



**CITY OF EMERYVILLE**  
INCORPORATED 1896

1333 PARK AVENUE  
EMERYVILLE, CALIFORNIA 94608-8095

TEL: (510) 596-4310 FAX: (510) 450-7812

**CITY OF EMERYVILLE BUILDING DIVISION SPECIAL INSPECTION AND  
TESTING PROGRAM:**

For applicants of projects requiring Special Inspection or Testing per Chapter 17 § 1701.1 of the International Building Code.

Project Title: \_\_\_\_\_

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

**BEFORE A PERMIT IS ISSUED:** The owner or the owner's representative, shall complete, sign and submit two (2) copies of this form and the Structural Tests and Inspection Schedule to the Building Division for review and approval.

The owner and the owner's contractor shall also acknowledge the following conditions applicable to Special Inspection and/or Testing:

1. It is the responsibility of the contractor to review the Building Division approved plans for additional inspection or testing requirements that may be noted. A pre-construction conference at the job site is recommended to review special inspection procedures.
2. The contractor is responsible for proper notification to the Inspection or Testing agency for the items listed.
3. The contractor shall submit to the Building Official the name of the Inspection or Testing Agency. Only those agencies which are on the current list of agencies approved by the City of Emeryville Building Division may be used.
4. The inspection agency shall submit the names and copies of the certifications of the on-site special inspectors to this Division for approval. Special inspectors shall not make any inspections without prior approval of their certifications by the Building Official.
5. On the site the inspector, when performing the functions of a special inspector, shall wear an identification badge which indicates the following:

- a. Name of the inspector.
  - b. Photo of the inspector.
  - c. The specific certifications in special inspection held by the inspector.
  - d. An authorization signature by the registered engineer who is a full-time employee of the agency.
6. The special inspector shall use only Building Division approved drawings.
  7. Only the testing laboratory shall take samples and transport them to their laboratory.
  8. Copies of all laboratory reports and inspections are to be sent directly to this Division by the Testing Agency on a weekly basis.
  9. The special inspector is responsible to the Building Official for immediate notification of any concerns and/or problems encountered.
  10. **BEFORE AN OCCUPANCY PERMIT CAN BE ISSUED:** The Inspection agency shall submit a statement that all items that require testing and inspections were fulfilled and reported. Those items not tested and/or inspected shall be noted in this statement.

**ACKNOWLEDGMENT:**

OWNER:

:

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

SPECIAL INSPECTION AGENCY:

:

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

CONTRACTOR:

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

PROJECT ENGINEER/ARCHITECT:

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED BY BUILDING OFFICIAL:

Sig: \_\_\_\_\_ Date: \_\_\_\_\_

### STRUCTURAL TESTS AND INSPECTION SCHEDULE

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

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

Special Inspection Agency: \_\_\_\_\_  
(Name of Agency)

\_\_\_\_\_  
(Signature and Title of a Responsible Employee of the Testing Agency) Date: \_\_\_\_\_

Contractor: \_\_\_\_\_  
(Name of Firm)

\_\_\_\_\_  
(Signature and Title of a Responsible Employee of the Contractor) Date: \_\_\_\_\_

OWNER: \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature of Owner) Date: \_\_\_\_\_

hereby certifies that the Testing/Inspection Agency named above has been engaged to perform structural tests and inspections during construction, as checked below, to satisfy all applicable portions of the California Building Code (IBC).

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 Inspection Agency so that the required services can be performed.

Prior to issuance of a Certificate of Occupancy the 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.

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

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

**REINFORCING STEEL:**

- \_\_\_ Tensile & Bend, one set per heat per \_\_\_ tons
- \_\_\_ Inspection of Placement
- \_\_\_ Inspection of Welding

**REINFORCED CONCRETE**

- \_\_\_ Aggregate Tests For Design
- \_\_\_ Suitability of Aggregates
- \_\_\_ Mix Designs
- \_\_\_ Batch Plant Inspection
- \_\_\_ Cement Grab Sample
- \_\_\_ Inspect Placement
- \_\_\_ Compression Tests
- \_\_\_ Pick-up Samples
- \_\_\_ Shrinkage Bars
- \_\_\_ Yield Check
- \_\_\_ Air Check
- \_\_\_ Dry Unit Weight

**SHOTCRETE:**

- \_\_\_ Aggregate Tests For Design
- \_\_\_ Suitability of Aggregates
- \_\_\_ Mix Designs
- \_\_\_ Batch Plant Inspection
- \_\_\_ Cement Grab Sample
- \_\_\_ Inspect Placement
- \_\_\_ Compression Tests
- \_\_\_ Pick-up Samples
- \_\_\_ Shrinkage Bars
- \_\_\_ Yield Check
- \_\_\_ Air Check
- \_\_\_ Dry Unit Weight

**GROUT:**

- \_\_\_ Aggregate Tests For Design
- \_\_\_ Suitability of Aggregates
- \_\_\_ Mix Designs
- \_\_\_ Batch Plant Inspection

- \_\_\_ Cement Grab Sample
- \_\_\_ Inspect Placement
- \_\_\_ Compression Tests
- \_\_\_ Pick-up Samples
- \_\_\_ Shrinkage Bars
- \_\_\_ Yield Check
- \_\_\_ Air Check
- \_\_\_ Dry Unit Weight

**MORTAR:**

- \_\_\_ Aggregate Tests For Design
- \_\_\_ Suitability of Aggregates
- \_\_\_ Mix Designs
- \_\_\_ Batch Plant Inspection
- \_\_\_ Cement Grab Sample
- \_\_\_ Inspect Placement
- \_\_\_ Compression Tests
- \_\_\_ Pick-up Samples
- \_\_\_ Shrinkage Bars
- \_\_\_ Yield Check
- \_\_\_ Air Check
- \_\_\_ Dry Unit Weight

**MASONRY:**

- \_\_\_ Preliminary Acceptance Tests (Mortar, Grout, Prisms)
- \_\_\_ Subsequent Tests (Mortar, Grout, Prisms)
- \_\_\_ Inspection of Grouting
- \_\_\_ Inspection of Placement & Grouting

**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 Attachments and Inserts
- \_\_\_ Compression Tests
- \_\_\_ Inspection of Stressing/Transfer

- \_\_\_ Inspection of Reinforcing & Forms
- \_\_\_ Inspection of Concrete Placement
- \_\_\_ Inspection of Tiebacks

**PILING, CAISSONS, CAPS, TIES:**

- \_\_\_ Inspection of Reinforcing Placement
- \_\_\_ Inspection of concrete Placement
- \_\_\_ Inspection of Concrete Batching

**UNDERPINNING:**

- \_\_\_ Inspection of Steel Fabrication

**STRUCTURAL STEEL:**

- \_\_\_ Sample ;& Test (List specific members)
- \_\_\_ Shop Identification & Welding Inspection
- \_\_\_ Shop Ultrasonic Inspection
- \_\_\_ Shop Radiography
- \_\_\_ Field Welding Inspection
- \_\_\_ Field Bolting Inspection
- \_\_\_ Field Ultrasonic Inspection
- \_\_\_ Field Radiography
- \_\_\_ Metal Deck Welding Inspection

**FIREPROOFING:**

- \_\_\_ Inspection of Placement
- \_\_\_ Density Tests
- \_\_\_ Thickness Tests
- \_\_\_ Inspect Batching

**FILL MATERIAL:**

- \_\_\_ Acceptance Tests
- \_\_\_ Moisture-Density Determination
- \_\_\_ Field Density

**ASPHALTIC CONCRETE:**

- \_\_\_ Mix Design
- \_\_\_ Inspection of Batch Plan
- \_\_\_ Core/test
- \_\_\_ Field Inspection
- \_\_\_ Suitability tests
  - \_\_\_ Specific Gravity
  - \_\_\_ Asphaltic content
  - \_\_\_ Sieve Analysis
  - \_\_\_ K Factors
  - \_\_\_ Stabilimeter Valve
  - \_\_\_ Swell

**ROOFING:**

- \_\_\_ Inspection of Placement
- \_\_\_ Sample & Test

**STRUCTURAL WOOD:**

- \_\_\_ inspection of Fabrication
- \_\_\_ Inspection of Truss Joist Fabrication
- \_\_\_ Sample & Test Components
- \_\_\_ Inspection of Glu Lam Fabrication

**INSULATING CONCRETE:**

- \_\_\_ Sample & Test
- \_\_\_ Unit Weights

**STRUCTURAL OBSERVATION AS FOLLOWS:** Structural observation means the visual observation of the structural system for general conformance to the approved plans and specifications, at significant construction stages and at completion of the structural system. Structural observation does not include or waive the responsibility for the special inspections required by Section 108 or Chapter 17 of the UBC.

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