



COUNTY OF SANTA CRUZ

PLANNING DEPARTMENT

701 OCEAN STREET, 4TH FLOOR, SANTA CRUZ, CA 95060
(831) 454-2580 FAX: (831) 454-2131 TDD: (831) 454-2123

SPECIAL INSPECTION AND TESTING AGREEMENT

California Building Code Chapter 17

Building Permit Application #: _____ Project Address: _____

APN: _____ Project Title: _____

Registered Design Professional in Responsible Charge: _____

Where special inspection is required per Chapter 17 in the California Building Code (CBC), the architect or engineer of record shall prepare an inspection program which shall be submitted to the Building Official for approval prior to the issuance of the building permit. The inspection program shall designate the portion of the work to have special inspection, the name or names of the individual or firms who are to perform the special inspection and indicate the duties of the special inspectors. **Two copies** of this Special Inspection and Testing Agreement and a Statement of Special Inspection must be completed, signed and submitted.

SPECIAL INSPECTION RESPONSIBILITIES

The owner or the registered design professional in responsible charge acting as the owner's agent, shall employ one or more special inspectors to provide inspection during construction on the types of work listed in the Statement of Special Inspection

1. The contractor is responsible for notifying the Special Inspection and Testing agency of items listed in the Statement of Special Inspection.
2. Only the testing laboratory personnel shall take samples and transport them to their laboratory.
3. Copies of all laboratory reports and inspections are to be sent directly to this department by the testing agency.
4. Special inspection agencies shall provide their special inspectors with an identification card whenever they are performing the functions of an inspector that indicates the following:
 - a) Name of Inspector,
 - b) Photo of Inspector,
 - c) The specific areas in which the inspector is qualified to inspect,
 - d) An authorization signature by the registered engineer who is a full-time employee of the agency.
5. The special inspector shall provide timely reports and bring discrepancies to the immediate attention of the contractor. If discrepancies are not resolved in a timely manner, the special inspector shall notify the building department and the registered design professional prior to the completion of that phase of work.
6. It is the responsibility of the contractor to review the approved Santa Cruz County Job Copy plans, become aware of the special requirements in the Statement of Special Inspection, and provide access to those plans for the special inspector and building inspector. A pre-construction conference at the job site is recommended to review special inspection procedures.
7. BEFORE THE BUILDING PERMIT CAN BE GIVEN FINAL INSPECTION APPROVAL OR A CERTIFICATE OF OCCUPANCY. The Special Inspection Agency shall submit a FINAL REPORT to this department that documents required special inspections and correction of any discrepancies. A copy of the Final Report shall be maintained at the job site for building inspectors review prior to final inspections.

ACKNOWLEDGMENTS:

Owner: Print: _____ Sign: _____ Date: _____

Special Inspection Agency: Print: _____ Sign: _____ Date: _____

Geotechnical Special Inspector: Print: _____ Sign: _____ Date: _____

Contractor: Print: _____ Sign: _____ Date: _____

Project Engineer/Architect: Print: _____ Sign: _____ Date: _____