



BUILDING DIVISION

**Community Development Department**  
2131 Pear Street, Pinole, CA 94564 [www.pinole.gov](http://www.pinole.gov)  
Phone: (510) 724-8912 Email: [BuildingQuestions@pinole.gov](mailto:BuildingQuestions@pinole.gov)

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## **SPECIAL INSPECTION AND TESTING PACKAGE**

**For use by applicants of projects requiring Special Inspection or Testing per Chapter 17 of the California Building Code.**

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**BEFORE A PERMIT CAN BE ISSUED:** The *owner or their representative*, on the advice of the responsible Project Engineer or Architect, shall complete, sign, and submit an electronic copy of this form and the structural tests and inspection schedule to the Building Division for review and approval.

**PERMIT#:**

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### **STEP 1 of 2: ACKNOWLEDGEMENT**

The *owner and their general contractor*, where applicable, shall acknowledge the following conditions for Special Inspection and/or Testing by signing and dating in the appropriate places.

- |  |  |  |
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| <ol style="list-style-type: none"><li>1. Contractor is responsible for proper notification to the Inspection or Testing agency for items listed.</li><li>2. Only the testing laboratory should take samples and transport them to their laboratory.</li><li>3. Copies of all laboratory reports and inspections are to be sent directly to this Division by the Testing agency on a weekly basis.</li><li>4. Inspection agency to submit names and qualifications of on-site inspectors to this Division for approval. Submission of qualifications is not required when the agency utilizes the inspectors who are pre-</li></ol> | <ol style="list-style-type: none"><li>approved by the City. See item #10. The agency must provide each special inspector with an identification badge that indicates the following:<ol style="list-style-type: none"><li>a. Name of Inspector</li><li>b. Photo of Inspector</li><li>c. The specific areas in which the inspector is qualified to inspect</li><li>d. An authorization signature by the <b><u>registered engineer</u></b> who is a full-time employee of the agency</li></ol></li><li>5. The special inspector is responsible to the Chief Building Official for immediate notification of any concerns and/or problems encountered.</li></ol> | <ol style="list-style-type: none"><li>6. 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.</li><li>7. The special inspector shall use Building Division-approved drawings.</li><li>8. <b>BEFORE OCCUPANCY PERMIT CAN BE ISSUED:</b> The inspection agency shall submit a statement that all items requiring testing and inspection were fulfilled and reported. Those</li></ol> |
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items not tested and/or inspected shall be noted in this statement. A copy of the statement to be maintained at the job site for Building Inspector's review prior to final inspections.

9. Contractor responsible for the construction shall submit a written statement of responsibility to the Building in Official and the owner per Section 1706.1.

10. Attach a City approved matrix list for all special inspectors showing inspection areas for which they are qualified by experience and appropriate certifications (see enclosed).

**ACKNOWLEDGEMENT**

*I, the undersigned, acknowledge and agree to the above conditions:*

**Owner:**

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Special Inspection Agency:**

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Contractor:**

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Project Engineer/Architect:**

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Approved by Building Division:**

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

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**STEP 2 of 2: STRUCTURAL TESTS AND INSPECTIONS SCHEDULE**

Prior to issuance of a building permit, the Owner on the advice of the Architect of Engineer, shall complete, sign and submit this form to the Building Official. (Per California Building Code, Section 1704, 1705 or 1708)

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

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

**Testing/Inspection Agency:**

\_\_\_\_\_  
Name of Agency

\_\_\_\_\_  
Authorized Signature of the Testing Agency

**Owner:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Hereby certifies that the Testing/Inspection Agency named above has been engaged to perform structural test and inspection during construction, as checked below, to satisfy all applicable portions of the Building Code.

Prior to issuance of an occupancy permit, 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.

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 may be performed.

**REINFORCING STEEL:**

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

**MASONRY:**

- Preliminary Acceptance Test (Masonry Units, Wall Prisms)
- Subsequent Tests (Mortar, Grout, Field Wall Prisms)
- Inspection of Grouting
- Inspection of placement of Grouting

**CONCRETE, SHOTCRETE, GROUT & MORTAR:**

<u>Applicable Special Inspection</u>	<u>Concrete</u>	<u>Shotcrete</u>	<u>Grout</u>	<u>Mortar</u>
Aggregate Tests for Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suitability of Aggregates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mix Designs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Panel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Batch Plant Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cement Grab Sample	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspection Placing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compression Tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cast Specimens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pick-Up Samples	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shrinkage Bars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yield Check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air Check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dry Unit Weight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PILLING, CAISSONS, CAPS, TIES:**

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

**UNDERPINNING:**

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

**PRECAST/POST TENSIONED CONCRETE:**

- Reinforcing Tests
- Inspection of Reinforcing Placement
- Tendon Test
- Inspection of Tendon Placement
- Inspection of Concrete Placement
- Inspection of Concrete Batching
- Inspection of Panel Attachment & Inserts
- Compression Tests
- Inspection of Stressing / Transfer

**STRUCTURAL STEEL:**

- Sample & Test (list specific members below)
- Shop Identification & Welding inspection
- Shop Ultrasonic Inspection
- Shop Radiography
- Field Welding Inspection
- Field Bolting Inspection
- Field Ultrasonic Inspection
- Field Radiography
- Metal Deck Welding Inspection

Specific members:

**ASPHALTIC CONCRETE:**

- Mix Designs
- Inspection of Batch Plant
- Core/Test
- Field Inspection
- Suitably Test
- Specific Gravity
- Asphalt Content
- Sieve Analysis
- K Factors
- Stabilometer Valve
- Swell

**STRUCTURAL WOOD:**

- Inspection of Fabrication
- Inspection of Truss Joist Fabrication
- Samples & Test Components
- Inspection of Glu Lam Fabrication

**FILL MATERIAL:**

- Acceptance Tests
- Moisture-Density Determination
- Field Density

**INSULATING CONCRETE:**

- Sample & Test
- Unit Weights

**ROOFING:**

- Inspection of Placement
- Sample Test

**FIREPROOFING:**

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

**OTHERS:**

- Epoxy Anchors
- Anchor Bolts Installed in Concrete

**SEISMIC RESISTING ELEMENTS (PERIODIC SPECIAL INSPECTION IS REQUIRED):**

**Structural Wood:**

- Field Gluing (continues inspection)
- Nailing and Bolting
- Anchoring of Other Fastening: Specify Here:

\_\_\_\_\_

**Cold-formed Steel Framing:**

- Screw Attachment
- Bolting
- Anchoring of Other Fastening: Specify Here:

\_\_\_\_\_

- Storage Racks and Access Floors**
- Anchorage of Access Floor
- Anchorage of Storage Rack 8 feet or Greater



**SAMPLE MATRIX**  
**INSPECTOR QUALIFICATIONS MATRIX**

Inspector Name	Date of Hire	RC*	SM*	PC*	SSW	FP
Inspector A	05/04/99	X	X	I-T	I-T	
Inspector B	07/31/98	X	X			
Inspector C	10/01/00	X	X	X	X	
Inspector D	10/01/00	X	X	I-T	I-T	X
Inspector E	10/01/00	X	X	I-T		
Inspector F	08/01/01	X	X		X	
Inspector G	01/11/01				I-T	
Inspector H	06/17/99	X	X		I-T	
Inspector I	09/22/99				I-T	
Inspector J	06/26/00	X	X	I-T	I-T	
Inspector K	10/16/00	X	X		X	

Legend:

RC= Reinforced Concrete  
 SM= Structural Masonry  
 PC= Prestressed Concrete

SSW= Structural Steel & Welding  
 FP= Fireproofing

I-T= In-training as lacking certification and / or experience  
 X= Meets experience and certain certification criteria  
 \*=American Concrete Institute (ACI) Grade 1- is required

## RECOGNIZED SPECIAL INSPECTION & TESTING AGENCIES

*This List Is Not All Inclusive*

Last Updated: July 9, 2024

**NOTE: In order to be recognized for projects requiring Building Permits, those firms with not listed below must submit qualification packets to Building Department and be approved PRIOR to performing required Special Inspections services. The City does not endorse the listed firms.**

**Key:**

*RC= Reinforced Concrete*

*SS= Structural Steel Welding/Bolting*

*PC= Pre-stressed/Post-tensioned  
Concrete*

*FP= Spray-Applied Fireproofing*

*SM= Structural Masonry*

*URM= Unreinforced Masonry*

*SWC= Structural Wood Construction*

Company Name	Address	Phone & Fax	URM	RC	PC	SM	SS	FP	SWC	Expiration Date
ACE Quality Control	1830 Vernon St, Suite #7 Roseville, CA 95678	(916) 742-5096 (530) 241-5935	X	X	X	X	X	X		2/16/26
Achievement Engineering Corp.	1145 South Third Street, San Jose, CA 95112	(408) 217-9174 (408) 217-9632	X	X	X	X	X	X	X	7/18/26
Advanced Testing & Inspection (ATI)	540 Brunken Avenue Suite B Salinas, CA 93901	(831) 422-2272 (831) 597-2004	X	X	X	X	X	X		Expired
Apex Testing Labs, Inc.	1790 Yosemite Ave San Francisco, CA 94124	(415) 550-9800 (415) 550-9880	X	X	X	X	X	X		2/16/26
Applied Materials & Engineering	980 41st Street Oakland, CA 94608	(510) 420-8190 (510) 420-8186	X	X	X	X	X	X	X	2/23/26
BAGG Engineers	138 Charcot Avenue San Jose, CA 95131	(650) 852-9133 (650) 852-9138	X	X	X	X	X	X		2/22/26
Berlogar, Stevens and Associates	5587 Sunol Boulevard Pleasanton, CA 94566	(925) 484-0220 (925) 846-9645	X	X	X	X	X	X		2/22/26



Company Name	Address	Phone & Fax	URM	RC	PC	SM	SS	FP	SWC	Expiration Date
Biggs Cardosa Associates, Inc.	865 The Alameda San Jose, CA 95126	(408) 296-5515 (408) 296-8114		x	x	x	x			3/8/26
Consolidated Engineering Labs	2001 Crow Canyon Rd. Suite 100 San Ramon, CA 94583	(925) 314-7100 (925) 855-7140	X	X	X	X	X		x	2/22/26
Construction Testing Services (CTS)	2118 Rheem Drive Pleasanton, CA 94588	(925) 462-5151 (925) 462-5183	X	X	X	X	X	X	x	2/28/26
CTE Cal, Inc.	46716 Fremont Boulevard Fremont, CA 94538	(510) 573-6362 (510) 573-6684		x	x	x	x	x	x	3/13/26
ENGEO Incorporated	2010 Crow Canyon Pl. Suite 250 San Ramon, CA 94583	(925) 866-9000 (888) 279-2698	X	X	X	X	X	X	X	2/23/26
Inspection Consultants, Inc.	1515 North C Street Sacramento, CA 95814	(916) 321-5580 (916) 321-5590	X	X	X	X	X	X		Expired
Inspection Services Inc	1798 University Avenue Berkeley, CA 94703	(510)900-210	x	x	x	x	x	x	X	11/7/26
KC Engineering Co.	865 Cotting Lane, Suite A Vacaville, CA 95688	(707) 447-4025 (707) 447-4143	X	X	X	X	X	X		3/8/26
Kleinfelder Inc.	2601 Barrington Ct, Hayward, CA 94545	(925) 484-1700	X	X	X	X	X	X		
Krazan and Associates Inc.	1061 Serpentine Lane Suite F Pleasanton, CA 94566	(925) 307-1160 (925) 307-1161	X	X	X	X	X	X	X	01/24/25

Company Name	Address	Phone & Fax	URM	RC	PC	SM	SS	FP	SWC	Expiration Date
Geocon Consultants, Inc.	6671 Brisa Street Livermore, CA 94550	(925) 371-5900  (925) 371-5915	X	X	X			X	X	10/17/26
MatriScope Engineering Laboratories, Inc	601 Bercut Dr. Sacramento, CA 95811	(916) 375-6700	X	X	X	X	X	X	X	08/3/26
Mid Pacific Engineering, Inc MPE	4200 N. Freeway Blvd., Suite 5 Sacramento, CA 95834	(916) 927-7000	X	X	X	X	X	X		Expired
Moore Twining Associates, Inc.	2527 Fresno Street Fresno, CA 93721	(559) 268-7021 (559) 268-0740	X	X	X	X	X	X		Expired
Nicholas Engineering Consultants	6743 Dublin Boulevard, #15 Dublin, CA 94568	(925) 829-8090 (925) 829-0235	X	X	X	X	X	X	x	03/11/2024
Picot Inspection	2162 62th Ave, Oakland, CA 94621	(510) 847-8990	X	X	X	X	X	X		Expired
RES Engineers, Inc.	1250 Missouri Street Suite 207 San Francisco, CA 94107	(415) 822-4625 (415) 822-8925	X	X	X	X	X	X		Expired
Stevens Ferrone & Bailey	1600 Willow Pass Court Concord, CA 94520	(925) 688-1001 (925) 688-1005	X	X	X	X	X	X		Expired
Salem Engineering Group, Inc.	4055 W. Shaw Ave Suite 110 Fresno, CA 93722	(559) 271-9700 (559) 275-0827	X	X	X	X	X	X		Expired

<b>Company Name</b>	<b>Address</b>	<b>Phone &amp; Fax</b>	<b>URM</b>	<b>RC</b>	<b>PC</b>	<b>SM</b>	<b>SS</b>	<b>FP</b>	<b>SWC</b>	<b>Expiration Date</b>
Stevens Ferrone & Bailey	1600 Willow Pass Court Concord, CA 94520	(925) 688-1001 (925) 688-1005	X	X	X	X	X	X		Expired
Summit Associates	2300 Clayton Road Suite 1380 Concord, CA 94520	(925) 363-5560 (925) 363-5511	X	X	X	X	X	X	x	02/28/26
Terracon Consultants, Inc	1220 Concord Ave Suite 450 Concord, CA 94520	(925) 348-9057	X	X	X	X	X	X		4/24/26
Testing Engineers Inc.	2811 Teagarden Street San Leandro, CA 94577	(510) 835-3142 (510) 834-3777	X	X	X	X	X	X	x	02/9/25

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