



**DEVELOPMENT SERVICES – BUILDING INSPECTION DIVISION**

**GREEN BUILDING SPECIAL INSPECTOR  
INSPECTION AGREEMENT**

**SCOPE:** RESIDENTIAL AND NONRESIDENTIAL

**CODES ENFORCED:** CALGreen and PAMC 16.14

*To applicants and owners of projects requiring Special Inspection per Section 702.2 Special Inspection of the Green Building Code, and local amendments under Palo Alto Municipal Code 16.14, please acknowledge and return to the City during application intake.*

PERMIT #: \_\_\_\_\_  
PROJECT ADDRESS: \_\_\_\_\_  
PROJECT TITLE: \_\_\_\_\_

**BEFORE A PERMIT CAN BE ISSUED:** The owner or owner’s representative, on the advice of the responsible Architect or Project Designer, shall complete, sign and include the “GB-1” sheet in the Permit Plans to Development Services for review and approval.

The owner and the general contractor, where applicable, acknowledge and agree to the following conditions applicable to Special Inspection:

1. The special inspection agency shall be engaged by the owner or the owner’s representative.
2. Contractor is responsible for proper notification to the special inspection agency for the items listed.
3. The special inspection agency is to submit the names and qualifications of on-site special inspectors to the Building Department for approval.
4. The Special Inspector is under the authority and is responsible to the Chief Building Official. All concerns and/or problems encountered are to be brought to the Chief Building Official’s attention immediately.
5. Special Inspectors shall deliver periodic reports to this Department of all inspection activity in accordance with the Residential or Non-Residential Green Building Inspection Guidelines.
6. **AT THE START OF THE PROJECT:** The Inspection agency shall conduct a Green Building Pre-Construction Meeting in accordance with the Residential or Non-Residential Green Building Inspection Guidelines.
7. **BEFORE APPROVAL OF THE GREEN BUILDING FINAL INSPECTION:** The Inspection agency shall submit a statement that all items requiring inspection were fulfilled with supporting documentation demonstrating compliance with the green building requirements. Copies of such statements shall be maintained at the job site for City’s Building Inspector’s review prior to final inspections.

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

\_\_\_\_\_  
Owner  
or  
\_\_\_\_\_  
Project Architect  
or  
\_\_\_\_\_  
Project Designer

\_\_\_\_\_  
Special Inspection Agency (Co. Name Only)  
\_\_\_\_\_  
Contractor (Co. Name only)  
\_\_\_\_\_  
Building Official

**CITY OF PALO ALTO GREEN BUILDING INSPECTIONS SCHEDULE**

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

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

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

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

\_\_\_\_\_  
Special Inspection Agency name

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

\_\_\_\_\_  
Owner's Signature

I hereby certify that the Special Inspection Agency named above has been engaged to perform green building plan review and on-site inspections during construction, as checked below, to satisfy all applicable portions of the Green Building Code.

Prior to issuance of a building permit, the special inspection agency shall submit a statement on a permit plan sheet entitled "GB-1" stating that all items applicable green building requirements have been included within the construction documents.

Prior to green building final approval, the special inspection agency shall submit a statement verifying that all green building requirements shown on the permit plans were executed in the field.

Whenever any designated items on this list are ready for plan review 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.

**SELECT APPLICABLE PROJECT REQUIREMENTS**

Residential CALGreen Mandatory

Nonresidential CALGreen Mandatory

Residential CALGreen Mandatory Plus Tier 1

Nonresidential CALGreen Mandatory Plus Tier 1

Residential CALGreen Mandatory Plus Tier 2

Nonresidential CALGreen Mandatory Plus Tier 2

**PRE-PERMIT APPLICATION  
THIRD-PARTY DESIGN REVIEW**

**X Verify Green Building Triggers.**

Confirm that the applicant has appropriately selected triggers from the Green Building Verification Form based on the scope of work.

**X Verify Minimum Compliance in Contract Documents.**

Confirm that the applicant has appropriately designated the "Y" and "N" elements on the GB-1 based on the scope of work.

- CALGreen Mandatory
- CALGreen Mandatory Plus Tier 1
- CALGreen Mandatory Plus Tier 2

**X Verify Minimum Compliance in Contract Documents.**

Confirm that the applicant has shown design and construction elements in the contract documents, when designated as "Y" elements on the GB-1 sheet in compliance with the Standard Green Building Conditions.

**INSPECTION PHASE  
THIRD-PARTY INSPECTION REVIEW**

**X Pre-Construction Meeting.** Conduct a Green Building Pre-Construction Meeting in accordance with the Residential or Non-Residential Green Building Inspection Guidelines.

**X Incremental Green Building Verification.** Conduct an incremental green building verification in accordance with the Residential or Non-Residential Green Building Inspection Guidelines.

**X Final Green Building Verification.** Conduct final green building verification in accordance with the Residential or Non-Residential Green Building Inspection Guidelines.

**X Submit Final Green Building Verification Documents.** Submit final green building verification documentation to the building department in accordance with the Residential or Non-Residential Green Building Inspection Guidelines.