



Community Development Department
9291 Old Redwood Highway
Windsor, CA 95492
www.townofwindsor.com

Building Division
Phone: (707)838-5341
Fax: (707)838-7349
Building Inspection Request Line:
(707)522-8346

Special Inspection and Testing Procedure

Building Permit projects requiring special inspection and/or testing per Sections 1704 of the 2019 edition of the California Building Code.

Project Name: _____

Project Address: _____

Building Permit Number: _____

1. Before a Permit can be Issued:

If special inspection is required, the owner, or the Engineer or Architect of record acting as the owner's agent, shall read and be familiar with the policy and complete two (2) copies of the Special Inspection Acknowledgement form. The completed form shall become a part of the approved construction documents. A preconstruction meeting may be required prior to the permit being issued. A copy of this policy, the Special Inspection Requirement form will be attached to the approved plan set.

2. Approval of Special Inspector:

Each special inspection agency, testing facility, and special inspector shall be recognized by the Building Official prior to performing any duties. Each special inspection agency must submit to the Building Official, a company profile including resumes of all employees, their certifications and a list of the types of work for which recognition is requested. Special inspectors shall carry approved identification when performing the functions of a special inspector. Identification cards shall follow the criteria set by the California Council of Testing and Inspection Agencies. No personnel changes shall be made without first obtaining the approval of the Building Official. Any unauthorized personnel change may result in a "Stop Work Order" and possible permit revocation.

3. Approved Fabricators:

Each fabricator shall be approved by the Building Official. Qualifications of approved fabricators shall be in compliance with Section 1704.2.5 of the CBC, 2019 edition. The approved fabricator shall submit a Certificate of Compliance that the work was performed in accordance with the approved plans and specification to the Building Official and the

Engineer or Architect of record. *Note: Fabricator approval may be revoked by the Building Official for just cause.*

4. **Structural Observation:**

In Addition to or in lieu of other special inspection requirements, the Engineer or Architect of record shall provide structural observation per Section 1704.6 of the California Building Code, 2019 edition, when required by the Building Official. The requirement and frequency of inspection shall be Town of Windsor Special Inspection and Testing Procedure determined prior to permit issuance, at the time of the preconstruction meeting, or during construction if the Building Official deems structural compliance with the approved plans cannot be reasonably assured without special inspection. Special inspection and testing shall meet the minimum requirements of the California Building Code, Chapter 17. The following conditions are also applicable:

Duties and responsibilities of the Special Inspector and/or Architect or Engineer of Record, Limit of authority:

The special inspector and/or architect or engineer of record is **NOT AUTHORIZED** to do any of the following:

- 1) To inspect or approve any work for which the building permit has not been issued;
- 2) Direct any work to commence before the Construction Inspection Section has completed its inspection. Deviations from this procedure must be requested in writing form the Building Official;
- 3) To inspect or approved any work other than that for which they are specifically certified;
- 4) To approved Alternative materials, structural changes, or revisions to plans without prior approval of the Building Official.

5. **Observe Work:**

The Special Inspector shall observe the work assigned for conformance to the approved design drawings and specifications and the applicable workmanship provisions of the Code. Architect/Engineer reviewed shop drawings may be used only as an aid to inspection. All discrepancies shall be brought to the immediate attention of the contractor for correction, then, if uncorrected, to the proper design authority and to the Building Official. California Building Code Section 202 states that **Continuous Special Inspection** means that the special inspector is on site at all times observing the work requiring special inspection. CBC Section 202 **Periodic Special Inspection** means that some inspections may be made on a periodic basis and satisfy the requirements of continuous inspection, provided this periodic inspection schedule is performed as outlined in the project plans and specifications and approved by the Building Official.

6. Report Nonconforming Items:

The special inspector, or architect or engineer of record, shall bring nonconformance 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 Official by telephone or in person, and notify the engineer or architect. Any work performed by the contractor or subcontractors following notification by the special inspector is “at risk” and will require subsequent approval by the Building Official.

7. Furnish Daily Reports:

Each special inspector shall complete and sign the daily report form for each day’s inspections. These records are to remain at the job site with the contractor for review by the Building Official. Additionally, the special inspector shall complete the “Special Inspection Record” form attached to the job card each time the special inspector visits the jobsite and makes an inspection. This Special Inspection Record includes information regards: Inspection type, name of special inspector, identification number, date, notes, and arrival/departure times.

8. Furnish Weekly Reports:

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

- 1) A description of daily inspections and test made with applicable locations;
- 2) A listing of all nonconforming items;
- 3) A report of how nonconforming items were resolved or unresolved as applicable.

9. Furnish Final Report:

The special inspector or quality control firm shall submit a signed final report to the Building Official, pursuant to Section 1704.2. 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. Any unresolved items must be approved by the Building Official. The report must be signed and stamped by the appropriate professional, licensed by the State of California. **Final inspection of the structure will not be scheduled until the final report has been reviewed and approved by the Building Official.**

10. Contractor Responsibilities:

- A. Quality control and Code Compliance. The contractor is primarily responsible for the quality of the work performed and compliance with code requirements.
- B. Inspector notification. The contractor shall notify the special inspector as least 24 hours prior to performing any work that requires special inspection and shall provide sufficient lead time for the special inspector at the job site to review the construction documents and perform preparatory work.
- C. Provide access to plans. The contractor is responsible for providing the special inspector access to approved plans and specifications at the job site.
- D. Retain special inspection records. The contractor is also responsible for retaining the job site all special inspection records submitted by the special inspector and providing these records for review by the Building Inspector upon Request.
- E. Inspection and approval of work. The contractor shall not perform any work that requires special inspection without the presence of the inspector(s) during the performance of that work. **Work performed without special inspection is to be removed.**
- F. Final inspection. The final inspection may not be scheduled until all reports documenting the special inspection work have been submitted and approved by the Building Official.
- G. Construction Inspection Section Approval. Approval of work by the special inspector does not relieve the contractor from obtaining Construction Inspection Section approval for inspections required per Section 110.1 of the California Building code.

11. Owner's Responsibilities:

- A. Special Inspector Employment. The owner or their agents shall employ a sufficient number of qualified special inspectors to assure inspection without hindering the quality assurance of the work
- B. Inspection Continuity. It is recommended that the owner employ the same special inspection agencies throughout the job to assure continuity. All substitutions of special inspection agencies must have prior approval of the Building Official.
- C. Final Report. The owner or their agents are responsible for submittal of a final signed report before a final inspection can be scheduled, per Section 1704.2.4 of the California Building Code.
- D. Preconstruction Meeting. If required by the Building Official, the owner, contractor, architect. Or engineer of record agrees to attend a preconstruction meeting with a representative of the Construction Inspection Section prior to permit issuance. The meeting is to be arranged and scheduled per mutual agreement by the contractor.

12. Architect or Engineer of Record Responsibilities:

- A. Responsible to identify all construction methods that require Special Inspection prior to permit issuance.
- B. The City may require that the architect or engineer of record attend a preconstruction meeting prior to the commencement of work.
- C. When structural observation is required by the Building Official, the engineer or architect of record shall periodically perform structural observation on the project (a minimum of three observations) to certify that the structure is constructed in accordance with the CBC, 2019 edition the minimum observations are: foundation, structural frame, and final.
- D. Additional observations may be required as the result of deficiencies or corrective actions or special circumstances as agreed upon in the pre-permit stage of the project. Any observed deficiencies or changes to the approved plans must be brought to the attention of the Building Official as soon as possible, and no more than three (3) working days or before subsequent inspections. This observation is in addition to other required special inspections and is not intended as substitution of other required inspections. A final report similar to item 9 of this procedure is to be submitted to the Building Official.

Special Inspection and Testing Requirements

Project Name _____

Project Address _____

Permit No. _____

Reinforced Concrete, Gunite, Grout and Mortar:

Concrete	Gunite	Grout	Mortar	
				Aggregate Tests
				Reinforcing Tests
				Mix Designs
				Reinforcing Placement
				Batch Plant Inspection
				Inspect Placing
				Cast Samples
				Pick-up Samples
				Compression Tests

Piles	Grade Beams	Pre-tens	Pre-cast	
				Aggregate Tests
				Reinforcing Tests
				Tendon Tests
				Mix Designs
				Reinforcing Placement
				Insert Placement
				Concrete Batching
				Installation Inspection
				Cast Samples
				Pick-up Samples
				Compression Tests

Structural Observation by Architect or Engineer:

	Foundation Observation
	Framing Observation
	Final Observation
	General Conformance Letters

Masonry:

- _____ Special Inspection Stresses Used
- _____ Preliminary Acceptance Test (Masonry Units, Wall Prisms)
- _____ Subsequent Tests (Mortar, Grout, Field Wall Prisms)
- _____ Placement Inspection of Units

Plans Examiner _____

Date _____

Requirements Specified by (Architect/Engineer of Record) _____

Date _____

Contractor _____

Date _____

Owner _____

Date _____

Embedded Bolts or Inserts:

- _____ Bolt/Insert Placement Inspection _____%
- _____ Bolt/Insert Tension Test _____%
- _____ Bolt/Insert Shear Test _____%
- _____ Epoxy Mix & Placement Observation _____%

Structural Steel / Welding:

- _____ Sample and Test (list specific members below)
- _____ Shop Material Identification
- _____ Welding Inspection _____ Shop _____ Field
- _____ Ultra Sonic Inspection _____ Shop _____ Field
- _____ High-Stress Bolting Inspection
- _____ A325 _____ Shop _____ Field
- _____ A490 _____ N _____ X _____ F
- _____ Metal Deck Welding Inspection
- _____ Reinforcing Steel Welding Inspection
- _____ Metal Stud Welding Inspection
- _____ Concrete Insert Welding Inspection

Structural Wood:

- _____ Horizontal Diaphragms
- _____ Shear Wall Nailing Inspection
- _____ Inspection of Glulam Fabrication
- _____ Inspection of Truss Joint Fabrication
- _____ Sample and Test Components

Geotechnical/Foundation:

- _____ Soils Engineer Plan Review Acceptance Letter
- _____ Foundation Excavation
- _____ Pier Holes
- _____ Site Drainage
- _____ Fill Material
- _____ _____ Placement Inspection
- _____ _____ Field Density
- _____ _____ Acceptance Letter
- _____ Acceptance Letter

Fireproofing:

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

Insulating Concrete:

- _____ Sample and Test
- _____ Placement Inspection
- _____ Unit Weights

CalGreen Additional Instructions/Other Tests & Inspections:

Special Inspection and Testing Acknowledgement

I have read and agree to comply with the terms and conditions of this agreement.
Include Printed Name & Signature of Responsible Party.

Owner

Date

Contractor

License Number

Date

Special Inspection Agency

Date

Staff Engineer's License Number

Fabricator

Date

I.C.B.O Approval Number

Geotechnical Engineer

License Number

Date

Architect or Engineer of Record

License Number

Date

PRINTED NAME and SIGNATURE OF RESPONSIBLE PARTY

Print Name

Date

Signature

Community Development Department · Town of Windsor, California

Agency Name	HQ Address	Phone/Fax	RC	PC	SM	SS	FP	URM	CASP	CG	W
SOLDATA Energy Consulting	2235 Challenger Way Santa Rosa, Ca. 95407	(707) 328-4744								X	
LACO Associates	3450 Regional Parkway Ste. B2 Santa Rosa, Ca. 95403	(707) 525-1222	X	X	X	X					
Twining, Inc.	1572 Santa Ana Ave. Sacramento, CA 95838	(916) 649-9000	X	X	X	X	X				
Paul Correa	2007 Buchanan Street #1 San Francisco, CA 94115	(650) 269-3470								X	
John Craig	441 York Ct. Sonoma, CA 95476	(707) 287-6334								X	
Gilleran Energy Management	750A Davis St Santa Rosa, CA 95401	(707) 528-7318								X	
BAGG Engineers (Bay Area Geotechnical Group)	138 Charcot Ave. San Jose, CA 95131	(650) 852-9133	X	X	X	X	X	X			
Forsythe Engineering Consultants	3001 Coombsville Rd. PO Box 3600 Napa, CA 94558	(707) 227-8263	X	X	X	X	X				
Jeff Connor	2022 Del Paso Blvd. Sacramento, CA 95815	(916) 739-9750								X	
Vicki Vaughn	7800 Occidental Rd Sebastopol, CA 95472	(415) 515-1423								X	
Mark Matthews KC Engineering Co.	865 Cotting Lane, Ste.A Vacaville, CA 95688	(707) 447-4025	X	X	X	X	X				
Jon Mitguard Aurora Building Performance	514 C Street San Rafael, CA 94901	(415) 847-2332								X	
Talley Construction Consulting	4 El Prado Ct. Santa Rosa, CA 95405	(707) 545-4514								X	
Gary Welch CalGreen Energy Services	107 Commercial St. Cloverdale, CA 95425	(707) 328-5299								X	
Adrian W. Osgood	245 N. Main St. Sebastopol, CA 95472	(707) 827-0233								X	
Fergus O'Sullivan/Fosco Environmental	2745 N Fitch Mtn. Rd. #A Healdsburg, CA 95448	(707) 385-1252 (415) 240-5588								X	
Korbmacher Engineering, Inc.	480 Preston Ct., Ste. B Livermore, CA 94551	(925) 454-9033	X	X	X		X				
Steve Mann, dba Home Energy Services	1609 8 th St Berkeley, CA 94710	(805) 503-9553								X	
BSK Associates	399 Lindbergh Ave. Livermore, CA 94551	(925) 315-3151	X	X	X	X	X				

