



## SPECIAL INSPECTION & TESTING AGREEMENT/SCHEDULE

PROJECT TYPE:  RESIDENTIAL  COMMERCIAL

Permit Number(s): \_\_\_\_\_

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

To applicants and owners of projects requiring Special Inspection or Testing per Section 1701 of the California Building Code, please acknowledge and return this form to the City.

**BEFORE A PERMIT CAN BE ISSUED:** The owner or owner’s representative, on the advice of the responsible Project Engineer or Architect, shall complete, sign and submit two (2) copies of the attached “Structural Tests and Inspection Schedule” to the Building Division for review and approval.

The owner and the owner’s general contractor, where applicable, shall also acknowledge the following conditions applicable to Special Inspection and/or Testing.

1. The special inspection agency shall be employed by the owner, or by the engineer or architect of record acting as the owner’s agent.
2. Contractor is responsible for properly notifying the special inspection agency for the items listed.
3. Only personnel from the special inspection & testing agency shall take samples and transport them to the laboratory.
4. Copies of all laboratory reports and inspection reports shall be sent directly to the City by the special inspection agency.
5. The special inspection agency shall submit the names and qualifications of on-site special inspectors to the Building Division for approval.
6. The Special Inspector is under the authority of, and responsible to, the Building Official. All concerns or problems encountered shall be brought to the Building Official’s attention immediately.
7. Special Inspectors shall provide weekly reports to the Building Division documenting all inspection activities.
8. The contractor is responsible for reviewing City-approved plans for additional inspection or testing requirements that may be noted.
9. **BEFORE AN OCCUPANCY PERMIT CAN BE ISSUED:** The inspection agency shall submit a statement confirming that all required testing and inspections have been completed and reported. Any items not tested or inspected shall be identified in this statement. Copies of the statement shall be maintained at the job site for the Building Inspector’s review prior to final inspection.
10. **NO WORK SHALL BE COVERED PRIOR TO CITY OF PALO ALTO INSPECTION APPROVAL. PLEASE SCHEDULE AN INSPECTION WITH THE BUILDING DIVISION.**

ACKNOWLEDGEMENT (SIGN BELOW) I have reviewed the enclosed “Structural Tests and Inspection Schedule” and the information above.

Owner (or)	Name of Special Inspection Agency
Project Architect (or)	Name of Contractor
Project Engineer	Building Official or Designee

## STRUCTURAL TESTS AND INSPECTION SCHEDULE

Prior to issuance of a building permit, the Owner, on the advice of the Architect or Engineer, shall complete, sign and submit this form to the Building Official.

Project Name	Permit Number
Project Address	Name of Special Inspection Agency
Owner's Name	Name of Contractor

I hereby certify that the Special Inspection & Testing Agency named above has been engaged to perform structural tests and inspection during construction, as checked below, to satisfy all applicable portions of the Building Code.

Prior to issuance of an occupancy permit, the special 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.

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 Special Inspection Agency so that the required services may be performed.

### REINFORCING STEEL

	Tensile & Bond
	Inspection of Placement
	Inspection of Welding

### MASONRY

	Preliminary Acceptance Test (Masonry Units, Wall Prism)
	Subsequent Tests (Mortar, Grout, Field Wall Prisms)
	Inspection of Grouting
	Inspection of Placement and Grouting

### CONCRETE, GUNITE/SHOTCRETE, GROUT & MORTAR

Conc.	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, CAISSONS, CAPS, TIES

	Inspection of Reinforcing Placement
	Inspection of Concrete Placement
	Inspection of Concrete Batching

### UNDERPINNING

	Inspection of Steel Fabrication
	Inspection of Reinforcing & Forms
	Inspection of Concrete Placement
	Inspection of Tiebacks

### STRUCTURAL STEEL

	Sample & Test
	Shop Identification & 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/Expansion Anchors

### INSULATING CONCRETE

	Sample & Test
	Unit Weights

### FIREPROOFING

	Inspection of Placement
	Density Tests
	Thickness Tests
	Batching Inspection

### GEOTECHNICAL (Inspections & Testing by Geotechnical Engineer)

	Fill Material Acceptance Tests
	Moisture/Density Determination
	Field Density/Compaction prior to Concrete Pour
	Pier Drilling
	Observation & Testing by Geotechnical Engineer

### ROOFING & WATERPROOFING

	Inspection of Placement
	Sample & Tests
	Basement Waterproofing

### STRUCTURAL WOOD

	Inspection of Fabrication
	Inspection of Truss Joist Fabrication
	Sample & Test Components
	Inspection of Glulam Fabrication
	Shearwall or Diaphragm Construction & Nailing

**OTHER TESTS OR INSPECTIONS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Recognized Special Inspection and Testing Agencies

Key:  
 RC = Reinforced Concrete      PC = Prestressed Concrete      SM = Structural Masonry      SW = Steel Welding  
 HSB = High-Strength Bolting      NDT = Non-Destructive Testing      SWC = Structural Wood Construction      FP = Fireproofing  
 RNW = Agencies that are in the process of renewal with status expired less than **one** year will be accepted to perform work

AGENCY NAME	ADDRESS	PHONE/FAX	INSPECTION CATEGORY									EXPIRATION	REMARKS
4x Engineering Inc.	1885 Meridian Ave San Jose, CA 95125	(408) 642-5464 (408) 642-5447									SWC	6/17/28	
ACE Quality Control	3075 Teagarden Street San Leandro, CA 94577	(510) 969-4239	RC	PC	SM	SW	HSB	NDT	SWC	FP		10/30/2028	
Achievement Engineering Corp.	2455 Autumnvale Dr, Unit E, San Jose, CA 95131	(408) 217-9174 (408) 217-9632	RC	PC	SM	SW	HSB	NDT	SWC	FP		4/16/2028(*)	
Advanced Testing & Inspection, LLC	540 Brunken Avenue, Suite B Salinas, CA 93901	(831) 442-2272 (888) 499-9979	RC	PC	SM	SW	HSB		SWC	FP		10/1/2024	Expired
Apex Testing Labs, Inc.	1790 Yosemite Ave San Francisco, CA 94124	(415) 550-9800 (415) 550-9880	RC	PC	SM	SW	HSB	NDT		FP		5/3/2025	RNW
Applied Materials & Engineering, Inc.	980 41st Street Oakland, CA 94608	(510) 420-8190 (510) 420-8186	RC	PC	SM	SW	HSB	NDT	SWC	FP		9/9/2028	
Aries Engineering	5357 Persimmon Grove Ct San Jose, CA 95123	(408) 634-0087	RC			SW	HSB		SWC			10/10/2026(*)	
BAGG Engineers	138 Charcot Avenue San Jose, CA 95131	(650) 852-9133 (650) 852-9138	RC	PC	SM	SW	HSB			FP		10/13/2026	
Berlogar, Stevens and Associates	5587 Sunol Blvd Pleasanton, CA 94566	(925) 484-0220 (925) 846-9645	RC	PC	SM	SW	HSB	NDT		FP		6/4/2027	
Biggs Cardosa Associates, Inc.	865 The Alameda San Jose, CA 95126	(408) 296-5515 (408) 296-8114	RC	PC	SM	SW	HSB	NDT	SWC	FP		3/18/2027(*)	
B.S.K. Associates	399 Lindbergh Ave Livermore, CA 94551	(925) 315-3151 (925) 315-3152	RC	PC	SM	SW	HSB	NDT		FP		5/1/2025	RNW
Consolidated Engineering Labs	2001 Crow Canyon Rd, Suite 100 San Ramon, CA 94583	(925) 314-7100 (925) 855-7140	RC	PC	SM	SW	HSB	NDT	SWC	FP		10/30/2028	
Construction Testing Services	2118 Rheem Drive, Suite A Pleasanton, CA 94588	(925) 462-5151 (925) 462-5183	RC	PC	SM	SW	HSB	NDT		FP		3/24/2026	
CTE Cal, Inc.	47616 Fremont Boulevard Fremont, CA 94588	(510) 573-6362 (510) 573-6684	RC	PC	SM	SW	HSB	NDT	SWC	FP		12/9/2025	
Earth Systems Pacific	48511 Warm Springs Blvd. Ste. 210 Fremont, CA 94539	(510) 353-3833 (888) 567-4292	RC	PC	SM	SW	HSB		SWC	FP		10/20/2028	
ENGEO Incorporated	2010 Crow Canyon Rd, Suite 250 San Ramon, CA 9483-1545	(925) 866-9000 (888) 279-2698	RC	PC	SM	SW	HSB	NDT		FP		4/1/2027	
Generalist Building Inspections, Inc.	866 Central Avenue, Pittsburg, CA. 94565	(562) 446-3318	RC	PC	SM	SW	HSB	NDT	SWC	FP		9/26/2028 (*)	
HP Inspections	690 Sunol Street, Bldg. H San Jose, CA 95126	(408) 288-8460 (408) 271-0902	RC	PC	SM	SW	HSB	NDT		FP		2/28/2027	
Inspection Services Inc.	1798 University Ave Berkeley, CA 94703	(510) 900-2100 (510) 900-2101	RC	PC	SM	SW	HSB	NDT	SWC	FP		2/8/2026	Expired
Intertek-Professional Service Industries, Inc.	380 Tennant Ave, Ste 3 Morgan Hill, CA 95037	(408) 669-5500	RC		SM	SW	HSB			FP		2/10/2029	
KC Engineering Co.	865 Cotting Lane, Suite A Vacaville, CA 95688	(707) 447-4025 (707) 447-4143	RC	PC	SM	SW	HSB		SWC	FP		1/14/2027	
KIPS Engineering	1188 N. Abbott Ave Milpitas, CA 95035	(530) 633-7388	RC	PC	SM	SW	HSB			FP		11/27/2027(*)	
Kleinfelder Inc.	2601 Barrington Ct Hayward, CA 94545	(925) 484-1700	RC	PC	SM	SW	HSB	NDT		FP		4/8/2028	
Korbmacher Engineering Inc.	480 Preston Court, Suite B Livermore, CA 94551	(925) 454-9033 (925) 454-9564	RC	PC	SM	SW	HSB	NDT	SWC	FP		2/2/2024	Expired
Krazan and Associates Inc.	1061 Serpentine Lane, Suite F Pleasanton, CA 94566	(925) 307-1160 (925) 307-1161	RC	PC	SM	SW	HSB	NDT	SWC	FP		11/27/2027	

AGENCY NAME	ADDRESS	PHONE/FAX	INSPECTION CATEGORY								EXPIRATION	REMARK
<b>MatriScope Engineering Labs</b>	<b>6244 Preston Ave Livermore, CA 94551</b>	<b>(510) 763-3601 (510) 763-1388</b>	RC	PC	SM	SW	HSB	NDT	SWC	FP	<b>5/16/2025</b>	<b>Expired</b>
Mid Pacific Engineering, Inc	840 Embarcadero Dr #20 West Sacramento, CA 95605	(916) 927-7000	RC	PC	SM	SW	HSB	NDT		FP	6/2/2026	
Nicholas Engineering Consultants	6743 Dublin Boulevard, #15 Dublin, CA 94568	(925) 829-8090 (925) 829-0235	RC	PC	SM	SW	HSB		SWC	FP	3/9/2026 (*)	
Ninyo & Moore	5710 Ruffin Road San Diego, CA 92123	(858) 576-1000	RC	PC	SM	SW	HSB	NDT	SWC	FP	3/7/2028	
Norcon LLC	470 3 <sup>rd</sup> Street, Suite 105 San Francisco CA 94107	(415) 692-0519	RC	PC	SM	SW	HSB	NDT	SWC	FP	10/6/2026	
Picot Inspection	2162 62th Ave Oakland, CA 94621	(510) 847-8990	RC	PC	SM	SW	HSB		SWC	FP	1/5/2027 (*)	
PJC & Associate, Inc.	600 Martin Ave, Suite 210 Rohnert Park, CA 94928	(707) 584-4804 (707) 584-4811	RC		SM	SW					1/31/2027	
RES Engineers, Inc.	1250 Missouri St, Suite 207 San Francisco, CA 94107	(415) 822-4625 (415) 822-8925	RC	PC	SM	SW	HSB	NDT	SWC	FP	8/8/2026	
RMA Group	3150 Fitzgerald Road Rancho Cordova, CA 95742	(916) 631-7194 (916) 631-7256	RC	PC	SM	SW	HSB	NDT	SWC	FP	7/14/2026	
<b>Salem Engineering Group, Inc.</b>	<b>4729 W. Jacquelyn Ave Fresno, CA 93722</b>	<b>(559) 271-9700 (559) 275-0827</b>	RC	PC	SM	SW	HSB	NDT	SWC	FP	<b>8/16/2025</b>	<b>Expired</b>
Sigma Engineering Laboratories	1180 4th Steet San Francisco, CA 94158	(415) 702-8374 (628) 999-0377	RC	PC	SM	SW	HSB	NDT	SWC	FP	9/17/2026 (*)	
Signet Testing Laboratories	3526 Breakwater Court Hayward, CA 94545	(510) 887-8484 (510) 783-4295	RC	PC	SM	SW	HSB	NDT	SWC	FP	1/11/2028	
Smith-Emery Company	1940 Oakdale Ave San Francisco CA 94124	(415) 642-7326 (415) 642-7055	RC	PC	SM	SW	HSB	NDT	SWC	FP	8/1/2026	
Stevens Ferrone & Bailey	1600 Willow Pass Ct Concord, CA 94520	(925) 688-1001 (925) 688-1005	RC	PC	SM	SW	HSB		SWC	FP	7/31/2026	
Structure Group	2352 Research Drive Livermore, CA 94550	(925) 447-9900 (925) 447-9901	RC	PC	SM	SW	HSB		SWC	FP	7/14/2026	
Terracon Consultants, Inc.	1220 Concord Ave, Suite 450 Concord, CA 94520	(925) 609-7224	RC	PC	SM	SW	HSB	NDT	SWC	FP	4/1/2027	
Testing Engineers Inc.	2811 Teagarden Street San Leandro, CA 94577	(510) 835-3142 (510) 834-3777	RC	PC	SM	SW	HSB	NDT	SWC	FP	2/14/2028	
Twining	1572 Santa Ana Ave Sacramento, CA 94591	(916) 649-9000 (916) 921-8532	RC	PC	SM	SW	HSB	NDT	SWC	FP	1/15/2028	
Valley Inspection	326 Woodrow Ave Vallejo, CA 94571	(707) 552-7037 (707) 552-7022				SW			SWC	FP	<b>6/6/2025</b>	<b>RNW</b>
<b>Youngdahl Consulting Group</b>	<b>1234 Glenhaven Court El Dorado Hills, CA 95762</b>	<b>(916) 933-0633 (916) 933-6482</b>	RC	PC	SM	SW	HSB	NDT	SWC	FP	<b>1/27/2024</b>	<b>Expired</b>

Note: 1) Agencies may have offices in more than one location

2) (\*) Agencies subcontract laboratory services.

If you have any question, please contact the Assistant Chief Building Official via email @[David.chung@paloalto.gov](mailto:David.chung@paloalto.gov)