



## SPECIAL INSPECTION AND OBSERVATION PROGRAM City of Walnut Creek Building Division

Permit Application #: \_\_\_\_\_

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

**Purpose:** To meet the requirements of City of Walnut Creek Municipal Code Section 9-0.5.305, Paragraph c, Item 9 and California Building Code (CBC) Section 1704.3 this form may be used as a statement of special inspections.

**Duties and Responsibilities of the Registered Design Professional in Responsible Charge of the Structural Design:** As a condition for permit issuance, the registered design professional in responsible charge of the structural design shall prepare this Special Inspection and Observation Program and submit a copy signed by all parties to the building official for approval.

It is the responsibility of the registered design professional in responsible charge of the structural design to select, on behalf of the owner, a qualified special inspection and testing agency for the project. This shall be deemed by the City of Walnut Creek to satisfy Section 1704.2.1 of the CBC.

When structural observation is required by CBC Section 1704.6, the observation program shall name the individuals or firms who are to perform structural observation and identify the frequency and extent of structural observations. The registered design professional acting as structural observer shall submit to the building official a written statement that site visits have been made and identify any reported deficiencies that, to the best of the structural observer's knowledge, have not been resolved.

**Duties and Responsibilities of the Special Inspection and Testing Agency:** The selected special inspection and testing agency shall provide qualified individual special inspectors. The special inspection and testing agency shall **not** enter into an agreement with the contractor or developer. In agreeing to perform special inspection and testing services for this project, the responsible managing civil or structural engineer for the special inspection and testing agency shall take reasonable steps to ensure that each special inspector used for the project has the necessary training, experience, and resources to properly carry out the duties and responsibilities of a special inspector. The special inspector shall maintain current ICC certificates in the areas of inspection. The responsible managing engineer shall verify each special inspector's experience in the area of inspections to be performed. The City of Walnut Creek will depend upon the special inspection and testing agency to only employ qualified and currently ICC certified special inspectors on City of Walnut Creek projects. Special inspectors shall display approved identification from the special inspection and testing agency when performing the functions of a special inspector.

Special inspections are either continuous or periodic based on the requirements in CBC Section 1705. The registered design professional in responsible charge or the building official may increase the required amount of inspections beyond the code minimums.

Report requirements for special inspectors are outlined in CBC Section 1704.2.4. The special inspector shall keep records of inspections and shall furnish inspection reports to the building official, and to the registered design professional in responsible charge. All reports must include the following information:

- Permit Number
- Description of Project
- Address of Project
- Description of individual inspections and tests made with applicable locations.
- Indication of whether work inspected was or was not completed in conformance to approved construction documents
- Listing of all discrepancies.

Note: Discrepancies shall be brought to the immediate attention of the contractor for correction. If they are not corrected, the discrepancies shall be brought to the attention of the building official and to the registered design professional in responsible charge prior to the completion of that phase of the work.

## Required Special Inspections for Permit Application # \_\_\_\_\_

[2025 CBC section referenced in brackets]

- Report on how discrepancies were resolved or unresolved as applicable.
- Itemized changes authorized by the architect, engineer, and approved by the building official.
- Identification of individual inspector(s) who performed the inspections.

A final report documenting required special inspections and correction of any discrepancies noted in the inspections shall be submitted to the building official at the time of completion of the permitted work.

### **Contractor's (Or Owner-Builder's) Responsibilities:**

1. The contractor shall **not** enter into agreement with the special inspection and testing agency.
2. The contractor is responsible for scheduling the special inspector to make individual inspections. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.
3. The contractor is responsible for providing the special inspector access to city approved plans at the job site.
4. Special inspection is to be completed and documented prior to the scheduled city inspection.
5. The contractor is responsible for retaining at the job site all special inspection records submitted by the special inspector and providing these records upon request for review by the city building inspector.
6. A special inspection does not waive the requirement for inspection by a city building inspector. The contractor is responsible for scheduling city inspections after completion of special inspection and prior to covering work.
7. By signing this Special Inspection and Observation Program, the contractor responsible for the construction of a main wind- or seismic-force-resisting system; designated seismic system; or a wind- or seismic- resisting component acknowledges the awareness and responsibilities of the requirements of this program.

### **Owner's (Or Owner-Builder's) Responsibilities:**

1. The owner shall employ the registered design professional in responsible charge to carry out the duties and responsibilities in this Special Inspection and Observation Program.
2. The owner shall employ the special inspection and testing agency.
3. Where required by the provisions of CBC Section 1704.6 , the owner shall employ a registered design professional to perform structural observations.

### **Building Division Responsibilities:**

1. The building division shall review and approve all special inspection requirements.
2. Work requiring special inspection and the performance of special inspectors may be monitored by the city building inspector.
3. The city building inspector's approval must be obtained by the permit applicant in addition to that of the special inspector prior to placement of concrete or other similar activities.
4. The building division will final the permit(s) for the project when all other city requirements have been met and after all special inspection reports and the final report have been submitted and accepted.

## Required Special Inspections for Permit Application # \_\_\_\_\_

[2025 CBC section referenced in brackets]

### Required Structural Observations

- Structural in Risk Category IV, high-rise, or required by engineer of record/building official [1704.6.1]**

### Required Special Inspections

- Steel Construction [1705.2]
  - Structural Steel in accordance with AISC 360 [1705.2.1]
    - Welding Inspection (AISC 360 Section N5.4)
    - Nondestructive Testing of Welded Joints (AISC 360 Section N5.5)
    - Inspection of High-Strength Bolting (AISC 360 Section N5.6)
    - Inspection of Galvanized Structural Steel Main Members (AISC 360 Section N5.7)
  - Structural stainless steel elements in accordance with the quality assurance inspection requirements of AISC 370 [1705.2.2]  
Certificates of approved fabricator and erectors (AISC 360 Section N6)  
Cold-formed steel deck [1705.2.3]
    - Welding Inspection and qualification of special inspectors for floor and roof deck in accordance with the quality assurance inspection requirement of SDI QA/QC
  - Open-web steel joist and joist girders [1705.2.4]
    - Welding or bolted end connections per SJI specifications
    - Standard horizontal or diagonal bridging in accordance with SJI specifications
    - Horizontal or diagonal bridging that differs from SJI specifications
  - cold-formed steel trusses spanning 60 feet or greater [1705.2.5]
    - Both temporary and permanent restraint/bracing in accordance with approved truss submittal package.
- Concrete Construction [1705.3]
  - Reinforcing steel, including pre-stressing tendons, and placement
  - Reinforcing bar welding in accordance with Table 1705.3, Item 2
  - Anchors cast in concrete
  - Anchors post-installed in hardened concrete
  - Continuously inspect adhesive anchors in horizontally or upwardly inclined orientation to resist sustained tension loads
  - Use of required mix design
  - Continuously inspect fabricated specimens for strength tests prior to placement
  - Continuously perform slump, air content, and temperature test
  - Continuously inspect concrete and shotcrete placement
  - Maintenance of specified curing temperature and techniques
  - Continuously inspect pre-stressed concrete for:
    - Application of pre-stressing forces, and
    - Grouting of bonded pre-stressing tendons
  - Erection of precast concrete members
  - Formwork for shape, location, and dimensions
  - In-situ concrete strength prior to stressing tendons in post-tensioned concrete and prior to removal of shores and forms from beams and structural slabs

## Required Special Inspections for Permit Application # \_\_\_\_\_

[2025 CBC section referenced in brackets]

- Masonry Construction [1705.4]
  - In accordance with quality assurance program requirements of TMS 402 and TMS 602
- Wood Construction [1705.5]
  - High-load diaphragms [1705.5.1]
  - Verify the installation of the permanent restraint/bracing for Metal-plate-connected wood trusses with span of 60 feet or greater, or with height of 60 inches or greater [1705.5.2]
  - Mass Timber construction. Special inspections of mass timber elements in type IV-A, IV-B and IV-C construction shall be in accordance with table 1705.5.3 [1705.5.3]
- Soils [1705.6]
  - Adequacy of materials below shallow foundations to achieve design bearing capacity
  - Excavations extended to proper depth and reached proper material
  - Classification and testing of compacted fill materials
  - Continuously verify use of proper materials, densities and lift thickness during placement and compaction of compacted fill
  - Inspect subgrade and verify that site has been prepared properly prior to placement of compacted fill.
  - Subgrade and site preparation prior to placement of compacted fill
  - Use of proper materials and techniques for compacted fill
- Driven Deep Foundations [1705.7]
  - Continuously verify element materials, sizes, and lengths
  - Continuously determine capacities of test elements; conduct additional load tests, as required
  - Continuously inspect drilling operations; maintain complete and accurate records
  - Continuously verify placement locations and plumbness; confirm type and size of hammer; record number of blows per foot of penetration; determine required penetrations to achieve design capacity; record tip and butt elevations; document any damage to foundation element
  - For steel elements, perform additional inspections in accordance with Section 1705.2
  - For concrete elements and concrete-filled elements, perform additional inspections in accordance with Section 1705.3
  - For specialty elements, perform additional inspections as determined by the registered design professional in responsible charge
- Cast-in-Place Deep Foundations [1705.8]
  - Continuously observe drilling operations; maintain complete and accurate records
  - Continuously verify placement locations and plumbness; confirm element or bell diameters; confirm lengths or embedment into bedrock; confirm adequate end-bearing strata capacity; record concrete or grout volumes
  - For concrete elements, perform additional inspections in accordance with Section 1705.3
- Helical Pile Foundations [1705.9]

**Required Special Inspections for Permit Application # \_\_\_\_\_**

[2025 CBC section referenced in brackets]

- Structural integrity of deep foundation elements [1705.10]
- Fabricated items [1705.11]
- Wind Resistance [1705.12]
  - Structural wood [1705.12.1]
  - Cold-formed steel light-frame construction [1705.12.2]
  - Wind-resisting components [1705.12.3]
- Seismic Resistance [1705.13]
  - Structural steel [1705.13.1]
  - Structural wood [1705.13.2]
  - Cold-formed steel light-frame construction [1705.13.3]
  - Designated seismic systems [1705.13.4]
  - Architectural components [1705.13.5]
  - Access floors [1705.13.5.1]
  - Mechanical and electrical components [1705.13.6]
  - Storage racks [1705.13.7]
  - Seismic isolation systems [1705.13.8]
  - Cold-formed steel special bolted moment frame [1705.13.9]
- Sprayed Fire-Resistant Materials [1705.15]
- Mastic and Intumescent Fire-Resistant Coatings [1705.16]
- Exterior Insulation and Finish Systems (EIFS) [1705.17]
- Fire-Resistant Penetrations and Joints [1705.18]
- Smoke Control [1705.19]
- Sealing of mass timber [1705.20]

Identify any applicable ICC Evaluation Reports, IAPMO Reports, etc. which indicate special inspection requirements:

---

---

---

Other items:

---

---

---

**ACKNOWLEDGEMENTS**

I have read, and I agree to comply with, the terms and conditions of this Special Inspection and Observation Program:

**Legal Property Owner (not tenant):** *Note: **Building Owner** or agent shall contract with Special Inspection and Testing Agency.*

\_\_\_\_\_  
*Print name of owner, partner, or corporate officer*

\_\_\_\_\_  
*Partnership or Corporation Name*

\_\_\_\_\_  
*Signature of owner, partner or corporate officer*

\_\_\_\_\_  
*Date Signed*

**Registered Design Professional in Responsible Charge of Structural Design:**

\_\_\_\_\_  
*(Print name clearly)*

\_\_\_\_\_  
*California Registration Number*

\_\_\_\_\_  
*Engineer's or Architect's Signature*

\_\_\_\_\_  
*Date Signed*

**Special Inspection & Testing Agency:**

\_\_\_\_\_  
*Company Name (Please print clearly)*

\_\_\_\_\_  
*Supervising Engineer for Company (Please print clearly)*

\_\_\_\_\_  
*California Registration Number*

\_\_\_\_\_  
*Supervising Engineer's Signature*

\_\_\_\_\_  
*Date Signed*

**Contractor:** *Note: **Contractor** shall **not** enter into agreement with Special Inspection and Testing Agency.*

\_\_\_\_\_  
*(Print name clearly)*

\_\_\_\_\_  
*License Number                      License Class*

\_\_\_\_\_  
*Contractor's Signature*

\_\_\_\_\_  
*Date Signed*

**Approved by Building Division:**

\_\_\_\_\_  
*(Print name clearly)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date Signed*