



Structural Engineering & Code Inspections

Inspection and Construction Guidelines for Projects

This is not a comprehensive list of requirements, only a general guide for inspections. Some of these items may not apply to your project. Please coordinate with your SECI Inspector(s) for any question or clarifications regarding this list.

Date: _____ Project Address: _____

Project Name: _____

Permit Number: _____

Project Team	Name	Email	Phone
SECI			
City PM Team			
MTL			
CMS			
GC			
SIA			
Other			
Other			

SECI = Structural Engineering & **Code Inspections**; MTL = Materials Testing Lab; CMS = Construction Management Services; GC = General Contractor; SIA = Special Inspection Agency

General Notes

Some of these items may not apply to your project. Please coordinate with your Structural Engineering & Code Inspections (SECI) Inspector(s) for any question or clarifications regarding this list.

1. The general contractor (GC) is responsible for ensuring that all permits have been obtained.
2. All required permits must be posted and accessible on the job site.
3. Additional construction progress meetings may be required by SECI. Consult with the SECI Inspector(s) and submit a SECI Inspection Request Form (IRF) to schedule the meeting.
4. All deferred submittals must be reviewed and approved by SECI prior to the start of work. The GC is advised to schedule a construction progress meeting to discuss approved deferred submittals.
5. Maintain an inspection contact sheet in the plan/permit area. Site construction contacts for the various disciplines receiving inspections should have their contact information posted.
6. Phased occupancy of the building may require a phased occupancy plan to be submitted and reviewed/approved by SECI. Ensure that a temporary certificate of occupancy (TCO) line-item is added to the project's schedule for a TCO meeting with SECI inspectors prior to expected TCO. Please provide sufficient time to coordinate.

Inspection Requests

Request or cancel an inspection by using SECI's Inspection Request Form (IRF). See the IRF at the end of this document and follow these instructions:

1. Complete one IRF per trade (e.g., Structural/Building, Mechanical, Electrical, or Plumbing).
2. Enter the trade in the subject line of the email when sending the IRF via email.
3. Email the completed IRF (as a PDF) to PWCodeInspections@sanjoseca.gov a minimum of (2) working days prior to the requested inspection. (Note that IRFs submitted after 3:30 PM will be processed the following working day.)
4. A SECI staff member will confirm the IRF within (1) working day. If you have not heard from a SECI staff member, contact SECI immediately.

Areas of inspection must be ready when the inspection is requested. No area requiring an inspection can be concealed prior to the inspection. Areas covered without inspection will be required to be uncovered at the contractor's expense to allow inspection. It is the GC's responsibility to ensure that the required inspections are completed and approved prior to concealment.

For congested, or jobsites with limited parking, designated parking must be made available to the SECI Inspector. Multiple spaces may be required based on the size, scope, frequency of inspection visits, and the availability of area parking. Failure to provide this parking may result in delayed or cancelled inspections. Contractors must address limited access issues due to security, lack of elevators, etc., prior to the inspector's arrival.

Special arrangements must be made for inspections outside normal hours. Contact the SECI Inspector or SECI Supervisor at least three days prior to the inspection. Once the inspection is approved, you will be contacted to arrange a date and time for the inspection.

Inspection Corrections

Each contractor requesting an inspection should have a representative on site that will accompany the inspector during the inspection process. The contact phone number of this person must be the same as the contact number on the IRF. Work being done without approval or repeated disregard for the inspector's corrections may be subject to a Stop Work Order. No inspections will be done until the inspector's corrections have been addressed.

Revisions

Changes or revisions to approved plans may require resubmittal of the plans and further review before work can begin or continue. Consult the SECI Inspector(s) on your project.

Phasing of projects and changes to previously approved phasing plans will be treated as a revision and will have to go through the plan review process.

Project scope changes, revisions, and additions should be coordinated by contacting the SECI Permit Technician Tony Flores at (408) 975-7352 or via email at tony.flores@sanjoseca.gov.

When submitting revisions, clearly identify revised or added information by clouding the revised scope, mark with a numbered delta referring to the change(s) and indicate the date of the change/delta on the title block. The licensed design professional of record needs to stamp and sign the revisions (e.g., drawings, calculations, specifications, etc.).

Submit revisions as soon as possible to avoid delays in the project's schedule.

Deferred Submittals

Please see the SECI website for the Supplemental Memorandum - Deferred Submittals:
<https://www.sanjoseca.gov/home/showpublisheddocument/94655/638501579645583275>

Installation of Furniture or Furnishings Prior to TCO

Authorization to install any equipment or furniture within a building or area where construction work has been permitted must be approved by SECI Inspectors and the PW Building Official.

The approval for advance placement of equipment and/or furniture does not give approval for any kind of business to be conducted until all appropriate permits have been signed off and final approval for occupancy has been given.

The approval for advanced furniture installation and the subsequent use of areas would require additional measures and inspections.

Limited Occupancy for Training or Stocking

Projects requesting early occupancy for stocking or training prior to TCO/CO should be taken into consideration when scheduling project construction, developing the phasing plan, and determining occupancy deadlines. This request must be approved by SECI Inspectors and the PW Building Official

Phased Occupancy

Phased occupancy requires plan review and approval from the SECI Inspectors and the PW Building Official. The GC is responsible for submitting an occupancy phasing plan for review, either as part of the original submittal set or as a revision. Consult with SECI on what to include in the submittal.

Final Inspections

Prior to the building final and approval for occupancy, all permits are required to have a final inspection and sign-off with either partial approval with conditions, an approval to occupy or an approved final. This approval must be documented on-site in the form of a sign-off on the permit and/or a sign-off on a correction notice referencing the appropriate permit(s).