



COMMUNITY DEVELOPMENT DEPARTMENT
Building Division
1600 First Street
PO Box 660
Napa, California 94559-0660
(707)257-9540 FAX: (707)257-9522

SPECIAL INSPECTION PROPOSAL FORM

Note: this form must be completed by the Owner or Architect/Engineer of Record and approved by the Building Official prior to issuance of a Building Permit. The qualified individual special inspector must be identified along with their firm. The special inspector may not be employed by the contractor or anyone responsible for the construction work.

PROJECT _____ **DATE** _____

OWNER _____ **PERMIT APPLICATION NUMBER** _____

PROPOSED SPECIAL INSPECTOR Firm: _____ and Individual: _____
(Please fill out one of these forms for each Special Inspector on this project. Attach proposed inspector's qualifications.)

PROPOSED TESTING AGENCIES _____
(Specify which category they are testing.)

TYPES OF INSPECTIONS REQUIRED: Check each type of inspection required by Architect/Engineer of Record as indicated on the approved building plans and specifications.

1. CONCRETE

Inspection Scope & Schedule* _____

Frequency of Sampling Materials _____

Frequency of Testing _____

2. BOLTS INSTALLED IN CONCRETE

Inspection Scope & Schedule* _____

3. SPECIAL MOMENT - RESISTING CONCRETE FRAME

Inspection Scope & Schedule* _____

Frequency of Sampling Materials _____

Frequency of Testing _____

4. REINFORCING STEEL AND PRESTRESSED STEEL TENDONS

Inspection Scope & Schedule* _____

Method of Testing _____

5. WELDING

A. SPECIAL MOMENT - RESISTING STEEL FRAMES

Inspection Scope & Schedule* _____

Type of non-destructive testing _____

Frequency of Tests _____

B. STRUCTURAL WELDING INCLUDING REINFORCING STEEL

Inspection Scope & Schedule* _____

Type of non-destructive testing _____

Frequency of Tests _____

6. HIGH-STRENGTH BOLTING

Inspection Scope & Schedule* _____

Method of Testing _____

Frequency of Testing _____

7. STRUCTURAL MASONRY

Inspection Scope & Schedule* _____

Frequency of Sampling Materials _____

Frequency of Testing _____

8. REINFORCED GYPSUM CONCRETE

Inspection Scope & Schedule* _____

Frequency of Sampling Materials _____

Frequency of Testing _____

9. INSULATING CONCRETE FILL

Inspection Scope & Schedule* _____

Frequency of Sampling Materials _____

Frequency of Testing _____

10. SPRAYED-ON FIREPROOFING

Inspection Scope & Schedule* _____

Method of Inspection _____

Frequency of Sampling Materials _____

Frequency of Testing _____

11. PILING, DRILLED PIERS AND CAISSONS

Inspection Scope & Schedule* _____

Method of Inspection _____

12. SHOTCRETE

Inspection Scope & Schedule* _____

Method of Inspection _____

Frequency of Sampling Materials _____

Frequency of Testing _____

13. SPECIAL GRADING, EXCAVATION AND FILLING

Inspection Scope & Schedule* _____

Method of Testing Soil Density _____

14A. SPECIAL CASES TYPE: _____

Inspection Scope & Schedule* _____

Method of Inspection _____

Other _____

14B. SPECIAL CASES TYPE: _____

Inspection Scope & Schedule* _____

Method of Inspection _____

Other _____

SPECIAL INSPECTOR CERTIFICATION:

I hereby certify that I am qualified to perform the special inspection items marked above, that I will perform the special inspections at the appropriate times scheduled by the contractor and that I will submit weekly and final reports.

Special Inspector: _____ **Date:** _____

OWNER CERTIFICATION: (May be signed by Architect /Engineer of Record on Owner's behalf.)

I hereby certify that I will employ the aforementioned Special Inspector to perform the inspections shown above.

Owner: _____ **Date:** _____

BUILDING OFFICIAL'S APPROVAL OF PROPOSAL OF SPECIAL INSPECTION:

Building Official: _____ **Date:** _____

Note:

Special Inspection weekly reports must be submitted to the owner and to the Building Official within 5 working days of the last day of the week being reported to avoid Suspension of the Building Permit and possible Stop Work Order.

A monthly summary letter is required for overall status including any outstanding items that require follow-up. The final special inspection approval letter(s) must be submitted before use or occupancy. Any variation to the special inspection proposal requires prior approval of the Building Official.

*(extent of work inspected; continuous or periodic, frequency)