



Community Development Department
BUILDING & SAFETY DIVISION

100 Civic Plaza, Dublin, CA 94568 • Ph: (925) 833-6620 • www.dublin.ca.gov

Special Inspection and Testing Agreement

Project: _____ **Plan Check No.:** _____

Address: _____

(To applicants of projects requiring Special Inspection or Testing per Chapter 17 of the California Building Code)

BEFORE A PERMIT CAN BE ISSUED: The owner or his/her representative, on the advice of the responsible Project Engineer or Architect, shall complete, **sign and submit** the Special Inspection Agreement and Structural Tests Schedule to the Building Division for review and approval. **Original and digital signatures are accepted.**

The owner and his/her general contractor, where applicable, shall also acknowledge the following conditions applicable to Special Inspection and/or Testing:

1. Contractor is responsible for proper notification to the Inspection or Testing agency for items listed.
2. Only the testing laboratory should take samples and transport them to their laboratory.
3. Copies of all laboratory reports and inspections are to be sent directly to this Division by the Testing agency on a weekly basis.
4. Inspection agency to submit names and qualifications of on-site special inspectors to this Division for approval. This will not be required when the agency provides each special inspector with an identification badge that indicates the following:
 - a. Name of inspector.
 - b. Photo of inspector.
 - c. The specific areas in which the Inspector is qualified to inspect.
 - d. An authorization signature by the registered Engineer who is a full-time employee of the agency.
 - e. The special inspector shall display his/her badge whenever performing the function of an inspector.
5. The special inspector is responsible to the Chief Building Official for immediate notification of any concerns and/or problems encountered.
6. It is the responsibility of the contractor to review the Building Division approved plans for additional inspection or testing requirements that may be noted. A pre-construction conference at the job site is recommended to review special inspection procedures.
7. The special inspector shall use **only Building Division Approved Drawings**.
8. **BEFORE AN OCCUPANCY PERMIT CAN BE ISSUED:** The inspection agency shall submit a statement that all items requiring testing and inspection were fulfilled and reported. Those items not tested and/or inspected shall be noted in this statement. A copy of the statement shall be maintained at the job site for the Building Inspector's review prior to final inspections.
9. Constructor responsible for the construction shall submit a written statement of responsibility to the Chief Building Official and the owner per CBC Section 1705.1 where required.
10. Attach a City approved matrix list for all special inspectors showing inspection areas for which they are qualified by experience and appropriate certifications. (See enclosed)

ACKNOWLEDGEMENT:

Owner's Name (print)	Signature	Date
Special Inspection Company Name	Rep. Signature	Date
Project Architect / Engineer (print)	Signature	Date
Contractor's Name (print)	Signature	Date
Approved by Chief Building Official	Signature	Date

STRUCTURAL TESTS AND INSPECTION SCHEDULE

(Per CBC Sections 1704, 1705 or 1708)

Hereby certifies 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 any 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 the list are ready for sampling, testing, or inspection, it shall be the responsibility of the contractor to give timely notice to the Inspection Agency so that the required services may be performed.

REINFORCING STEEL:

- _____ Tensile & Bend, one set per heat per _____ tons
- _____ Inspection of Placement
- _____ Inspection of Welding
- _____ Dowelling

MASONRY:

- _____ Preliminary Acceptance Tests (Masonry Units, Wall Prisms)
- _____ Subsequent Tests (Mortar, Grout, Field Wall Prisms)
- _____ Inspection of Grouting
- _____ Inspection of Placement & Grouting

CONCRETE, SHOTCRETE, GROUT & MORTAR:

Concrete	Shot	Grout	Mortar	
				Aggregate Tests for Designs
				Suitability of Aggregates
				Mix Designs
				Test Panel
				Batch Plant Inspection
				Cement Grab Sample
				Inspect Placing
				Compression Tests
				Cast Specimens
				Pick-Up 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 Attachments & Inserts
- _____ Compression Tests
- _____ Inspection of Stressing/Transfer

PILING, CAISSONS, CAPS, TIES:

- _____ Drilled Piers
- _____ Inspection of Reinforcing Placement
- _____ Inspection of Concrete Placement
- _____ Inspection of Concrete Batching
- _____ Epoxy Holdowns

UNDERPINNING:

- _____ Inspection of Steel Fabrication
- _____ Inspection of Reinforcing & Forms
- _____ Inspection of Concrete Placement
- _____ Inspection of Tieback

Others:

- _____ Epoxy Anchors
- _____ Anchor Bolts Installed in concrete

STRUCTURAL STEEL:

- _____ Sample & Test (list specific members below)
- _____ Shop Identification & 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 Valve
- _____ Swell

INSULATING CONCRETE:

- _____ Sample & Test
- _____ Unit Weights

FIREPROOFING:

- _____ Inspection of Placement
- _____ Density Tests
- _____ Thickness Tests
- _____ Inspect Batching
- _____ Acceptance Tests
- _____ Sample & Test

STRUCTURAL WOOD:

- _____ Inspection of Fabrication
- _____ Inspection of Truss Joist Fabrication
- _____ Sample & Test Components
- _____ Inspection of Glue Lam Fabrication
- _____ Nailing and Bolting
- _____ Anchoring and Other Fastening

FILL MATERIAL:

- _____ Acceptance Tests
- _____ Moisture-Density Determination
- _____ Field Density

ROOFING:

- _____ Inspection of placement
- _____ Sample & Test

Seismic Resisting Elements (Periodic Special Inspection is Required UON)

Cold-Formed Steel Framing:

- _____ Bolting
- _____ Screw Attachment
- _____ Anchorage of Other Fastening

Storage Racks and Access Floors:

- _____ Anchorage of Access Floors
- _____ Anchorage of Storage Racks 8 Feet or Greater in Height

Erection and Fastening of Architectural Components:

- _____ Exterior Cladding
- _____ Interior and Exterior Nonbearing Walls
- _____ Interior and Exterior Veneer

Fastening of Mechanical and Electrical Components:

- _____ Electrical Equipment for Emergency or Standby Power
- _____ Anchorage of other Electrical Equipment in Seismic Design Category E or F
- _____ Installing of Piping System

Specify if other tests, inspections or special instructions are required for the project.

RECOGNIZED SPECIAL INSPECTION & TESTING AGENCIES

KEY:
 RC = Reinforced Concrete PC = Pre-Stressed/Post-Tensioned SM = Structural Masonry
 SS = Structural Steel Welding/Bolting FP = Spray-Applied Fireproofing URM = Unreinforced Masonry Push/Torque Tests Only
 HSB = High-Strength Bolting SWC = Structural Wood Connection SW = Structural Welding
 NDT = Non-Destructive Testing

Agency Name	HQ Address	Phone/Fax	RC	PC	SM	SS	FP	URM	HSB	SWC	SW	NDT	Exp Date
Ace Quality Control	3478 Buskirk Ave, Suite 1000 Pleasant Hill, CA 94523	(925) 391 0016	X	X	X	X	X	X					3/16/2023
Achievement Engineering Corp	2455 Autumnvale Drive STE E, San Jose CA 95131	(408) 217-9174 (408) 217-9174	X	X	X	X	X		X	X	X	X	12/30/2024
Aries Engineering	5357 Persimmon Grove San Jose, CA 95153	(408) 634-0087	X			X							12/20/2024
Apex Testing Laboratories	1790 Yosemite Ave San Francisco 92124	(415) 550-9800 (415) 550-9880	X	X	X	X	X	X					1/13/2025
Applied Material Engineering Inc	980 41ST St. Oakland, CA 94608	(510) 420-8190 (510) 420-8186	X	X	X	X	X						3/8/2025
BAGG Engineers	138 Charcot Ave San Jose, CA 95131	(650) 852-9133 (650) 852-9138	X	X	X	X	X						2/10/2024
Berlogar, Stevens, & Associates	5587 Sunol Blvd. Pleasanton, CA 94566	(925) 484-0220 (925) 846-9645	X	X	X	X							6/1/2023
Biggs Cardosa Associates	1871 The Alameda, Suite 200 San Jose, CA 95126	(408) 296-5515 (408) 296-8114	X	X	X	X	X	X	X	X	X	X	6/23/2025
B.S.K. Associates	1181 Quarry Ln., Suite 300 Pleasanton, CA 94566	(925) 462-4000 (925) 462-6283	X		X	X	X	X					2/9/2025
Consolidated Engineering Labs	2001 Crow Canyon Rd., Ste. 100 San Ramon, CA 94583	(925) 314-7100 (925) 855-7140	X	X	X	X	X	X					6/30/2023
Construction Testing Services	2174 Rheem Dr., Suite A Pleasanton, CA 94588	(925) 462-5151 (925) 462-5183	X	X	X	X	X	X					8/1/2023

CTE Cal Inc	46716 Fremont Blvd, Fremont, CA 94538	(510) 573-6362	X	X	X	X	X	X					2/20/2023
ENGEO, Inc.	2010 Crow Canyon Rd., Ste. 250 San Ramon, CA 94583-1545	(925) 838-1600 (925) 838-7425	X	X	X	X	X	X					2/28/2024
Geocon Consultants, Inc	6671 Brisa Street Livermore, CA 94550	(925) 371-5900 (925) 371-5915	X	X	X	X	X						12/9/2023
Korbmacher Engineering	480 Preston Ct., Suite B Livermore, CA 94551	(925) 454-9033 (925) 454-9564	X	X	X	X	X	X	X	X	X	X	6/29/2025
Krazan and Associates, Inc.	1061 Serpentine Ln. Ste F. Pleasanton, CA 94566	(925) 307-1160	X	X	X	X	X	X	X	X	X	X	7/8/2025
Nicholas Engineering Consultants *	6743 Dublin Blvd, Suite 15 Dublin, CA 94568	(925) 829-8090 (925) 829-0235	X	X	X		X		X	X	X		7/12/2025
Smith-Emery Company	PO Box 880550, Hunters Point Shipyard, Building 114 San Francisco, CA 94188	(415) 330-3000 (415) 330-3030	X	X	X	X	X	X					3/8/2024
Stevens, Ferrone & Bailey Engineering	1600 Willow Pass Ct. Concord, CA 94520	(925) 688-1001 (925) 688-1005	X	X	X	X	X	X					8/7/2023
Terracon	5075 Commercial Circle, STE E Concord, CA 94520	(925) 609-7224	X	X	X	X	X	X					4/18/2025
Testing Engineers, Inc.	2811 Teagarden St San Leandro, CA 94577	(510) 835-3142 (510) 834-3777	X	X	X	X	X	X	X	X	X	X	7/12/2025
Twining, Inc	5027 Commercial Circle, Ste G Concord, CA 94520	(949) 553-0370 (562) 426-6424	X	X	X	X	X						1/1/2024
Valley Inspection Inc	3226 Woodrow Ave, Vallejo CA	(707) 552-7037					X		X	X	X	X	8/26/2025

Agencies have not been evaluated for geotechnical special inspection or for nondestructive testing. Agencies may not be qualified to perform all aspects of special inspection. Agencies may have offices in more than one location. Other agencies may be approved by local jurisdictions.

*Agency Sub-Contracts Laboratory Services