



# SPECIAL INSPECTION REQUIREMENTS FORM

City of Lathrop  
Building Department

390 Towne Centre Drive – Lathrop, CA 95330  
Email: PermitOffice@ci.lathrop.ca.us  
Phone #: (209) 941-7270

**PLEASE REFER TO THESE REQUIREMENTS IN THEIR ENTIRELY BEFORE SUBMITTING WITH A PERMIT APPLICATION SUBMITTAL  
THAT REQUIRE SPECIAL INSPECTIONS FROM A CITY APPROVED SPECIAL INSPECTION / TESTING AGENCY**

**REVIEW THESE REQUIREMENTS THEN COMPLETE PAGES 4-7 AND SUBMIT WITH THE PERMIT APPLICATION SUBMITTAL**

## TABLE OF CONTENTS

<b>Special Inspection Requirements.....</b>	<b>1</b>
<b>Approved Special Inspection and Testing Agencies List .....</b>	<b>3</b>
<b>Special Inspection and Testing Agreement .....</b>	<b>4</b>
*Special Inspections Required .....	6
**Acknowledgements and Signatures.....	7

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

## SPECIAL INSPECTION REQUIREMENTS

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

1. The Property Owner, or the Architect / Engineer of record acting as the Owner's Agent, shall employ one or more Special Inspectors who shall perform, as required, Special Inspections during construction.
2. Special Inspectors generally work for testing and inspection agencies, which provide the resources (Special Inspectors and Specialized Testing Equipment) necessary to provide Special Inspections in one or more areas. Special Inspection Agencies must be Pre-Approved by the City before their Special Inspectors can be used on any project within the City. Companies who are currently listed on the **Approved Special Inspection and Testing Agencies List** are considered Pre-Approved. Other companies may be qualified, however must first be Approved by the Building Official using City standard 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 Building Department for more information on submittal requirements for Special Inspection Agency Approval.
3. The Special Inspector shall be a qualified person who must demonstrate their competence, to the satisfaction of the Building Official, for inspection of a particular type of construction or operation requiring Special Inspection. Unless an Individual Inspector is already on the City's current Approved List, a Special Inspection Agency shall submit the following information to the Building Official for review / approval:
  - **Assignments:** For each Inspector employed at the Agency, indicate all types of Special Inspections that each individual is qualified to perform. Provide a Matrix mirroring the **Special Inspections Required List** for all types of Special Inspections the Agency as a whole can provide service for.
  - **Verified Experience:** Provide a summary of each employed Inspector's actual number of years of on-the-job experience in each of the Special Inspection Types for which they can perform. This will be used to determine if an individual meets the *CCTIA Guidelines for Special Inspection in Construction* experience requirements.



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- **Certificates:** Provide copies of each employed Inspector's ICBO, ICC or other pertinent certificates earned (ACI, AWS, etc.). All Inspectors are required to have an active ICBO / 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 for review. 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 employed Inspector. Résumés shall contain at minimum, the name and title of a Special Inspector, a front and back copy of an Employee ID 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, and project type experience), summary of specific project experience in 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 of the Agency shall transmit this information to the City including a Cover Letter on a Company Letterhead, signed by said Registered Engineer. The City will use the total verified experience 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 a 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 Building Official, the Engineer / 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 Engineer / Architect of record and the 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 Building Code.



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## APPROVED SPECIAL INSPECTION AND TESTING AGENCIES LIST

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

**LAST UPDATED 1/15/26**

#	AGENCY NAME	ADDRESS	PHONE	RC	PC	SM	SW	HSB	NDT	SWC	FP	EXPIRATION
1	Achievement Engineering Corp.	1516 H St Fresno, CA 93721	(408) 217-9632	X	X	X	X	X	X	X	X	3/25/2027
2	Aftershock Geotechnical	630 Artistic Place Hayward, CA 94541	(925) 400-7449	X	X	X	X	X		X		9/24/2027
3	Applied Materials & Engineering, Inc.	980 41st Street Oakland, CA 94608	(510) 420-8190	X	X	X	X	X	X	X	X	6/1/2027
4	B.S.K. Associates	399 Lindbergh Ave Livermore, CA 94551	(925) 315-3152	X	X	X	X	X	X		X	6/1/2027
5	Consolidated Engineering Labs	2001 Crow Canyon Rd, St 100 San Ramon, CA 94583	(925) 314-7100	X	X	X	X	X	X	X	X	6/1/2027
6	CTE Cal Inc.	4230 Kiernan Ave, Suite 150 Modesto, CA 95356	(209) 543-1799	X	X	X	X	X	X	X	X	6/1/2027
7	Construction Testing Services (CTS)	2118 Rheem Drive, Pleasanton, CA 94588	(925) 462-5151	X	X	X	X	X	X	X	X	6/1/2027
8	ENGEO Incorporated	17278 Golden Valley Pkwy Lathrop, CA 95330	(209) 835-0610	X	X	X	X	X	X	X	X	6/1/2027
9	Geocon Consultants, Inc.	3160 Gold Valley Dr #800 Rancho Cordova, CA 95742	(916) 852-9118	X	X	X	X	X	X	X	X	9/24/2027
10	Korbmacher Engineering Inc.	480 Preston Court, Suite B, Livermore, CA 94551	(925) 454-9033	X	X	X	X	X	X	X	X	9/24/2027
11	Krazan & Associates, Inc.	448 Mitchell Road, Suite C Modesto, CA 95354	(209) 572-2200	X	X	X	X	X				8/1/2026
12	Mid Pacific Engineering, Inc. (MPE)	8910 East Victor Rd, Lodi, CA 95240	(209) 625-4400	X	X	X	X	X	X		X	6/1/2027
13	Ninyo & Moore	2149 O'Toole Ave. Suite 10 San Jose, CA 95131	(408) 435-9000	X	X	X	X	X	X	X	X	9/12/2026
14	RMA Group	3150 Fitzgerald Rd. Rancho Cordova, CA 95742	(916) 631-7194	X	X	X	X	X	X	X	X	6/1/2027
15	SALEM Engineering Group, Inc.	4729 West Jacquelyn Ave. Fresno, CA 93722	(559)271-9700	X	X	X	X	X	X		X	6/1/2027
16	Stevens Ferrone & Bailey (SFB)	1600 Willow Pass Ct Concord, CA 94520	(925) 688-1001	X	X	X	X	X	X	X	X	6/1/2027
17	Structure Groups	2352 Research Drive, Livermore, CA 94550	(925) 447-9900	X	X	X	X	X		X	X	7/2/2026
18	Terracon	902 Industrial Way Lodi, CA 95240	(209) 367-3701	X	X	X	X	X	X	X	X	6/1/2027
19	Universal Engineering Services (UES)	3410 W Hammer Ln, Ste. F Stockton, CA 95219	(209) 234-7722	X	X	X	X	X	X	X	X	1/15/2028



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## SPECIAL INSPECTION & TESTING AGREEMENT

**REQUIRED PRIOR TO PERMIT ISSUANCE, UNLESS WAIVED BY BUILDING OFFICIAL**

This agreement is between all signatories as consented in the **Acknowledgements** section of this agreement and applies to the project below as it relates to Special Inspection and/or Testing per Section 1701 of the latest adopted California Building Code.

**Permit Number:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Approval of Special Inspectors:** Each Special Inspector shall be approved by the Building Official prior to performing any duties. Each Special Inspector shall submit their qualifications to the Building Department and is subject to a personal interview for prequalification. The **Approved Special Inspection and Testing Agencies** List shows those currently approved by the City. Special Inspectors shall display approved identification, as stipulated by the Building Department, when performing any duties.

**Preconstruction Meetings:** A Preconstruction Meeting with all parties involved may be required to review the Special Inspection requirements and procedures. The meeting shall be held prior to conducting any inspections or testing. The Special Inspector shall set up a meeting with the Building Official and Building Inspectors within the specified times of 8:00 – 8:30 AM.

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

1. Observation of Work

The Special Inspector shall observe the work for conformance with City Approved/Stamped Plans and Specifications and any applicable workmanship provisions of the CBC. Architect/Engineer reviewed shop drawings and/or placing drawings 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 at all times, observing the work requiring Special Inspections. Periodic Inspections, if any, must have prior approval by the Building Official based on a separate written plan reviewed and approved by the 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 for each day's Inspections, which shall remain at the jobsite with the Contractor for review by the Building Department's Inspector.

4. Furnish Weekly Reports

The Special Inspector / Inspection Agency shall furnish Weekly Reports of Inspections and Tests directly to the Building Department, Project Engineer or Architect, and others as designated in the Preconstruction Meeting. These reports must include the following:



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- Description of Daily Inspections and Tests performed, with applicable locations indicated
- Listing of all Nonconforming Items
- A 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 listed Nonconforming Items

## 5. Furnish Final Report

The Special Inspector / Inspection Agency shall submit a signed Final 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 any applicable workmanship provisions of the CBC. Items not in conformance, unresolved items, or any discrepancies in inspection coverage (missed inspections, periodic inspections when continuous inspection 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 Building Official.

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

### 1. Provide List of Special Inspections Required

A list of Special inspections needed shall be provided by the Contractor which will assist in the selection of a Special Inspector that is Approved by the City.

### 2. Notify the Special Inspector

The Contractor is responsible for notifying the Special Inspector / Inspection Agency regarding individual Inspections for items as noted on City Approved Plans. 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 all Special Inspection Records from the Special Inspector at the jobsite and providing these records for review by the Building Department Inspector upon request.

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

### 1. Approve Special Inspectors / Inspection Agency

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

### 2. Monitor Special Inspections

Work requiring Special Inspection and the performance of Special Inspectors shall be monitored by the Building Department Inspection, and progress shall not continue until each Special Inspection is passed and verified by the Building Department.

### 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.



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## 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, CAISONS, 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




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## ACKNOWLEDGEMENTS

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

**Property Owner / Agent Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contractor Company and Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## ACCEPTED BY / FOR THE BUILDING OFFICIAL

**Building Official Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_