



Planning, Building and Code Enforcement

# Special Inspection Existing Building Form

Prior to issuance of a building permit, the building owner, on the advice of the Architect or Engineer, must sign this form and submit it to the City Building Official. The signatories to this form certify that the Testing/Inspection Agency named below has been engaged to perform structural tests and inspection during construction, as checked below, to satisfy all applicable portions of the Building Code. For resources visit the [Special Inspection and Testing Agencies](#) webpage.

## STRUCTURAL TESTS AND INSPECTION SCHEDULE – SHORT FORM (2019 CBC)

PROJECT NAME:	PLAN CHECK #:		
PROJECT ADDRESS:			
ENGINEER	Print Name: ●	Signature: ●	Date:
OWNER	Print Name: ●	Signature: ●	Date:
NAME OF TESTING/INSPECTION AGENCY:			
RESPONSIBLE EMPLOYEE OF THE TESTING AGENCY	Title: ●	Signature: ●	Date:
CONTRACTOR	Print Name: ●	Signature: ●	Date:

- Copies of all laboratory reports and inspections shall be sent directly to the City Building Division and to the registered design professional in responsible charge by the Testing agency on a weekly basis.
- 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.

REINFORCING STEEL	FILL MATERIAL	PILING, CAISSONS, CAPS, TIES
<input type="checkbox"/> Tensile & Bend, one set per heat per ___ tons	<input type="checkbox"/> Acceptance Test	<input type="checkbox"/> Inspection of Reinforcing Placement
<input type="checkbox"/> Inspection of Placement	<input type="checkbox"/> Moisture-Density Determination	<input type="checkbox"/> Inspection of Concrete Placement
<input type="checkbox"/> Inspection of Welding	<input type="checkbox"/> Field Density	<input type="checkbox"/> Inspection of Concrete Batching
MASONRY	FIREPROOFING	STRUCTURAL WOOD
<input type="checkbox"/> Preliminary Acceptance Tests (Masonry Units, Wall Prisms)	<input type="checkbox"/> Inspection of Placement	<input type="checkbox"/> Inspection of Fabrication
<input type="checkbox"/> Subsequent Tests (Mortar, Grout, Field Wall Prisms)	<input type="checkbox"/> Density Tests	<input type="checkbox"/> Inspection of Truss Joist Fabrication
<input type="checkbox"/> Inspection of Grouting	<input type="checkbox"/> Thickness Tests	<input type="checkbox"/> Sample & Test Components
<input type="checkbox"/> Inspection of Placement & Grouting	<input type="checkbox"/> Inspect Batching	<input type="checkbox"/> Inspection of Glu Lam Fabrication

CONCRETE, SHOTCRETE, GROUT & MORTAR				PRECAST CONCRETE	STRUCTURAL STEEL
Conc.	Shot.	Grout	Mortar	<input type="checkbox"/> Reinforcing Tests	<input type="checkbox"/> Shop Identification & Welding Inspection
			Aggregate Tests for Designs	<input type="checkbox"/> Inspection of Reinforcing Placement	<input type="checkbox"/> Shop Ultrasonic Inspection
			Suitability of Aggregates	<input type="checkbox"/> Inspection of Tendon Placement	<input type="checkbox"/> Shop Radiography
			Mix Designs	<input type="checkbox"/> Inspection of Concrete Placement	<input type="checkbox"/> Field Welding Inspection
			Test Panel	<input type="checkbox"/> Inspection of Concrete Batching	<input type="checkbox"/> Field Bolting Inspection
			Batch Plant Inspection	<input type="checkbox"/> Inspection of Panel Attachments	<input type="checkbox"/> Field Ultrasonic Inspection
			Cement Grab Sample	<input type="checkbox"/> Compression Tests	<input type="checkbox"/> Field Radiography
			Inspect Placing	<input type="checkbox"/> Inspection of Stressing/Transfer	<input type="checkbox"/> Metal Deck Welding Inspection
			Compression Tests		
			Cast Specimens		
			Pick-Up Samples	OTHER TESTS	
			Shrinkage Bars	Specify if other tests, inspections, or special instructions are required for the project:	
			Yield Check	<input type="checkbox"/> Epoxy or Expansion Anchors	
			Air Check	<input type="checkbox"/>	
			Dry Unit Weight	<input type="checkbox"/>	

BUILDING OFFICIAL'S ACCEPTANCE		
Signature of Building Official	Print Name	Date