials below footings are adequate to achieve the design bearing capacity
- 2. Verify excavations are extended to proper depth and have reached proper material

- 3. Perform classification and testing of controlled fill materials
- 4. Verify use of proper materials, densities and lift thicknesses during placement and compaction of controlled fill
- 5. Observe subgrade and verify site preparation prior to placement of controlled fill

Pile foundations

See Section 1704.8, Table 1704.8, soils report and construction documents

- 1. Pile materials, sizes and lengths
- 2. Load tests of test piles
- 3. Driving piles
- 4. Pile locations, plumbness, type and size of hammer, no. of blows, penetrations, tip and butt elevations
- 5. Steel piles – Additional inspections per Section 1704.3
- 6. Concrete piles/concrete-filled piles – Additional inspections per Section 1704.4
- 7. Specialty piles – Additional inspections as determined by the registered design professional in responsible charge
- 8. Augered uncased piles, caisson piles – See “pier foundations”

Pier foundations

See Section 1704.9, Table 1704.9, soils report and construction documents

- 1. Drilling piers
- 2. Pier locations, plumbness, pier diameters, bell diameters, lengths, embedment into bedrock, adequate end strata bearing capacity
- 3. Concrete piers – Additional inspections per Section 1704.4
- 4. Masonry piers – Additional inspections per Section 1704.5

- Sprayed fire-resistant materials**
in accordance with Section 1704.10

- Mastic and intumescent fire-resistant coatings** in accordance with Section 1704.11

- Exterior insulation and finish systems (EIFS)**
in accordance with Section 1704.12

Alternate materials and systems
in accordance with Section 1704.13

Smoke control system
in accordance with Section 1704.14

Seismic requirements
See Section 1705.3.1
Description of seismic-force-resisting systems and designated seismic systems subject to special inspections in accordance with Section 1705.3

Additional systems and components in accordance with Section 1705.3

Additional special inspections for seismic resistance as required by Section 1707

Additional testing for seismic resistance as required by Section 1708

Wind requirements
See Section 1705.4.1
Description of main wind-force-resisting systems and designated wind resisting components subject to special inspections in accordance with Section 1705.4

Structural observations by registered design professional as specified in Sections 1709.2 and 1709.3

ACKNOWLEDGMENTS

I have read, and I agree to comply with, the terms and conditions of this statement of special inspections:

Legal Property Owner (not tenant):

(Print name of owner, partner, or corporate officer)

(Partnership or Corporation Name)

(Signature of owner, partner or corporate officer)

(Date)

Registered Design Professional In Responsible Charge of Structural Design:

(Print name clearly)

(California Registration Number)

(Engineer's or Architect's Signature)

(Date)

Special Inspection & Testing Agency:

(Company Name. Please print clearly)

(Supervising Engineer for Company. Please print clearly)

(California Registration Number)

(Supervising Engineer's Signature)

(Date)

Contractor:

(Print name clearly)

(License Number) *(License Class)*

(Contractor's Signature)

(Date)

Approved by Building Division:

(Print name clearly)

(Signature)

(Date)