SPECIAL INSPECTION & TESTING AGREEMENT

To applicants and owners of projects requiring “Special Inspection or Testing” per Section 1704 of the 2013 California Building Code, please acknowledge and return to the City.

PRIOR TO FIRST INSPECTION: The owner or his representative, in the advice of the responsible Project Engineer and/or Architect, shall complete, sign and submit the attached form, “Structural Tests and Inspection Schedule” to the Building Inspection Division for review and approval.

The owner and his general contractor, where applicable, shall also acknowledge the following conditions applicable to Special Inspection and/or Testing.

1. The special inspection agency shall be employed by the owner, or, the engineer or architect of record acting as the owner’s agent.
2. Contractor is responsible for proper notification to the Inspection or Testing Agency for items listed.
3. Testing laboratory only should take samples and transport them to their laboratory.
4. Copies of all laboratory reports and inspections are to be sent directly to the City by the special inspection agency.
5. Inspection Agency to submit name or names, proper identification and certification proof of on-site special inspectors to the Building Division.
6. Special Inspectors shall provide reports to this department as provided for in Section 1704.2.4 of the 2016 California Building Code.
7. The Special Inspector is under the authority and is responsible to the Building Official. All concerns and/or problems encountered are to be brought to his attention immediately.
8. BEFORE AN OCCUPANCY PERMIT CAN BE ISSUED: The Inspection Agency shall submit a statement that all items requiring testing and inspection were satisfactorily fulfilled and reported to the Building Division. Those items not tested and/or inspected shall also be noted in this statement.
9. NO WORK SHALL BE COVERED PRIOR TO CITY OF LOS ALTOS INSPECTION APPROVAL. Please schedule an inspection with the Building Division at (650) 947-2754.

ACKNOWLEDGEMENT BY ALL PARTIES CONCERNED

_________________________________________  ______________________________________
Owner’s Signature                           Project Engineer and/or Architect Signature

_________________________________________  ______________________________________
Testing and/or Inspection Agency Signature  Approved by Building Division

_________________________________________
Contractor’s Signature

BE SURE TO COMPLETE AND RETURN FIRST AND SECOND PAGES
STRUCTURAL TESTS AND INSPECTIONS SCHEDULE

Prior to first inspection, the Owner, on the advice of the Architect or Engineer, shall complete, sign and submit this form to the Building Division.

__________________________________  ____________________________________
Project Name                                      Date

__________________________________  ____________________________________
Project Address                                      Testing Agency

Owner’s Name                                      Signature and Title

Hereby certifies that the Testing/Inspection Agency named above has been engaged to perform structural tests and inspection during construction, as checked below, to satisfy all applicable portions of the Building Code.

Prior to issuance of an occupancy permit, the Inspection Agency shall submit a statement that all items of designated work performed were reported. Any items checked but not tested or inspected will be noted and explained.

Whenever any designated items on this list are ready for sampling, testing or inspection, it shall be the responsibility of the Contractor to give timely notice to the Inspection Agency.

REINFORCING STEEL:

_______ Tensile and Bond, one set per heat per ___tons
_______ Inspection of Placement
_______ Inspection of Welding
_______ Epoxy Hold Down Bolts

MASONRY:

_______ Preliminary Acceptance Tests (Masonry Units, Wall Prisms)
_______ Subsequent Tests (Mortar, Grout, Field Wall Prisms)
_______ Inspection of Grouting
_______ Inspection of Placement of Grouting

CONCRETE, GUNITE, GROUT AND MORTAR:

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PRECAST CONCRETE:

_______ Reinforcing Tests
_______ Inspection of Reinforcing Placement
_______ Tendon Tests
_______ Inspection of Tendon Placement
_______ Inspection of Concrete Placement
_______ Inspection of Concrete Batching
_______ Inspection of Panel Attach. & Inserts
_______ Inspection of Panel Installation
_______ Compression Tests
_______ Inspection of Stressing/Transfer

PILING, CAISSONS, CAPS, TIES:

_______ Inspection of Reinforcing Placement
_______ Inspection of Concrete Placement
_______ Inspection of Concrete Blocking

UNDERPINNING:

_______ Inspection of Steel Fabrication
_______ Inspection of Reinforcing and Forms
_______ Inspection of Concrete Placement
_______ Inspection of Tiebacks

STRUCTURAL STEEL:

_______ Sample & Test (list specific members below)
_______ Shop Ident. & Welding Inspection
_______ Shop Ultrasonic Inspection
_______ Shop Radiography
_______ Field Welding Inspection
_______ Field Bolting Inspection
_______ Field Ultrasonic Inspection
_______ Field Radiography
_______ Metal Deck Welding Inspection

ASPHALTIC CONCRETE:

_______ Mix Designs
_______ Inspection of Batch Plant
_______ Core/Test
_______ Field Inspection
_______ Suitability Tests
_______ Specific Gravity

INSULATING CONCRETE:

_______ Sample & Tests
_______ Unit Weights

FIREPROOFING:

_______ Inspection of Placement
_______ Density Tests
_______ Thickness Tests
_______ Inspect Building

FILL MATERIAL:

_______ Acceptance Tests
_______ Moisture-Density Determination
_______ Field Density

ROOFING:

_______ Inspection of Placement
_______ Sample & Test

STRUCTURAL WOOD:

_______ Inspection of Fabrication
_______ Inspection of Truss Joint Fab.
_______ Sample & Test Components
_______ Inspection of Glu-Lam Fab.

RECLAIMED WATER:

_______ Inspection of Pipe Material & Construction