



DEVELOPMENT SERVICES DIVISION

SPECIAL INSPECTION & TESTING AGREEMENT

SCOPE: RESIDENTIAL COMMERCIAL

Permit Number(s): _____

Project Address: _____

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

BEFORE A PERMIT CAN BE ISSUED: The owner or owner’s 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 the owner’s 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 the Building Official’s attention immediately.
7. Special Inspectors shall provide weekly reports to the Building Department of all inspection activities.
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 the 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.

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

Owner (or)	Name of Special Inspection Agency
Project Architect (or)	Name of Contractor
Project Engineer	Building Official

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	Name of Special Inspection Agency
Owner's Name	Name of Contractor

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 Test (Masonry Units, Wall Prism)
	Subsequent Tests (Mortar, Grout, Field Wall Prisms)
	Inspection of Grouting
	Inspection of Placement and Grouting

CONCRETE, GUNITE/SHOTCRETE, GROUT & MORTAR

Conc.	Shotcrete	Grout	Mortar	
				Agg. Tests for Designs
				Suitability of Agg.
				Mix Designs
				Batch Plant Insp.
				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 Identification & 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/Expansion Anchors

INSULATING CONCRETE

	Sample & Test
	Unit Weights

FIREPROOFING

	Inspection of Placement
	Density Tests
	Thickness Tests
	Batching Inspection

GEOTECHNICAL (Inspections & Testing by Geotechnical Engineer)

	Fill Material Acceptance Tests
	Moisture/Density Determination
	Field Density/Compaction prior to Concrete Pour
	Pier Drilling
	Observation & Testing by Geotechnical Engineer

ROOFING & WATERPROOFING

	Inspection of Placement
	Sample & Tests
	Basement Waterproofing

STRUCTURAL WOOD

	Inspection of Fabrication
	Inspection of Truss Joist Fabrication
	Sample & Test Components
	Inspection of Glulam Fabrication
	Shearwall or Diaphragm Construction & Nailing

OTHER TESTS OR INSPECTIONS: _____

Recognized Special Inspection and Testing Agencies

Key:

RC = Reinforced Concrete
HSB = High Strength Bolting

PC = Prestressed Concrete
NDT = Non-Destructive Testing

SM = Structural Masonry
SWC = Structural Wood Construction

SW = Steel Welding
FP = Fireproofing

AGENCY NAME	ADDRESS	PHONE/FAX	RC	PC	SM	SW	HSB	NDT	SWC	FP	EXPIRATION
ACE Quality Control	3075 Teagarden Street San Leandro, CA 94577	(510) 969-4239	RC	PC	SM	SW	HSB	NDT	SWC	FP	4/5/2025
Achievement Engineering Corp.	2455 Autumnvale Dr, Unit E, San Jose, CA 95131	(408) 217-9174 (408) 217-9632	RC	PC	SM	SW	HSB	NDT	SWC	FP	5/16/2025(*)
Advanced Testing & Inspection, LLC	540 Brunken Avenue, Suite B Salinas, CA 93901	(831) 442-2272 (831) 597-2004	RC	PC	SM	SW	HSB			FP	10/1/2022
Apex Testing Labs, Inc.	1790 Yosemite Ave San Francisco, CA 94124	(415) 550-9800 (415) 550-9880	RC	PC	SM	SW	HSB	NDT		FP	5/3/2025
Applied Materials & Engineering	980 41st Street Oakland, CA 94608	(510) 420-8190 (510) 420-8186	RC	PC	SM	SW	HSB	NDT	SWC	FP	4/11/2025
Aries Engineering	5357 Persimmon Grove Ct San Jose, CA 95123	(408) 634-0087	RC			SW	HSB		SWC		10/10/2026(*)
Baez Geotechnical Group (BGG)	1686 Second St, Ste. 205 Livermore, CA 94550	(925) 766-1616	RC	PC	SM						4/22/2023
BAGG Engineers	138 Charcot Avenue San Jose, CA 95131	(650) 852-9133 (650) 852-9138	RC	PC	SM	SW	HSB	NDT	SWC	FP	7/6/2023
Berlogar, Stevens and Associates	5587 Sunol Blvd Pleasanton, CA 94566	(925) 484-0220 (925) 846-9645	RC	PC	SM	SW	HSB			FP	1/14/2024
Biggs Cardosa Associates, Inc.	865 The Alameda San Jose, CA 95126	(408) 296-5515 (408) 296-8114	RC	PC	SM	SW	HSB				1/14/2024(*)
B.S.K. Associates	399 Lindbergh Ave Livermore, CA 94551	(925) 315-3151 (925) 315-3152	RC	PC	SM	SW	HSB	NDT		FP	5/1/2025
Consolidated Engineering Labs	2001 Crow Canyon Rd, Suite 100 San Ramon, CA 94583	(925) 314-7100 (925) 855-7140	RC	PC	SM	SW	HSB	NDT	SWC	FP	4/8/2025
Construction Testing Services	2118 Rheem Drive, Suite A Pleasanton, CA 94588	(925) 462-5151 (925) 462-5183	RC	PC	SM	SW	HSB	NDT	SWC	FP	3/24/2026
CTE Cal, Inc.	47616 Fremont Boulevard Fremont, CA 94588	(510) 573-6362 (510) 573-6684	RC	PC	SM	SW	HSB	NDT	SWC	FP	12/9/2025
Earth Systems Pacific	48511 Warm Springs Blvd. Ste. 210 Fremont, CA 94539-7746	(510) 353-3833 (888) 567-4292	RC	PC	SM	SW	HSB		SWC	FP	3/3/2024
ENGEO Incorporated	2010 Crow Canyon Rd, Suite 250 San Ramon, CA 9483-1545	(925) 866-9000 (888) 279-2698	RC	PC	SM	SW	HSB	NDT	SWC	FP	8/7/2022
Geissler Engineering	83e Beach Road Belvedere, CA 94920	(415) 992-9393	RC			SW	HSB		SWC		10/5/2023
Geocon Consultants, Inc.	6671 Brisa St Livermore, CA 94550	(925) 371-5900 (925) 371-5915	RC	PC	SM	SW	HSB			FP	10/7/2023
HP Inspections	690 Sunol Street, Bldg. H San Jose, CA 95126	(408) 288-8460 (408) 271-0902	RC	PC	SM	SW	HSB	NDT		FP	1/27/2024
Inspections Consultants Inc.	1515 North C Street Sacramento, CA 95814	(916) 321-5580 (916) 321-5590	RC	PC	SM	SW	HSB			FP	1/20/2020
Inspection Services Inc.	1798 University Ave Berkeley, CA 94703	(510) 900-2100 F (510) 900-2101	RC	PC	SM	SW	HSB	NDT	SWC	FP	2/8/2026
KC Engineering Co.	865 Cotting Lane, Suite A Vacaville, CA 95688	(707) 447-4025 (707) 447-4143	RC	PC	SM	SW	HSB			FP	11/7/2020
Kleinfelder Inc.	2601 Barrington Ct Hayward, CA 94545	(925) 484-1700	RC	PC	SM	SW	HSB	NDT		FP	7/30/2022
Korbmacher Engineering Inc.	480 Preston Court, Suite B Livermore, CA 94551	(925) 454-9033 (925) 454-9564	RC	PC	SM	SW	HSB	NDT	SWC	FP	2/2/2024
Krazan and Associates Inc.	1061 Serpentine Lane, Suite F Pleasanton, CA 94566	(925) 307-1160 (925) 307-1161	RC	PC	SM	SW	HSB	NDT	SWC	FP	3/2/2024

AGENCY NAME	ADDRESS	PHONE/FAX	RC	PC	SM	SW	HSB	NDT	SWC	FP	EXPIRATION
MatriScope Engineering Labs	6244 Preston Ave Livermore, CA 94551	(510) 763-3601	RC	PC	SM	SW	HSB	NDT	SWC	FP	5/16/2025
Mid Pacific Engineering, Inc	4200 N Freeway Blvd., Suite 5 Sacramento, CA 95834	(916) 927-7000	RC	PC	SM	SW	HSB	NDT		FP	3/12/2023 Pending Review
Moore Twinning Associates, Inc.	2527 Fresno St Fresno, CA 93721	(559) 268-7021 (559) 268-0740	RC	PC	SM	SW	HSB			FP	8/8/2021
Nicholas Engineering Consultants	6743 Dublin Boulevard, #15 Dublin, CA 94568	(925) 829-8090 (925) 829-0235	RC	PC	SM	SW	HSB		SWC	FP	5/9/2026
Ninyo & Moore	1956 Webster Street, Suite 400 Oakland, CA 94612	(510) 633-5640 (510) 633-5646	RC	PC	SM	SW	HSB	NDT	SWC	FP	5/20/2024
NORCON LLC	1661 Tennessee St. Suite 201 San Francisco CA 94107	(415) 710-1155	RC	PC	SM	SW	HSB	NDT	SWC	FP	9/1/2023
Pacific Crest Engineering, Inc.	444 Airport Blvd, Ste. 106 Watsonville, CA 95076	(831) 722-9446 (831) 722-9158	RC		SM		HSB				1/7/2022
Picot Inspection	2162 62th Ave Oakland, CA 94621	(510) 847-8990	RC	PC	SM	SW	HSB			FP	3/10/2023 Pending Review
P J C & Associate, Inc.	600 Martin Ave, Suite 210 Rohnert Park, CA 94928	(707) 584-4804 (707) 584-4811	RC		SM	SW					8/5/2019 Pending Review
Professional Service Industries, Inc.	380 Tennant Ave, Ste 3 Morgan Hill, CA 95037	(408) 669-5500	RC		SM	SW	HSB			FP	3/26/2022
Quantum Geotechnical	6288 San Ignacio Ave. Suite D San Jose, CA 95119	(408) 629-3822 (408) 629-3825	RC	PC	SM					FP	8/10/2019
RES Engineers, Inc.	1250 Missouri St, Suite 207 San Francisco, CA 94107	(415) 822-4625 (415) 822-8925	RC	PC	SM	SW	HSB	NDT	SWC	FP	8/8/2026
RMA Group	130 Archer St San Jose, CA 95112	(408) 362-4920 (408) 362-4926	RC	PC	SM	SW	HSB	NDT	SWC	FP	7/14/2026
Salem Engineering Group, Inc.	4055 W. Shaw Ave, Suite 110 Fresno, CA 93722	(559) 271-9700 (559) 275-0827	RC	PC	SM	SW	HSB	NDT		FP	8/16/2025
Signet Testing Laboratories	3526 Breakwater Court Hayward, CA 94545	(510) 887-8484 (510) 783-4295	RC	PC	SM	SW	HSB	NDT	SWC	FP	1/11/2025
Smith-Emery Company	P.O. Box 880550, Hunters Point Shipyards, Building 114, San Francisco CA 94188	(415) 642-7326 (415) 642-7055	RC	PC	SM	SW	HSB	NDT	SWC	FP	8/1/2026
Stevens Ferrone & Bailey	1600 Willow Pass Ct Concord, CA 94520	(925) 688-1001 (925) 688-1005	RC	PC	SM	SW	HSB		SWC	FP	7/31/2026
Structure Group	2352 Research Drive Livermore, CA 94550	(925) 447-9900 (925) 447-9901	RC	PC	SM	SW	HSB		SWC	FP	7/14/2026
Summit Associates	2300 Clayton Rd, Suite 1380 Concord, CA 94520	(925) 363-5560 (925) 363-5511	RC	PC	SM	SW	HSB	NDT	SWC	FP	12/12/2022
Terracon Consultants, Inc.	5075 Commercial Cir, Suite E Concord, CA 94520	(925) 348-9057	RC	PC	SM	SW	HSB	NDT		FP	4/9/2024
Testing Engineers Inc.	2811 Teagarden Street San Leandro, CA 94577	(510) 835-3142 (510) 834-3777	RC	PC	SM	SW	HSB	NDT	SWC	FP	10/25/2024
Twining	1572 Santa Ana Avenue Sacramento, CA 94591	(916) 649-9000 (916) 921-8532	RC	PC	SM	SW	HSB	NDT	SWC	FP	2/2/2024
Valley Inspection	326 Woodrow Avenue Vallejo, CA 94571	(707) 552-7037 (707) 552-7022				SW			SWC	FP	6/6/2025
Wallace-Kuhl & Associates, Inc.	3050 Industrial Blvd West Sacramento, CA 95691	(916) 372-1434 (916) 372-2565	RC	PC	SM	SW	HSB	NDT		FP	8/21/2023
Youngdahl Consulting Group	1234 Glenhaven Court El Dorado Hills, CA 95762	(916) 933-0633 (916) 933-6482	RC	PC	SM	SW	HSB	NDT	SWC	FP	1/27/2024

Note: 1) Agencies may have offices in more than one location 2) Agencies with a "Pending Review" status are recognized 3) (*) Subcontract laboratory services
If you any question, please contact the Assistant Chief Building Official/Building Department Engineer Manager via email.