

## MEMORANDUM

### **SUBJECT: SPECIAL INSPECTION AGENCY RECOGNITION LIST JOINT REVIEW**

(Updated on February 2024)

To ensure construction quality, building code compliance, and to facilitate a review and approval process in the cities, as identified in the Participating Local Jurisdictions on the following page, collectively have established special inspection joint review procedural guidelines to determine the qualification of special inspection agencies and testing laboratories to be recognized in the Special Inspection & Testing Agency List.

If your agency is interested in obtaining recognition or maintaining a recognized status with the participating jurisdictions and to be placed on the approved list published by each jurisdiction, please submit by emailing PDF electronic files to each jurisdiction (page 9 *Attachment 2*). Each item shall be saved as an individual PDF file and label with company name, item number & date, e.g. *company-01-yymmdd*, *company-02-yymmdd*, *company-03-yymmdd*, ...

For renewal process, please see page 3 and 10 Attachment 3.

Please follow the attached Special Inspection Qualification Guidelines (*Attachment 1*) to submit your package for consideration.

For additional information or questions please contact any of the participating jurisdictions representatives noted in page 9 *Attachment 2*.

# **SPECIAL INSPECTION JOINT REVIEW PROCEDURAL GUIDELINES**

## **BACKGROUND**

Chapter 17 of the California Building Code requires that the Special Inspector shall demonstrate competence to the satisfaction of the Building Official. In order to facilitate a review and approval process we hereby establish the following procedural guidelines for collectively exercising our discretion in determining the qualification for special inspection agencies and testing laboratories.

## **PARTICIPATING LOCAL JURISDICTIONS**

1. City of Alameda
2. City of Berkeley
3. City of Brentwood
4. City of Fremont
5. City of Livermore
6. City of Milpitas
7. City of Oakland
8. City of Palo Alto
9. City of San Francisco
10. City of San Jose
11. City of Sunnyvale
12. Port of San Francisco
13. Town of Tiburon

Detailed contact information is provided in *Attachment 2*.

## **APPLICABILITY**

The procedural guidelines may be changed, updated, or corrected at any time at the discretion of the participating jurisdictions. The joint review process is not mandatory. These guidelines are not intended to supersede any alternative criteria of specific requirements set forth by any of the participating jurisdictions.

## **SUBMITTAL REQUIREMENTS**

- A cover letter shall be provided with each submittal requesting of an agency's qualification and specific categories of inspection and testing services.
- An application package shall be provided as specified in the Special Inspection Qualification Guidelines (*Attachment 1*).
- An agency may submit evidence of accreditation by a recognized accreditation authority such as the Division of the State Architect Laboratory Evaluation and Accreditation Program (DSA LEA), International Accreditation Service (iAS), or American Association of Laboratory (A2LA), for evaluation. Complete evidence of approval shall be provided including the specific work categories.

## **APPLICATION FEE**

There is no application fee.

## REVIEW PROCEDURE

- Participating jurisdictions shall evaluate the qualification of the agency based primarily on the qualifications and experience of the agency's staff.
- Each participating jurisdiction will make all decisions individually and independently after sharing information and pertinent materials.

## NOTIFICATION

- Each participating jurisdiction is responsible for notifying the agency with the outcome of the review.
- Each participating jurisdiction will keep a list of its recognized agencies on its website.
- Approved submittals are valid for up to three years from the approval date.

## APPEAL PROCESS

If the agency decides to appeal the outcome of the review or removal of the agency from a jurisdiction's recognized list, appeal shall be made directly to the applicable jurisdiction in accordance with the appeal procedures of that jurisdiction.

## RENEWAL PROCESS

- It is the agency's responsibility to submit updated categorical information as stipulated in the Special Inspection Qualification Guidelines (*Attachment 1*), including information for new employees, to the participating jurisdictions at least 90 days prior to the expiration date of the agency's qualification.
- A cover letter shall be provided with an application submittal of an agency's qualification and specific categories of inspection and testing services.
- Renewal is valid for up to three (3) more years.
- See Renewal Qualification of Special Inspection Agencies and Testing Laboratories (*Attachment 3*) for more information.
- Provide cover sheet that list a **narrative of changes** and contact person information. Please do let us know specifically what have been changed since the last approved renewal. If no change, simply state no change compare to previously approved document. You may label the digital file as *company-00-yyymmdd Narrative*.

## **SPECIAL INSPECTION QUALIFICATION GUIDELINES**

Chapter 17 of the California Building Code requires that the Special Inspector shall demonstrate competence to the satisfaction of the Building Official. The Special Inspection Joint Review Committee, composed of a number of Bay Area jurisdictions, has developed a qualification guideline to facilitate a review and approval process to allow qualified agencies to perform in the participating jurisdictions.

To be considered for qualification, please send one copy of the following information to each of the Committee members of participating jurisdictions (see Attachment 2). Please note that if your agency is not able to meet all of these requirements and submit all required information, the Committee will not be able to consider your agency for qualification.

**The submittal package shall be prepared in electronic files, PDF file type. Each item shall be saved as an individual PDF file and label with company name, item number & date, e.g. *company-01-yyymmdd*, *company-02-yyymmdd*, *company-03-yyymmdd*, etc.** Note: Certain jurisdiction may require hardcopy. In that case, hardcopy is prepared in a 3-ring binder (with the name of the agency shown on the spine) and tabbed to correspond with the “numbers” of the 10 items listed below.

1. Cover letter and location of corporate office and all testing facilities operating in the region.
2. A brief general description of the agency including background information related to type of services offered, years in business, major projects and areas served (a company brochure may satisfy this requirement).
3. An organizational chart that clearly depicts the relationship between the responsible engineer, supervisory personnel, and testing/ inspection personnel.
4. Construction Inspection and Testing Agency (ASTM E329-18 sec. 6.2)

Names and resumes of personnel evidencing experience criteria:

a. Managerial Personnel:

- i. The engineering managerial responsibility personnel shall be a registered professional engineer and a full-time employee of that agency.
- ii. Resume must be very specific to demonstrate a minimum five (5) years of experience in inspection and testing of construction activities and materials used in construction. Indicate dates and duration of experience.

b. Laboratory Supervisors:

- i. Laboratory supervisor shall have at least three (3) years experience performing tests in relevant construction activities and materials used in construction. Supervisor shall have the ability to perform the tests normally required in the manner stipulate under ASTM or other governing test procedures and shall be capable of evaluating the test results in terms of specification compliance.
- ii. Resumes must be very specific to demonstrate a minimum of three (3) years experience in relevant construction activities and materials used in construction. Resumes shall indicate dates and duration of experience..
- iii. Certification by ACI (Concrete Laboratory Testing Technician, Level I), NICET (Construction Materials Testing Concrete Level III or higher), or equal.

c. Field Supervisors:

- i. Field inspector shall have at least three (3) years inspection experience in the type of services being supervised. Supervisor shall have the ability to perform correctly the required duties and shall be capable of evaluating the inspection or test results in terms of specification compliance.
- ii. Resumes must be very specific to demonstrate a minimum of three (3) years inspection experience in the type of services being supervised. Resumes shall indicate dates and duration of experience.
- iii. Certification by ACI (Concrete Construction Special Inspector or Concrete Transportation Construction Inspector), ICC Reinforced Concrete Special Inspector, NICET (Construction Materials

Testing Concrete Level III or higher), ASNT (Level III), AWS (CWI), or equal.

d. Inspectors or Technicians:

See matrix at item 9.

5. Special Inspection Agency (ASTM E329-18 sec. 6.3)

Names and resumes of personnel evidencing experience criteria:

a. Managerial Personnel:

- i. The managerial responsibility personnel shall be a registered design professional and a full-time employee of that agency. This person shall document the experience and job training of each Special Inspector being supervised.
- ii. Resume must be very specific to demonstrate a minimum two (2) years of experience in Special Inspections. Indicate dates and duration of experience.

b. Field Supervisors:

- i. Supervisor shall have a minimum two (2) years Special Inspection experience in the type of work being supervised.
- ii. Resumes must be very specific to demonstrate a minimum of two (2) years inspection experience in Special Inspection for the type of work being supervised. Resumes shall indicate dates and duration of experience.

c. Special Inspectors:

See matrix at item 9.

6. Testing Laboratory Assessment: Provide a copy of regional testing laboratory's latest Cement and Concrete Reference Laboratory (CCRL) Inspection Report including deficiencies and resolutions with evidence of how deficiencies have been addressed. A current accreditation certificate by iAS or A2LA, or Laboratory Evaluation & Acceptance by DSA, may be submitted in lieu of the CCRL report.

7. For agencies with no laboratory testing facility, the agency must provide:

- a. Evidence to justify the agency has established and maintaining a quality system appropriate to the type, range, and volume of its capabilities. Provide quality control manual that states policies, operation procedures, equipment maintenance, reports documentation, Special Inspector experience and job training, etc.
- b. Evidence to justify the agency is furnishing all necessary equipment, including reference materials, required for the correct performance of the inspections and tests. Each item of equipment including reference materials shall, when appropriate, be labeled, marked or otherwise identified to indicate its calibration status.
- c. A list of qualified agencies performing laboratory testing on your behalf, outlining their scope of service, and including copies of subcontracts/agreements evidencing your arrangements with those firms. Any financial arrangements shall be blacked out prior to submittal.

8. Samples of the typical inspection, laboratory, and final compliance reports that your agency uses.

9. Matrix list of all special inspectors and testing technicians showing inspection areas for which they are qualified by experience and appropriate certifications for RC, PC, SM, SW, HSB, NDT, SWC, & FP categories as noted in the table below. **Inspectors who do not have the necessary experience and certifications to meet these criteria will not be considered for qualification.** Special inspectors-in-training shall be included in this matrix. Please include only those inspectors who are performing inspections and tests that are applicable to the program. Please follow the format of the attached sample matrix (**Exhibit A**).

Inspection Category	Appropriate Experience & Certification
Reinforced Concrete (RC)	<ul style="list-style-type: none"> <li>• Minimum one year experience; and</li> <li>• Certification by ACI (Concrete Field Technician Grade 1); and</li> <li>• Certification by ICC (Reinforced Concrete)</li> </ul> <p>Note: Passing the ICC exam on reinforced concrete special inspection or having the reinforced concrete associate certification will not be considered without meeting the education/work experience requirements by ACI and ICC.</p>
Prestressed Concrete (PC)	<ul style="list-style-type: none"> <li>• Minimum six months plus three years experience in Reinforced Concrete; and</li> <li>• Certification by ACI (Concrete Field Technician Grade 1); and</li> <li>• Certification by ICC (Prestressed Concrete)</li> </ul>
Structural Masonry (SM)	<ul style="list-style-type: none"> <li>• Minimum one year experience, or six months plus one year experience in Reinforced Concrete; and</li> <li>• Certification by ICC (Structural Masonry)</li> </ul>
Steel Welding (SW)	<ul style="list-style-type: none"> <li>• Minimum three years experience; and</li> <li>• Certification by ICC (Structural Welding) or AWS (Certified Welding Inspector)</li> </ul> <p>Note: Current certifications for Structural Steel and Welding Special Inspectors are valid until the date of expiration.</p>
Steel High Strength Bolting (HSB)	<ul style="list-style-type: none"> <li>• Minimum one year experience; and</li> <li>• Certification by ICC (Structural Steel &amp; Bolting)</li> </ul> <p>Note: Current certifications for Structural Steel and Welding Special Inspectors are valid until the date of expiration.</p>
Nondestructive Testing (NDT)	<ul style="list-style-type: none"> <li>• American Society for Nondestructive Testing (ASNT) Level II or Level III certification through the ASNT Central Certification Program (ACCP); or</li> <li>• Personnel qualified in accordance with a nationally-recognized NDT personnel qualifications practice or standard, such as ANSI/ASNT CP-189 or ASNT SNT-TC-1A as determined and approved by an ASNT Level III.</li> </ul>
Structural Wood Construction (SWC)	<ul style="list-style-type: none"> <li>• A licensed professional/registered engineer; or</li> <li>• Certification by ICC (Commercial or Residential Building Inspector as applicable); and               <ul style="list-style-type: none"> <li>– A minimum two years of direct experience in engineered wood products; or</li> <li>– A minimum five years of direct experience as a journeyman carpenter.</li> </ul> </li> </ul>
Spray-on Fireproofing (FP)	<ul style="list-style-type: none"> <li>• Minimum one year experience, and</li> <li>• Certification by ICC (Spray-Applied Fireproofing)</li> </ul>

Copies of applicable certifications and renewals, and copies of fronts and backs of ID cards for all inspectors listed on the matrix. Except as permitted for “inspectors-in-training,” all special inspectors performing inspections shall be certified by applicable discipline. ACI Field Technician Grade I certification is required for in-training status of Reinforced Concrete and Prestressed Concrete.

- a. Please put certification and I.D card packages in alphabetical order and submit only those certifications that are applicable to this program.
- b. Photo Identification cards shall be provided for each inspector. The front of the card shall include the name and location of the issuing firm, inspector’s name and photograph, and a statement signed by the responsible engineer ensuring the employee is experienced and certified in accordance with the criteria of this program. The reverse side of the card shall identify appropriate special inspection and testing categories provided by the firm. ID cards shall use an “X” to designate qualification in each category, and “I-T” to designate in-training. These designations must be placed clearly to the left side of the applicable inspection type.

**10. Wet signed and stamped statements from the responsible professional engineer(s):**

- a. That he/she is the full-time employee responsible for supervision of technical staff and that all qualification requirements and local building code requirements are followed by the agency and its employees.

Certifying that special inspectors will perform in accordance with CBC Chapter 17; and that they are identified, qualified, and issued I.D cards according to current guidelines.

Assuring that testing and inspection services will be performed in compliance with procedures specified in ASTM E329-18, in particular section 9.1: “It shall be the responsibility of the agency to ensure that it performs only inspections or tests for which it is adequately equipped and staffed, and that its personnel perform only inspections or tests for which they are adequately trained.”

- b. Completed, signed and stamped the Acknowledgement of Joint Review Process, the Responsible Engineer’s Certification, and Special Inspection Agency Summary and the Letter of Agreement (Attachment 4).

The required categorical information must be updated, including information for new employees, and submitted to the Committee members of participating jurisdictions at least 90 days prior to the expiration date of the firm’s recognition. Any changes to agency name, ownership, key personnel, responsible professional engineer, laboratory relocation, or additions and deletions of offices within the region must be reported to the Committee members within 90 days of the change. Relocated laboratories shall submit the updated CCRL report to the committee for review within 180 days. Failure to report these changes may result in revocation of a participating jurisdiction’s qualification of the agency.

**SAMPLE MATRIX**  
**Special Inspectors & Lab Technician Qualification Matrix**

Inspector Name	Date of Hire	ACI Grade-1	RC*	PC*	SM	SW	HSB	NDT	SWC	FP
Inspector A	05/04/99	X	X	X	I-T	I-T				
Inspector B	07/31/98	X	X	X				X	X	X
Inspector C	10/01/00	X	I-T		X	X	X	X		
Inspector D	7/29/04	X	X	I-T	I-T	I-T	X		X	X
Inspector E	11/24/95				I-T				X	X

**Legend:**

RC = Reinforced Concrete  
 PC = Prestressed Concrete  
 SM = Structural Masonry  
 SW = Steel Welding  
 HSB = High-Strength Bolting  
 NDT = Nondestructive Testing  
 SWC = Structural Wood Construction  
 FP = Fireproofing

I-T = In-training when lacking experience or qualifications as required for full certification.  
 X = Meets experience and certain certification criteria.

\* = ACI Field Technician Grade I certification is required for in-training status.



**PARTICIPATING JURISDICTION'S CONTACT NAMES AND ADDRESSES**

<p>Eric Shimp  <b><u>City of Alameda</u></b>  Community Development Dept.  2263 Santa Clara Ave., Rm. 190  Alameda, CA 94501-4477  (510) 747-6800  eshimp@alamedaca.gov</p>	<p>Jesse Bright  <b><u>City of Berkeley</u></b>  Building and Safety  1947 Center St, 3rd Floor  Berkeley, CA 94704  (510) 981-7523  JBright@cityofberkeley.info</p>	<p>David McGee  <b><u>City of Brentwood</u></b>  104 Oak Street  Brentwood, CA 94513-1335  (925) 516-5146  dmcgee@brentwoodca.gov</p>
<p>Cheng Tang  <b><u>City of Fremont</u></b>  Building Department  39550 Liberty Street  Fremont, CA 94537-5006  (510) 494-4539  CHTang@fremont.gov</p>	<p>Greg Diktakis  <b><u>City of Livermore</u></b>  Building Division  1052 South Livermore Avenue  Livermore, CA 94550  (925) 960-4427  gdiktakis@cityoflivermore.net</p>	<p>Betty Chan  <b><u>City of Milpitas</u></b>  455 East Calaveras Boulevard  Milpitas, CA 95035  (408) 586-3247  bchan@ci.milpitas.ca.gov</p>
<p>Jing Wong  <b><u>City of Oakland</u></b>  Building Services Division  250 Frank H Ogawa Plaza,  Suite 2114  Oakland, CA 94612  (510) 238-6163  JFWong@oaklandca.gov</p>	<p>David Chung  <b><u>City of Palo Alto</u></b>  Development Services  285 Hamilton Ave,  Palo Alto, CA 94301  (650) 329-2135  David.Chung@cityofpaloalto.org</p>	<p>Thomas Fessler  Joanna Chang  <b><u>City of San Francisco (DBI)</u></b>  Department of Building Inspection  49 S. Van Ness Ave, Suite 500  San Francisco, CA 94103  (628) 652-3721  Thomas.Fessler@sfgov.org  Joanna.Chang@sfgov.org</p>
<p>Michael Davis  Kwong Yew Yap  <b><u>City of San Jose</u></b>  Building Division  200 East Santa Clara Street  San Jose, CA 95113-1905  (408) 230-4057  (408) 535-7758  michael.davis@sanjoseca.gov  kwongyew.yap@sanjoseca.gov</p>	<p>Chris Koelbel  <b><u>City of Sunnyvale</u></b>  Building Safety Division  456 West Olive Avenue  Sunnyvale, CA 94086  (408) 730-7445  CKoelbel@sunnyvale.ca.gov</p>	<p>Neil Friedman  Kayi Zhang  <b><u>Port of San Francisco (PRT)</u></b>  Pier 1, The Embarcadero  San Francisco, CA 94111  (415) 274-0564  neil.friedman@sfport.com  kayi.zhang@sfport.com</p>
<p>Doug Haight  <b><u>Town of Tiburon</u></b>  1505 Tiburon Blvd.  Tiburon, CA 94920  (415) 435-7371  dhaight@townoftiburon.org</p>		

## **RENEWAL QUALIFICATION OF SPECIAL INSPECTION AGENCIES AND TESTING LABORATORIES**

The special inspection agencies and testing laboratories desiring to continue construction projects permitted within the participating jurisdictions are required to renew their qualification at least 90 days prior to the expiration date.

Provide a narrative letter to summarize what have been changed in an itemized format. Also state any personnel who is no longer with the agency.

Renewal applications at minimum but not limited to include the following updated documents:

1. CCRL, DSA, iAS or A2LA laboratory accreditation report.
2. Matrix of inspectors.
3. Inspector certifications and identification badges.
4. The following statements must be signed and/or stamped by the responsible professional engineer(s):
  - a. Acknowledgment of Joint Review Process.
  - b. Responsible Engineer's Certification.
  - c. Special Inspection Agency Summary and Letter of Agreement.

See Special Inspection Qualification Guidelines (Attachment 1) - Items 6, 7, 8, 9 and 10 for additional information regarding the documents listed above. If you have any questions or concerns regarding qualification renewal, please contact one of the participating jurisdictions.

**ACKNOWLEDGMENT OF JOINT REVIEW PROCESS**

**COMPANY NAME:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

As an officer of the company located at the address referenced above, I have requested a joint review by a number of local jurisdictions that may share information including, but not limited to agency performance, appeals, and any pending complaints or disciplinary hearing information. Our application may be shared and retained by all participating jurisdictions.

I further acknowledge the joint review process is not mandatory. Each participating jurisdiction will make all decisions individually and independently after sharing information and pertinent materials.

\_\_\_\_\_  
(Print Name and Title)

\_\_\_\_\_  
(Email and Phone)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

**RESPONSIBLE ENGINEER'S CERTIFICATION**

1. I am the “full time employee” responsible for the supervision of technical staff and that all qualification requirements and local building code requirements are followed by the agency and its employees.
2. I certify that Special Inspectors will perform in accordance with CBC Chapter 17. Each Special Inspector will be identified, qualified, and issued ID cards according to the experience and certification requirements stated in the Special Inspection qualification Guideline.
3. I assure that Testing and Inspection Services will be performed in compliance with procedures specified in ASTM E 329-18, in particular, paragraph 9.1: “It shall be the responsibility of the agency to ensure that it performs only inspections or tests for which it is adequately equipped and staffed, and that its personnel perform only inspections or tests for which they are adequately trained.”

\_\_\_\_\_  
Responsible Registered Engineer (Print Name)

\_\_\_\_\_  
(Email and Phone)

\_\_\_\_\_  
Responsible Engineer (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Affix Stamp Here)

**SPECIAL INSPECTION AGENCY SUMMARY AND LETTER OF AGREEMENT**

**COMPANY NAME:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**LABORATORY NAME:** \_\_\_\_\_

(If Different From Company)

**LABORATORY ADDRESS:** \_\_\_\_\_

(If Different From Company)

\_\_\_\_\_

Special Inspection Categories:

RC ( ) PC ( ) SM ( ) SW ( ) HSB ( ) NDT ( ) SWC ( ) FP ( )

I understand that any changes to agency name, ownership, key personal, responsible professional engineer, or additions and deletions of offices within the region must be reported within 90 days, in writing, to the participating jurisdictions. I further understand that failure to report these changes may result in forfeiture of the participating jurisdiction's qualification of this agency. This agency agrees to abide by these conditions and will submit a report of any changes to the information submitted.

\_\_\_\_\_  
Responsible Engineer (Print Name)

\_\_\_\_\_  
Responsible Engineer (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Affix Stamp Here)