



# SPECIAL INSPECTION REQUIREMENTS FORM

Building Department

390 Towne Centre Dr, Lathrop, CA 95330

Phone: (209) 941-7270

Building Application / Permit #: \_\_\_\_\_ Address: \_\_\_\_\_

## TABLE OF CONTENTS

Special Inspection Requirements..... 1

Special Inspection & Testing Agreement ..... 3

    Special Inspections Required ..... 5

    \*Approved Special Inspection and Testing Agencies ..... 6

    \*\*Acknowledgements & Signatures ..... 7

**\*All Types of Inspections Required**  
**\*\* Signatures from All Parties Required**

## SPECIAL INSPECTION REQUIREMENTS

This document will be used when Special Inspection is required per the California Building Code (CBC) or per Project Designer (Architect or Engineer). Refer to Chapter 17 of the CBC. for specific requirements for when Special Inspection is required. Note that special inspection is required in addition to the standard Building Department inspections. The City of Lathrop does not have any approved fabricators, therefore, both shop and field welding requires special inspection in accordance with CBC The following procedure must be followed for work requiring Special Inspection:

1. The Owner of the building, or the Architect or Engineer of record acting as the Owner’s agent, shall employ one or more Special Inspectors who shall provide required Special Inspections during construction. The Special Inspector shall not be employed by the contractor performing the work.
2. Special Inspectors generally work for testing and inspection companies, which provide the resources (Special Inspectors and Specialized Testing Equipment) necessary to provide Special Inspection Services in one or more areas. Special Inspection Agencies must be Pre-Approved by the City before their Special Inspectors will be considered for Approval on a specific project. Companies who are currently listed on the Special Inspection Agency Recognition List are considered Pre-Approved. Other companies may be qualified, however must be first Approved by the City using the same qualification procedures. It is required that there must be a Registered Civil Engineer in responsible charge of the overall Special Inspection Agency. Please contact the Chief Building Official for more information on submittal requirements for Special Inspection Agency Approval.
3. The Special Inspector shall be a qualified person who shall demonstrate their competence, to the satisfaction of the Chief Building Official, for inspection of the particular type of construction or operation requiring Special Inspection. Unless the Individual Inspector is already on the City’s Current Special Inspector’s List, the Special Inspection Agency shall submit the following information to the Chief Building Official for review / approval:

- **Assignments:** For each inspector, indicate the Special Inspection(s) the individual is being proposed to perform. This is vital to include in the submittal, especially when there are multiple inspection items on a



# SPECIAL INSPECTION REQUIREMENTS FORM

project that require Special Inspector Approvals and/or an individual's résumé list several certificates and the inspector will only be performing a subset of the categories listed in their résumé.

- **Verified Experience:** Provide a summary of each Inspector's actual number of years of on-the-job experience in each of the Special Inspection categories for which he or she will perform from the project. This will be used to determine if the individual meets the *CCTIA Guidelines for Special Inspection in Construction* experience requirements.
- **Certificates:** Provide copies of each Inspector's ICBO or ICC and other pertinent certificates (ACI, AWS, etc.). All inspectors are required to have current ICBO. or ICC Certification in the appropriate inspection category. The City uses the CCTIA. as a guideline for determining whether an Inspector is qualified. Where the CCTIA guidelines require other Certification, such as ACI Grade I for Reinforced Concrete, then these certificates shall also be submitted. Note that the pocket certificate showing the latest expiration date is required. Any certificate that is expired will not be accepted.
- **Résumés:** Provide résumés for each Inspector. Résumés shall contain at minimum, the name and title of the Special Inspector, a front and back copy of an Employee Identification Card (if a card isn't issued yet, provide a listing of all areas of Special Inspection that the Inspector is deemed to be Qualified in by the Agency), a complete list of their Current Certifications (ICBO, ICC, ACI, AWS, etc., including Certificate Name, Certificate Number, and current expiration date), summary of experience (company, time period of employment/engagement, and types of projects worked on), summary of specific project experience in the areas of certification, and summary of education (school, subjects studied, time period attended and any degree obtained).

**Important Note:** The Registered Engineer in responsible charge of the Special Inspectors for the Testing Agency shall transmit this information to the City on a Company Letterhead, signed by the Supervising Engineer. The City will use the verified experience amounts as the basis for verifiable experience. The engineer in responsible charge must verify this experience. Certificates, Experience, and Training shall be in accordance with the latest minimum requirements from the Association of Northern California Testing and Inspection Agencies (ANCTIA).

4. The duties and responsibilities of the Special Inspector are outlined in the CBC as follows:

- The Special Inspector shall observe the work assigned for conformance with the approved design drawings and specifications. Special Inspection shall be continuous unless noted otherwise in the plans.
- The Special Inspector shall furnish inspection reports to the Chief Building Official, the Engineer and Architect of record, and other Designated Persons. All discrepancies shall be brought to the immediate attention of the Contractor for correction, and if uncorrected, to the Architect or Engineer of record and the Chief Building Official.
- The Special Inspector shall submit a final signed report stating whether the work requiring Special Inspection was, to the best of their knowledge, in conformance with the Approved Plans and Specifications and the applicable workmanship provisions of the Uniform Building Code.



# SPECIAL INSPECTION REQUIREMENTS FORM

Building Application / Permit #: \_\_\_\_\_

## SPECIAL INSPECTION & TESTING AGREEMENT

(Required Prior to Issuance of a Building Permit Unless Otherwise Waived)

This agreement is between the parties whose signatures appear on the final page of this agreement and apply to the following project as relates to Special Inspection and/or Testing per Section 1701 of the currently adopted California Building Code:

Project Name / Address: \_\_\_\_\_

**Approval of Special Inspectors:** Each Special Inspector shall be approved by the Chief Building Official prior to performing any duties. Each Special Inspector shall submit their qualifications to the Building Division and is subject to a personal interview for prequalification. The attached list on page 6 are Inspection Agencies who are currently approved by the City of Lathrop. Special Inspectors shall display approved identification, as stipulated by the Chief Building Official or the designees of the Building Department, when performing the function of a Special Inspector.

**Preconstruction Conference:** A preconstruction conference with the parties involved is required to review the Special Inspection requirements and procedures. The conference shall be held prior to performing any inspections or testing. The Special Inspector shall set up a phone conference with the Chief Building Official and Inspectors between the times of 8:00 AM – 8:30 AM via the Building Department phone number, 209-941-7270.

**Duties and Responsibilities of the Special Inspector:** All Special Inspection and Testing shall meet the minimum requirements of Section 1701 of the 2022 California Building Code. The following shall also apply:

1. Observation of Work

The Special Inspector shall observe the work for conformance with the City Approved and Stamped design drawings and specifications and applicable workmanship provisions of the CBC. Architect/Engineer reviewed shop drawings and/or placing drawing may be used only as an aid to inspection.

Special Inspections are to be performed on a continuous basis, meaning that the Special Inspector is on-site in the general area at all times observing the work requiring Special Inspection. Periodic inspections, if any, must have prior approval by the Building Official based on a separate written plan reviewed and approved by the Chief Building Official and the Project Engineer or Architect.

2. Reporting Nonconforming Items

The Special Inspector shall bring nonconforming items to the immediate attention of the contractor and note all such items in the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the Special Inspector shall immediately notify the Building Department, the Engineer or Architect, and post a discrepancy notice.

3. Furnish Daily Reports

Each Special Inspector shall complete and sign both a Special Inspection Record and a Daily Report Form for each day's inspections to remain at the jobsite with the Contractor or review by the Building Department's Inspector.



# SPECIAL INSPECTION REQUIREMENTS FORM

## 4. Furnish Weekly Reports

The Special Inspector or Inspection Agency shall furnish Weekly Reports of tests and inspections directly to the Building Department, Project Engineer or Architect, and others as designated in the preconstruction conference. These reports must include the following:

- Description of Daily Inspections and Tests made with applicable locations
- Listing of all nonconforming items
- Report on how nonconforming items were resolved or unresolved as applicable
- Itemized changes authorized by the Architect, Engineer, and Building Department if not included in nonconformance items

## 5. Furnish Final Report

The Special Inspector or Inspection Agency shall submit a Final Signed Report to the Building Department stating that all items requiring Special Inspection and Testing were fulfilled and reported and, to the best of their knowledge, in conformance with the reviewed design drawings, specifications, approved change orders and the applicable workmanship provisions of the CBC. Items not in conformance, unresolved items or any discrepancies in inspection coverage (missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report. No Certificate of Occupancy will be issued until this Final Report is received and accepted by the Chief Building Official.

**Duties and Responsibilities of the Contractor:** The Contractor shall have the following responsibilities:

### 1. Provide List of Special Inspections required

The list of Special Inspections provided by the Contractor will assist in selection of a Special Inspector and Approval of the Special Inspector by the City.

### 2. Notify the Special Inspector

The Contractor is responsible for notifying the Special Inspector or Agency regarding individual inspections for items as noted on the City approved plan. Adequate notice shall be provided so that the Special Inspector has time to become familiar with the project.

### 3. Provide Access to Approved Plans

The Contractor is responsible for providing the Special Inspector access to the reviewed plans at the jobsite.

### 4. Retain Special Inspector Records

The Contractor is also responsible for retaining at the jobsite all Special Inspection records submitted by the Special Inspector, and providing these records for review by the Building Department's Inspector upon request.



# SPECIAL INSPECTION REQUIREMENTS FORM

## SPECIAL INSPECTIONS REQUIRED

(To be completed by the Project Engineer / Architect)

### REINFORCED STEEL

	Tensile & Bond
	Inspection of Placement
	Inspection of Welding

### MASONRY

	Preliminary Acceptance Test (Masonry Units, Wall Prism)
	Inspection of Placement
	Inspection of Welding

### CONCRETE, GUNITE/SHOTCRETE, GROUT & MORTAR

Concrete	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

	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
	Inspection Batching

### GEOTECHNICAL (Inspections & Testing by Geotechnical Engineer)

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

### ROOFING & WATERPROOFING

	Inspection of Placement
	Sample & Tests
	Basement Waterproofing

### STRUCTURAL WOOD

	Inspection of Fabrication
	Inspection of Truss Joint Fabrication
	Sample & Test Components
	Inspection of Glulam Fabrication
	Shearwall Construction & Nailing

### OTHER TESTS OR INSPECTIONS




# SPECIAL INSPECTION REQUIREMENTS FORM

## APPROVED SPECIAL INSPECTION & TESTING AGENCIES

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

#	AGENCY NAME	ADDRESS	PHONE	RC	PC	SM	SW	HSB	NDT	SWC	FP	EXPIRATION
1	Achievement Engineering Corp.	2455 Autumnvale Dr, Unit E, San Jose, CA 95131	(408) 217-9632	X	X	X	X	X	X	X	X	4/11/2025
2	All Valley Inspections	3609 Plaudit Dr. Modesto, CA 95356	(209) 606-6279	X	X	X	X	X		X	X	4/11/2025
3	Applied Materials & Engineering, Inc.	980 41st Street Oakland, CA 94608	(510) 420-8190	X	X	X	X	X	X	X	X	4/11/2025
4	Consolidated Engineering Labs	2001 Crow Canyon Rd, St 100 San Ramon, CA 94583	(925) 314-7100	X	X	X	X	X	X	X	X	4/11/2025
5	CTE Cal Inc.	4230 Kiernan Ave, Suite 150 Modesto, CA 95356	(209) 543-1799	X	X	X	X	X	X	X	X	3/8/2025
6	Construction Testing Services (CTS)	2118 Rheem Drive, Pleasanton, CA 94588	(925) 462-5151	X	X	X	X	X	X	X	X	6/7/2025
7	ENGEO Incorporated	17278 Golden Valley Parkway, Lathrop, CA 95330	(209) 835-0610	X	X	X	X	X	X	X	X	4/11/2025
8	Geocon Consultants, Inc.	6671 Brisa St Livermore, CA 94550	(925) 371-5900	X	X	X	X	X			X	4/11/2025
9	Kleinfelder	2001 Arch-Airport Rd, Suite 100 Stockton, CA 95206	(209) 948-1345	X	X	X	X				X	4/11/2025
10	Korbmacher Engineering Inc.	480 Preston Court, Suite B, Livermore, CA 94551	(925) 454-9033	X	X	X	X	X	X	X	X	3/11/2026
11	Krazan & Associates, Inc.	448 Mitchell Road, Suite C Modesto, CA 95354	(209) 572-2200	X	X	X	X	X				8/1/2025
12	MatriScope Engineering Laboratories, Inc.	6244 Preston Ave. Livermore, CA 94551	(510) 763-3601	X	X	X	X	X	X	X	X	4/18/2025
13	Mid Pacific Engineering, Inc. (MPE)	8910 East Victor Rd, Lodi, CA 95240	(209) 625-4400	X	X	X	X	X	X		X	6/12/2025
14	NATS (North American Technical Services)	4713 Enterprise Way, St 4, Modesto, CA 95356	(209) 545-1108	X		X	X	X			X	4/11/2025
15	Ninyo & Moore	2149 O'Toole Ave. Suite 10 San Jose, CA 95131	(408) 435-9000	X	X	X	X	X	X	X	X	3/12/2026
16	RMA Group	3150 Fitzgerald Rd. Rancho Cordova, CA 95742	(916) 631-7194	X	X	X	X	X	X	X	X	3/8/2025
17	SALEM Engineering Group, Inc.	4729 West Jacquelyn Ave. Fresno, CA 93722	(559)271-9700	X	X	X	X	X	X		X	3/8/2025
18	Stevens Ferrone & Bailey (SFB)	1600 Willow Pass Ct Concord, CA 94520	(925) 688-1001	X	X	X	X	X	X	X	X	8/1/2025
19	Structure Groups	2352 Research Drive, Livermore, CA 94550	(925) 447-9900	X	X	X	X	X		X	X	1/2/2026
20	Terracon	902 Industrial Way Lodi, CA 95240	(209) 367-3701	X	X	X		X			X	8/1/2025
21	Universal Engineering Services (UES)	3410 W Hammer Ln, Ste. F Stockton, CA 95219	(209) 234-7722	X	X	X	X	X	X	X	X	11/28/2025



# SPECIAL INSPECTION REQUIREMENTS FORM

## Duties and Responsibilities of the Building Department:

1. Approve Special Inspection

The Chief Building Official shall approve all Special Inspectors and Special Inspection requirements

- Use Approved Special Inspection / Testing Agencies Only

2. Monitor Special Inspection

Work requiring Special Inspection and the performance of Special Inspectors shall be monitored by the Building Department Inspector. Their approval must be obtained prior to placement of concrete or other similar activities in addition to that of the Special Inspector

3. Issue Certificate of Occupancy

The Building Official shall issue a Certificate of Occupancy after all Special Inspection Reports and the Final Report have been submitted.

## ACKNOWLEDGEMENTS

I have read and agree to comply with the terms and conditions of this agreement.

**Owner/Owner's Agent:** \_\_\_\_\_

By (Print & Sign): \_\_\_\_\_ Date: \_\_\_\_\_

**Contractor:** \_\_\_\_\_

By (Print & Sign): \_\_\_\_\_ Date: \_\_\_\_\_

**Special Inspector/Agency:** \_\_\_\_\_

By (Print & Sign): \_\_\_\_\_ Date: \_\_\_\_\_

**Project Engineer/Architect:** \_\_\_\_\_

By (Print & Sign): \_\_\_\_\_ Date: \_\_\_\_\_

## ACCEPTED BY/FOR THE BUILDING OFFICIAL

By: \_\_\_\_\_ Date: \_\_\_\_\_