



City of Los Altos  
1. N. San Antonio Road  
Los Altos CA 94022

Permit/Project No. \_\_\_\_\_

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

## SPECIAL INSPECTION & TESTING AGREEMENT

To applicants and owners of projects requiring “Special Inspection or Testing” per Section 1704 of the 2022 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 2022 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.**

## 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 issuance of a building permit, 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 \_\_\_\_\_

I Hereby certify 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:**

Conc.	Gun.	Grout	Mortar	
				Agg. Tests for Designs
				Suitability of Agg.
				Mix Designs
				Test Panel
				Batch Plant Insp.
				Cement Grab Sample
				Inspect Placing
				Compression Tests
				Cast Specimens
				Pickup Samples
				Shrinkage Bars
				Yield Check
				Air Check
				Dry Unit Weight

**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
  - \_\_\_\_\_ Asphalt Content
  - \_\_\_\_\_ Sieve Analysis
  - \_\_\_\_\_ K Factors
  - \_\_\_\_\_ Stabilometer Value
  - \_\_\_\_\_ Swell

**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