



Special Inspection New Building Form

Planning, Building and Code Enforcement

STATEMENT OF SPECIAL INSPECTIONS

This form provides for listing aspects of the project that require special inspection and testing as indicated in 2019 California Building Code Sections 1704 and 1705, and defines duties and responsibilities of parties involved in the project.

Enter project information

PROJECT NAME:	PLAN CHECK #:
PROJECT ADDRESS:	

FORM SUBMITTAL. The Owner or Owner’s Agent, on the advice of the Registered Design Professional In Charge, must complete this form, secure signatures by **all parties**, and submit 2 copies to the San José Permit Center for review.

DUTIES AND RESPONSIBILITIES. The Owner and Contractor acknowledge assignment of the following duties, responsibilities and conditions applicable to special inspection or testing:

Owner

1. Ensures that construction complies with the approved permit documents and implements the program of special inspections.

Contractor

1. Ensures proper notification to the special inspection or testing agency for items listed herein.
2. Reviews the Building Division approved plans for additional inspection or testing requirements. A pre-construction conference at the job site is recommended to re view special inspection procedures.

Special Inspection/Testing Agency

1. Sends copies of all laboratory reports and inspections to the Building Division and Registered Design Professional In Charge on a weekly basis. Only the testing laboratory may take samples and transport them to their laboratory.
2. Submits for the Building Division’s approval an Inspector List that shows the names and qualifications of on-site special inspectors who are NOT on the City’s pre-approved list.
3. Provides each special inspector with an identification badge that includes:
 - Name and photograph
 - Areas that the inspector is qualified to inspect
 - An authorization signature by the Registered Engineer who is a full-time employee of the agency
4. Provides the Final Report of Special Inspections that documents required special inspections and correction of discrepancies noted in inspections. A copy of this report must be kept at the job site for review by the City Inspector prior to final inspections.

Special Inspectors

1. Must have their badge visible when performing their duties.
2. Must immediately notify the City Chief Building Official upon encountering any concerns or problems.
3. Must use only the City Building Division’s approved drawings.

ACKNOWLEDGEMENTS

REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE Print: ●	Signature: ●	Date:
OWNER’S AUTHORIZATION Print: ●	Signature: ●	Date:
CONTRACTOR Print: ●	Signature: ●	Date:
RESPONSIBLE EMPLOYEE OF THE TESTING AGENCY Print: ●	Signature: ●	Date:
BUILDING OFFICIAL’S ACCEPTANCE Print: ●	Signature: ●	Date:

SPECIAL INSPECTION AND TESTING AGENCIES

The following special inspection and testing agencies will be retained to conduct tests and inspection on this project. For resources visit the [Special Inspection and Testing Agencies webpage](#).

Enter firm names, contact information, and area of responsibility.

SPECIAL INSPECTION AGENCIES

FIRM NAME:	
ADDRESS:	
PHONE:	EMAIL:
RESPONSIBILITY:	

FIRM NAME:	
ADDRESS:	
PHONE:	EMAIL:
RESPONSIBILITY:	

FIRM NAME:	
ADDRESS:	
PHONE:	EMAIL:
RESPONSIBILITY:	

MATERIAL TESTING AGENCIES (LABORATORY)

FIRM NAME:	
ADDRESS:	
PHONE:	EMAIL:
RESPONSIBILITY:	

FIRM NAME:	
ADDRESS:	
PHONE:	EMAIL:
RESPONSIBILITY:	

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CONTRACTOR’S STATEMENT OF RESPONSIBILITY

California Building Code (CBC) Section 1704.4 requires the Contractor responsible for the construction of a main wind or seismic force resisting system, designated seismic system, or a wind or seismic resisting component listed in the Statement of Special Inspections—and including the Structural Tests and Inspection Schedule and as noted on City-approved plans—to submit a written statement of responsibility to the City Building Official and the Owner prior to the commencement of work on the system or component. **The Contractor hereby acknowledges this responsibility regarding special requirements as described in the Statement of Special Inspections, Structural Tests, Inspection Schedule, and City-approved plans and as prepared by the engineer of record or the registered design professional per the requirements of California Building Code Section 1704.3.**

ACKNOWLEDGEMENT Contractor to print name, sign, and enter date

Print:	Signature:	Date:
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SEISMIC AND WIND RESISTANCE

SEISMIC REQUIREMENTS (CBC SECTION 1704.3.2)

Describe the seismic-force-resisting system and designated seismic systems subject to special inspections in accordance with CBC Section 1705.12 or 1705.13:

The extent of the seismic-force-resisting system is defined in more detail in the construction documents.

WIND REQUIREMENTS (CBC SECTION 1704.3.3)

Describe the main wind-force-resisting system and designated windresisting components subject to special inspections in accordance with Section 1705.11:

The extent of the main wind-force-resisting system and windresisting components is defined in more detail in the construction documents.

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SUMMARY OF SPECIAL INSPECTION

For this project, list the required inspections per CBC Chapter 17

KEY: C = CONTINUOUS P = PERIODIC

Place a check mark under "C," "P" or both as appropriate for each listing

CONSTRUCTION TYPE REQUIRING INSPECTION	LIST OF REQUIRED INSPECTIONS	C	P
Alternate Materials and Systems – Section 1705.1.1			
Steel – Section 1705.2 <ul style="list-style-type: none"> • Cold-Formed Steel Deck – Section 1705.2.2 • Open-Web Steel Joists and Girders – Section 1705.2.3 <ul style="list-style-type: none"> • Cold-Formed Steel Truss Span ≥ 60 Ft – Section 1705.2.4 			
Concrete – Section 1705.3			
Masonry – Section 1705.4 Level B – TMS 402 / ACI 530 / ASCE 5 Table 1.19.2			
Wood – Section 1705.5			
Soils – Section 1705.6			
Deep Foundations <ul style="list-style-type: none"> • Driven Piles – Section 1705.7 • Cast-In-Place Piers – Section 1705.8 • Helical Piles – Section 1705.9 			
Wind Resistance – Section 1705.11			
Seismic Resistance – Section 1705.12			
Testing for Seismic Resistance – Section 1705.13			
Sprayed Fire-Resistant Materials – Section 1705.14			
Mastic and Intumescent Coatings – Section 1705.15			
Exterior Insulation and Finish Systems – Section 1705.16			
Fire-Resistant Penetrations and Joints – Section 1705.17			
Smoke Control Systems – Section 1705.18			
Specify other tests, inspections, or special instructions as required:			