

CITY OF TRACY

DEVELOPMENT SERVICES DEPARTMENT
BUILDING SAFETY DIVISION
333 CIVIC CENTER PLAZA, TRACY, CA 95376
P: (209) 831-6400 • F: (209) 831-6439
www.cityoftracy.org



SPECIAL INSPECTION AGREEMENT FORM

*Prior to issuance of a permit **Parts I through IV** of this form shall be completed, signed, and submitted to the Building Official for review and approval. **Part I** shall be completed by the Owner or Owner's Authorized Agent. **Part II** shall be signed by applicable parties. **Part III** shall be completed by the registered design professional (RDP) in responsible charge or the RDP responsible for structural design. **Part IV** shall be completed by the General Contractor. **Part V** shall be completed by the Special Inspection Agency and submitted to the Building Official prior to final inspection or issuance of Certificate of Occupancy. Please note that failure to comply with special inspection requirements may lead to additional project expenses and project delays due to issuance of stop work orders, destructive inspections & testing, in-situ load testing, and possible redesign.*

PART I – PROJECT & INSPECTION AGENCY INFORMATION

Job Name: _____

Address: _____ Permit Number: _____

CITY APPROVED TESTING / INSPECTION AGENCY OR LABORATORY

Agency 1: _____ Phone Number: _____
Email Address: _____

Agency 2 : _____ Phone Number: _____
Email Address: _____

A list of pre-approved special inspection agencies may be obtained from the Building Safety Division
<https://www.cityoftracy.org/our-city/departments/building-safety/submittal-requirements>

PART II - SPECIAL INSPECTION AND TESTING AGREEMENT

When special inspections are required by Chapter 17 of the California Building Code (CBC), the RDP in responsible charge and RDP responsible for structural design shall prepare an inspection program (Part III), which shall be submitted to the Building Official for approval prior to issuance of the building permit. The special inspector shall be employed by the owner or an authorized agent of the owner, BUT NOT the contractor, or any other person responsible for the work.

The special inspection firm(s) named above has(have) been authorized to perform the special inspection and testing services designated in this agreement, and in accordance with the CBC requirements, shall report all activities and results to the Building Official, and other parties as listed. It is understood that special inspections are required in addition to, and are not a substitute for, the normal inspections performed by the Building Inspector.

The undersigned hereby affirm, under penalty of law that the special inspection program is in accordance with the requirements of the CBC and the City of Tracy. The undersigned has used all reasonable diligence in completing this form and to the best of his/her knowledge, the information contained herein is true and complete. The undersigned hereby certifies under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

This plan has been developed with the understanding that the Building Official will:

- Review and approve the qualifications of the Special Inspection Agency who will be responsible for the special inspections required for the project.
- Monitor special inspection activities on the job site to assure that the Special Inspectors are qualified and are performing their duties as called for in this Statement of Special Inspection.
- Review submitted inspection reports.
- Perform inspections as required by the local building code.

Owner's Authorization:

The undersigned owner or the owner's authorized agent assumes the responsibility of ensuring coordination with the special inspection agency during construction to ensure performance of the marked inspections. Further the undersigned owner or owners' authorized agent acknowledges aware that they are responsible for hiring and employing the special inspection agency in order to maintain the independence from the contractor as required by CBC 1703.1.1. The undersigned also states that he/she understands the duties and responsibilities of the special inspector. All fees/costs related to the performance of Special Inspections shall be the responsibility of the owner.

_____	_____	_____
Owner or Owner's Authorized Agent (Print name)	Signature	Date
_____	_____	
Telephone Number	Email Address	

The following statement has been reviewed and accepted by the undersigned:

Primary RDP in Responsible Charge:

Building Official or Designee:

Signature

Date

Signature

Date

(Additional special inspections may be required at the discretion of the Building Official prior to acceptance of the statement in accordance with CBC 1705.1.1)

RDP Responsible for Structural Design:

Special Inspection Agency Representative:

Signature

Date

Signature

Date

INSTRUCTION TO THE SPECIAL INSPECTION AGENCY

1. Provide interim/daily field reports to the building inspector on site as construction progresses. Daily field reports shall be numbered sequentially for later reference.
2. A copy of all special inspection test laboratory reports shall be sent to the City's Building Official and the RDP in responsible charge.
3. The special inspection agency shall notify the Building Official and the RDP in responsible charge of any conflict of interest between the agency and the Owner/Owner's authorized agent or any other entity involved in this agreement.
4. Upon completion of special inspections and testing work, provide to the City the completed final special inspections report (*Part V attached*), wet stamped and signed by the responsible professional engineer of the special inspection agency – such report shall also be sent to the registered design professional in responsible charge (*designer of record*) for the structure.

PART III – STATEMENT OF SPECIAL INSPECTIONS

Instructions: The registered design professional shall describe the necessary inspections for the project in the inspections required box. The inspection frequency shall be identified as either periodic or continuous, or performed as specified and notated in accordance with the applicable referenced material standard (e.g. AISC 360/341, TMS 402/602) prescribed by code

<u>Inspection Type</u>	<u>Inspections Required</u>	<u>Frequency</u>
1. Steel- 1705.2		
2. Concrete- 1705.3		
3. Masonry- 1705.4		
4. Wood- 1705.5		
5. Soils- 1705.6		
6. Deep Foundations Driven Piles- 1705.7 Cast-In-Place- Piers- 1705.8 Helical Piles- 105.9		
7. Wind Resistance- 1705.11	<u>Not applicable in the City of Tracy</u>	

8. Seismic Resistance Special Inspections - 1705.12		
9. Seismic Resistance Testing - 1705.13		
10. Sprayed Fire-Resistant Materials-1705.14		
11. Mastic and Intumescent Coatings-1705.15		
12. Exterior Insulation and Finish Systems 1705.16		

13. Fire-Resistant Penetrations and Joints- 1705.17		
14. Smoke Control Systems 1705.18		

Note: Refer to Special Inspections Schedule Link: <https://www.cityoftracy.org/?navid=10957> and Chapter 17 of CBC for more information on required inspections

Special Instructions and/or Structural Observation Required

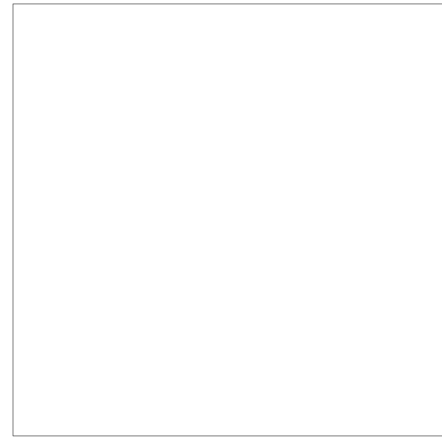
As per CBC Section 1704.6 and for all special moment resisting steel frames

The above statement of special inspections has been prepared by:

Print Name

Signature

Date



(Place Seal Here)

PART IV- CONTRACTOR STATEMENT OF RESPONSIBILITY

Job Description: _____

Project Address: _____ Permit #: _____

Contractor: _____ License #: _____

Responsible Person: _____ Phone #: _____

In accordance with the California Building Code, Section 1704.4, and the City of Tracy Special Inspections Policy each contractor responsible for the construction of a main wind- or seismic-force-resisting system, designated seismic system or a wind- or seismic-resisting component, or other required system listed in the statement of special inspections shall submit a written statement of responsibility to the building official and the owner prior to the commencement of work on the system or component.

CONTRACTOR STATEMENT OF RESPONSIBILITY:

Initial adjacent to each statement to acknowledge:

 I am aware and knowledgeable of the special requirements contained in the City of Tracy Special Inspection Agreement form;

 I acknowledge that project controls will be exercised to obtain conformance with the current building code and construction documents approved by the Building Official;

 I acknowledge that I must coordinate with the special inspection agency to ensure all required inspections are conducted at the appropriate intervals during construction;

 I acknowledge that I have been in contact with the special inspection agency chosen for this project and am aware of their notification requirements for inspections;

 I acknowledge that failure to comply with special inspection requirements may lead to additional project expenses and project delays due to issuance of stop work orders, destructive inspections & testing, in-situ load testing, and possible redesign.

Print Name

Signature

Date

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PART V FINAL REPORT OF SPECIAL INSPECTIONS

PERMIT # _____

PROJECT

Name: _____

Address: _____

RDP IN RESPONSIBLE CHARGE

Name: _____

Address: _____

CONTRACTOR

Name: _____

Address: _____

RDP RESPONSIBLE FOR STRUCTURAL DESIGN

Name: _____

Address: _____

To the best of my information, knowledge, and belief, the Special Inspections and tests required for this project, and itemized in the Statement of Special Inspections submitted for permit, have been completed, and any discrepancies noted in the inspections or tests have been corrected. Attached to this final report are the Certificates of Compliance for shop fabricated load bearing members and assemblies. (Include if applicable)

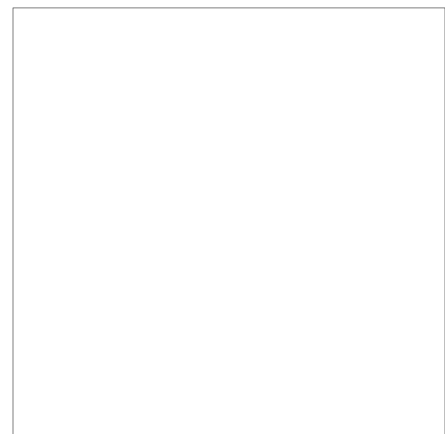
Interim/daily reports submitted prior to this final report, and numbered _____ to _____, form a basis for, and are to be considered an integral part of this final report.

Respectfully submitted,

(Signature)

(Date)

(Type or Print Name)



(Place Seal Here)