

**SPECIAL INSPECTION AND OBSERVATION PROGRAM  
TOWN OF DANVILLE BUILDING DIVISION**

**Permit Application #:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Purpose:** To meet the requirements of CBC Section 1704.3 this form may be used as a statement of special inspections.

**It is the responsibility of the owner or owner's agent** to hire a qualified special inspection and testing agency/individuals for the project.

The Town of Danville provides four options for a company or individual to get qualified as a special inspection and testing agency with the Town. Please refer to the Town's guidelines *Options for Qualifying Special Inspection and Testing Companies* for complete descriptions of the four options. *Qualification* of the special inspection and testing agency/individuals for this project is by the following method (check one):

- Option 1: The registered design professional in responsible charge, acting as the owner's agent and on behalf of the owner, selects the special inspection and testing agency/individuals for the project.
- Option 2: Recognition List
- Option 3: Special Inspection Company Accredited By IAS
- Option 4: Evaluated by Town of Danville using 3<sup>rd</sup> Party Quality Control Agency

**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.

The inspection program shall include:

1. The materials, systems, components and work required to have 3<sup>rd</sup> party special inspection and testing or observation by registered design professional responsible for each portion of work.
2. The type and extent of each special inspection or observation.
3. The type and extent of each test or observation.
4. Additional requirements for special inspection or testing for seismic or wind resistance as specified in CBC Section 1705.10, 1705.11 and 1705.12.
5. For each type of special inspection or observation, identification as to whether it will be continuous or periodic special inspection or observation.

When structural observation is required by Section 1704.5, the observation program shall name the individuals or firms who are to perform structural observation and identify the frequency and extent of structural observations.

Where required by the provisions of CBC Section 1704.5.1 for seismic resistance, 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. The special inspection and testing agency shall **not** enter into an agreement with the contractor or developer. 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 Town of Danville will depend upon the special inspection and testing agency to only employ qualified and currently ICC certified special inspectors on Town of Danville jurisdiction projects. Special inspectors shall display approved identification from the special inspection and testing agency when performing the functions of a special inspector.

Report requirements for special inspectors are outlined in CBC Section 1704.2.4. Unless otherwise specified by the design professional of record in the inspection and observation program, special inspections will be continuous, meaning that the special inspector shall be on-site observing all work requiring special inspection. Periodic special inspections, if any, must have prior approval by the building official and will be based on the requirements in CBC Chapter 17 and on the recommendations and summary of inspections submitted by the design professional in responsible charge.

The special inspector 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. Discrepancies shall be brought to the immediate attention of the contractor for correction. If they are not corrected, the discrepancies shall be brought to the attention of the building official and to the registered design professional in responsible charge prior to the completion of that phase of the work.
- 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 shall **not** enter into agreement with the Special Inspection Testing Agency.
2. 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.
3. The contractor is responsible for providing the special inspector access to Town approved plans at the job site.
4. Special inspection is to be completed and documented prior to the scheduled Town inspection.
5. 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 Town Building Inspector.
6. A special inspection does not waive the requirement for inspection by a Town Building Inspector. The contractor is responsible for scheduling Town inspections after completion of special inspection and prior to covering work.
7. Contact the Town Building Inspector for your project to determine which non-special inspections will be performed by the Town Building Inspector.
8. When required, schedule a pre-construction meeting with the Town Building Inspector, Plan Check Engineer, owner, architect and special inspector, to be held at the Town Permit Center.

**FOR OFFICIAL USE ONLY:** Town pre-construction meeting required? Yes No

#### **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 1704.5.1 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 Town Building Inspector.
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The Town 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. The building division will final the permit(s) for the project when all other Town requirements have been met and after all special inspection reports and the final report have been submitted and accepted.

**Required Special Inspections & Structural Observations for Permit Application # \_\_\_\_\_**

Town of Danville Building Division –  
[www.danville.ca.gov/building](http://www.danville.ca.gov/building), Phone: 925-314-3350

- Inspection of fabricators**  
In accordance with Section 1704.2.5

**Steel construction**

See Section 1705.2 and AISC 360

- 1. Material verification of high-strength bolts, nuts and washers
- 2. High-strength bolting
- 3. Material verification of structural steel and cold-formed steel deck
- 4. Material verification of weld filler materials
- 5. Welding of steel, cold-formed steel, reinforcing steel and(or) metal deck
- 6. Steel frame joint details
  
- Cold-formed steel trusses spanning 60 feet or greater**

**Concrete construction**

See Section 1705.3 and Table 1705.3

- 1. Reinforcing steel, prestressing tendons, and placement
- 2. Reinforcing steel welding in accordance with Table 1705.2.2, Item 2b
- 3. Bolts installed in concrete where allowable loads have been increased
- 4. Anchors in hardened concrete or where strength design is used
- 5. Concrete mix design
- 6. Sampling, strength tests, slump and air content tests, concrete temperature
- 7. Concrete and shotcrete placement
- 8. Maintenance of specified curing temperature and techniques
- 9. Prestressed concrete
  - a. Application of prestress forces
  - b. Grouting of bonded prestressing tendons in the seismic-force-resisting system
- 10. Erection of precast concrete members
- 11. 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
- 12. Formwork

- Masonry construction**  
In accordance with Section 1705.4

- Vertical masonry foundation elements**  
In accordance with Section 1705.4.2

**Wood construction**

See Section 1705.5

- 1. High-load diaphragms
- 2. Metal-plate-connected wood truss spanning 60 feet or greater

**Soils**

See Section 1705.6, Table 1705.6, project geotechnical report and construction documents

- 1. Verify materials below shallow foundations 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 compacted fill materials
- 4. Verify use of proper materials, densities and lift thicknesses during placement and compaction of compacted fill
- 5. Observe subgrade and verify site preparation prior to placement of compacted fill

**Driven deep foundations**

See Section 1705.7, Table 1705.7, project geotechnical report and construction documents

- 1. Element materials, sizes and lengths
- 2. Load tests of test elements
- 3. Driving operations
- 4. Placement locations, plumbness, type and size of hammer, No. of blows, penetrations, tip and butt elevations
- 5. Steel elements – additional inspections per Section 1705.2
- 6. Concrete and concrete-filled elements – additional inspections per Section 1705.3
- 7. Specialty elements – additional inspections as determined by the registered design professional in responsible charge

**Cast-in-place deep foundations**

See Section 1705.8, Table 1705.8, project geotechnical report and construction documents

- 1. Drilling operations
- 2. Placement locations, plumbness, element diameters, bell diameters, lengths, embedment into bedrock, adequate end strata bearing capacity, concrete or grout volumes
- 3. Concrete elements – additional inspections per Section 1705.3

**Helical pile foundations**

In accordance with Section 1705.9

- Special inspections for wind resistance**  
As required by Section 1705.11
  
  - Testing and qualification for seismic resistance**  
As required by Section 1705.12
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- Sprayed fire-resistant materials**  
In accordance with Section 1705.13
  
  - Mastic and intumescent fire-resistant coatings**  
In accordance with Section 1705.14
  
  - Exterior insulation and finish systems (EIFS)**  
In accordance with Section 1705.15
  
  - Fire-resistant penetrations and joints**  
In accordance with Section 1705.16
  
  - Smoke control**  
In accordance with Section 1705.17

**Structural observations**

Performed by registered design professional in responsible charge as specified in Sections 1704.5.1 for seismic resistance

- 1. Foundations
- 2. Steel framing
- 3. Concrete construction
- 4. Masonry construction
- 5. Wood framing
- 6. Other \_\_\_\_\_

**Other**

- 1. \_\_\_\_\_
  
- 2. \_\_\_\_\_
  
- 3. \_\_\_\_\_
  
- 4. \_\_\_\_\_

**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):** *Note: Building Owner or agent shall contract with testing agency.*

\_\_\_\_\_  
(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:** *Note: Contractor shall not enter into agreement with Special Inspection Testing Agency.*

\_\_\_\_\_  
(Print name clearly)

\_\_\_\_\_  
(License Number)

\_\_\_\_\_  
(License Class)

\_\_\_\_\_  
(Contractor's Signature)

\_\_\_\_\_  
(Date)

**Approved by Building Division:**

\_\_\_\_\_  
(Print name clearly)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)