



CITY OF PALO ALTO  
BUILDING INSPECTION DIVISION

### SPECIAL INSPECTION & TESTING AGREEMENT

Permit No.: \_\_\_\_\_

Proj. Address: \_\_\_\_\_

Project Title \_\_\_\_\_

To applicants and owners of projects requiring Special Inspection or Testing per Section 1701 of the Uniform Building Code, please acknowledge and return to the City.

**BEFORE A PERMIT CAN BE ISSUED:** The owner or his representative, on the advice of the responsible Project Engineer or Architect, shall complete, sign and submit two (2) copies of the attached "Structural Tests and Inspection Schedule" to the Building Inspection Division for review and approval.

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

1. The special inspection agency shall be employed by the owner, or, the engineer or architect of record acting as the owner's agent.
2. Contractor is responsible for proper notification to the special inspection agency for the items listed.
3. Only special inspection & testing agency personnel are to take samples and transport them to their laboratory.
4. Copies of all laboratory reports and inspections are to be sent directly to the City by the special inspection agency.
5. The special inspection agency is to submit the names and qualifications of on-site special inspectors to the Building Department for approval.
6. The Special Inspector is under the authority and is responsible to the Building Official. All concerns and/or problems encountered are to be brought to his attention immediately.
7. Special Inspectors shall provide weekly reports to this Department of all inspection activity.
8. It is the responsibility of the contractor to review City approved plans for additional inspection or testing requirements that may be noted.
9. **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. Copies of statements to be maintained at the job site for City's Building Inspector's review prior to final inspections.
10. **NO WORK SHALL BE COVERED PRIOR TO CITY OF PALO ALTO INSPECTION APPROVAL.**  
PLEASE SCHEDULE AN INSPECTION WITH THE BUILDING DIVISION AT 650-329-2496.

ACKNOWLEDGEMENT (SIGN BELOW) I have reviewed the enclosed "Special Inspection Schedule" and the information above.

\_\_\_\_\_  
Owner (Required)  
or

\_\_\_\_\_  
Special Inspection Agency (Co. Name Only)

\_\_\_\_\_  
Project Architect  
or

\_\_\_\_\_  
Contractor (Co. Name only)

\_\_\_\_\_  
Project Engineer

\_\_\_\_\_  
Building Official



# CITY OF PALO ALTO STRUCTURAL TESTS AND INSPECTIONS SCHEDULE

Prior to issuance of a building permit, the Owner, on the advice of the Architect or Engineer, shall complete, sign and submit this form to the Building Official.

Project Name \_\_\_\_\_

Permit Number \_\_\_\_\_

Project Address \_\_\_\_\_

Special Inspection & Testing Agency \_\_\_\_\_

Owner's Name \_\_\_\_\_

Owner's Signature, Title, Date \_\_\_\_\_

I hereby certify that the Special Inspection & Testing 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 an occupancy permit, the special 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 this list are ready for sampling, testing or inspection, it shall be the responsibility of the Contractor to give timely notice to the Special Inspection Agency so that the required services may be performed.

**REINFORCING STEEL:**

- Tensile & Bond
- Inspection of Placement
- Inspection of Welding

**MASONRY:**

- Preliminary Acceptance Tests (masonry units, wall prisms)
- Subsequent Tests (mortar, grout, field wall prisms)
- Inspection of Grouting
- Inspection of Placement & Grouting

**CONCRETE, GUNITE, GROUT & MORTAR:**

Conc	Shot-crete	Grout	Mortar	
				Agg. Tests for Designs
				Suitability of Agg.
				Mix Designs
				Test Panel
				Batch Plant Insp.
				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 Attach & Inserts
- Inspection of Panel Installation
- Compression Tests
- Inspection of Stressing/Transfer

**PILING, CAISSONS, CAPS, TIES:**

- Inspection of Reinforcing Placement
- Inspection of Concrete Placement
- Inspection of Concrete Batching

**UNDERPINNING:**

- Inspection of Steel Fabrication
- Inspection of Reinforcing & Forms
- Inspection of Concrete Placement
- Inspection of Tiebacks

**STRUCTURAL STEEL:**

- Sample & Test
- Shop Indent. & Welding Inspection
- Shop Ultrasonic Inspection
- Shop Radiography
- Field Welding Inspection
- Field Bolting
- Field Ultrasonic Inspection
- Field Radiography
- Metal Deck Welding Inspection

**STRUCTURAL HARDWARE:**

- Holdown Installation
- Tiedown System Installation
- Epoxied Anchors & Bolts

**INSULATING CONCRETE:**

- Sample & Test
- Unit Weights

**FIREPROOFING:**

- Inspection of Placement
- Density Tests
- Thickness Tests
- Inspect Batching

**GEOTECHNICAL:** (Inspections & Testing by Geotechnical Engineer)

- Fill Material Acceptance Tests
- Moisture-Density Determination
- Field Density/Compaction
- Pier Drilling
- Observation & Testing by Soils Engineer

**ROOFING & WATERPROOFING:**

- Inspection of Placement
- Sample & Test
- Basement Waterproofing

**STRUCTURAL WOOD:**

- Inspection of Fabrication
- Inspection of Truss Joist Fab.
- Sample & Test Components
- Inspection of Glu-lam Fab
- Shearwall construction & Nailing

**OTHER TESTS OR INSPECTIONS:**

# CITY OF PALO ALTO

285 Hamilton Ave, Palo Ato, California 94301

Building Department: 650-329-2496

## RECOGNIZED SPECIAL INSPECTION & TESTING AGENCIES

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Key: RC=Reinforced Concrete      PC=Prestressed/Post-tensioned Concrete      SM=Structural Masonry  
 SS=Structural Steel Welding/Bolting      FP=Spray-Applied Fireproofing      URM=Unreinforced Masonry Push/Torque Tests Only

Agency Name	HQ Address	Phone/Fax	RC	PC	SM	SS	FP	URM	EXPIRATION DATE
<b>Advanced Testing &amp; Inspection.LLC*</b>	540 Brunken Avenue,Suite B Salinas, CA 93901	<b>(888) 499-9979</b> <b>(831) 597-2004</b>	X	X	X	X	X	X	6/30/2008
<b>Berlogar Geotechnical Consultants</b>	5587 Sunol Boulevard Pleasanton, CA 94566	<b>(925) 484-0220</b> <b>(925) 846-9645</b>	X	X					6/30/2008
<b>Biggs Cardosa Associates, Inc.*</b>	1871 The Alameda, Suite 200 San Jose, CA 95126	<b>(408) 296-5515</b> <b>(408) 296-8114</b>	X	X	X	X		X	6/30/2008
<b>B.S.K. Associates</b>	1181 Quarry Lane, #300 Pleasanton, CA 94566	<b>(925) 462-4000</b> <b>(925) 462-6283</b>	X		X	X	X	X	6/30/2008
<b>Capex Engineering Inc.</b>	74 Shanico Common Fremont, CA 94539	<b>(510) 668-1815</b> <b>(510) 490-8690</b>	X	X	X	X	X	X	6/30/2008
<b>Consolidated Engineering Labs</b>	7060 Koll Center Parkway, #300 Pleasanton, CA 94566-3108	<b>(925) 485-5000</b> <b>(925) 485-5018</b>	X	X	X	X	X	X	6/30/2008
<b>Construction Materials Testing, Inc.</b>	2278-F Pike Court Concord, CA 94520-1252	<b>(925) 825-2840</b> <b>(925) 682-7953</b>	X	X	X	X	X	X	6/30/2008
<b>Construction Testing Services</b>	2142 Rheem Drive, Suite E Pleasanton, CA 94588	<b>(925) 462-5151</b> <b>(925) 462-5183</b>	X	X	X	X	X	X	6/30/2008
<b>Construction Testing &amp; Engineering, Inc.</b>	242 West Larch Road, Suite F Tracy, CA 95304	<b>(800) 576-2271</b> <b>(209) 839-2895</b>	X	X	X	X	X	X	6/30/2008
<b>Dynamic Consultants Inc.</b>	1300 Space Park Way Mountain View, CA 94043	<b>(650) 967-6982</b> <b>(650) 967-6955</b>	X	X	X	X	X	X	6/30/2008
<b>Earth Systems Consultants</b>	47853 Warm Springs Boulevard Fremont, CA 94539-7400	<b>(510) 353-0320</b> <b>(510) 353-0344</b>	X	X	X	X	X	X	6/30/2008
<b>ENGEO Incorporated</b>	2401 Crow Canyon Rd., Suite 200 San Ramon, CA 94583-1545	<b>(925)838-1600</b> <b>(925)838-7425</b>	X	X	X	X	X	X	6/30/2008
<b>Forsythe Engineering Consultants*</b>	1760 Industrial Way, Suite 1 Napa, CA 94558	<b>(707) 259-1292</b> <b>(707) 259-1393</b>				X	X	X	6/30/2008
<b>HP Inspections</b>	690 Sunol Street, Bldg. H San Jose, CA 95126	<b>(408) 288-8460</b> <b>(408) 271-0902</b>	X	X	X	X	X	X	6/30/2008
<b>Inspection Services Inc.</b>	Pier 26 The Embarcadero San Francisco, CA 94105	<b>(415) 243-3265</b> <b>(415) 243-3266</b>	X	X	X	X	X	X	6/30/2008
<b>KC Engineering Co.</b>	865 Cotting Lane, Suite A Vacaville, CA 95688	<b>(707) 447-4025</b> <b>(707)447-4143</b>	X	X	X	X		X	6/30/2008
<b>Kleinfelder Inc.</b>	7133 Koll Center Parkway, #100 Pleasanton, CA 94566	<b>(925) 484-1700</b> <b>(925) 484-2977</b>	X	X	X	X	X	X	6/30/2008
<b>Korbmacher Engineering Inc.</b>	480 Preston Court, Suite B Livermore, CA 94551	<b>(925) 454-9033</b> <b>(925) 454-9564</b>	X	X	X	X			6/30/2008
<b>Krazan and Associates Inc.</b>	545 Parrott Street San Jose, CA 95112	<b>(408) 271-2200</b> <b>(408) 271-2201</b>	X	X	X	X	X	X	6/30/2008
<b>MatriScope, Inc</b>	3102 Industrial Boulevard West Sacramento, CA 95691	<b>(800)350-3252</b> <b>(888)375-6702</b>	X	X	X	X	X	X	6/30/2008
<b>Nicholas Engineering Consultants*</b>	6743 Dublin Boulevard, #15 Dublin, CA 94568	<b>(925) 829-8090</b> <b>(925) 829-0235</b>	X	X	X	X	X	X	6/30/2008
<b>Ninyo &amp; Moore</b>	1956 Webster Street, Suite 400 Oakland, CA 94612	<b>(510) 633-5640</b> <b>(510) 633-5646</b>	X	X	X	X	X		6/30/2008
<b>PSI</b>	365 Victor Street, Suite C Salinas, CA 93907	<b>(831) 757-3536</b> <b>(831) 757-6265</b>	X	X	X	X	X	X	6/30/2008
<b>RES Engineers, Inc.</b>	150 North Wiget Lane, Suite 204 Walnut Creek, CA 94598-2434	<b>(925) 932-4600</b> <b>(925) 932-4625</b>	X	X	X	X	X	X	6/30/2008
<b>Signet Testing Laboratories</b>	3121 Diablo Avenue Hayward, CA 94545	<b>(510) 887-8484</b> <b>(510) 783-4295</b>	X	X	X	X	X	X	6/30/2008
<b>Smith-Emery Company</b>	1940 Oakdale Avenue San Francisco, CA 94124	<b>(415) 642-7326</b> <b>(415) 642-7055</b>	X	X	X	X	X	X	6/30/2008
<b>Terrasearch Inc.</b>	6840 Via Del Oro, # 110 San Jose, CA 95119	<b>(408) 362-4920</b> <b>(408) 362-4926</b>	X	X	X	X	X	X	6/30/2008
<b>Testing Engineers Inc.</b>	2811 Teagarden Street San Leandro, CA 94577	<b>(510) 835-3142</b> <b>(510) 834-3777</b>	X	X	X	X	X	X	6/30/2008
<b>Twining Laboratories, Inc.</b>	2527 Fresno Street Fresno, CA 93721	<b>(559) 268-7021</b> <b>(559) 268-7126</b>	X	X	X	X	X	X	6/30/2008

Agencies have not been evaluated for geotechnical special inspection or nondestructive testing. Agencies may not be qualified to perform all aspects of special inspection. Agencies may have offices in more than one location. Chief Building Official may add and/or remove agencies from this list.

\* Agency Subcontracts Laboratory Services. = Expiration date extended