



DEVELOPMENT SERVICES DIVISION

SPECIAL INSPECTION & TESTING AGREEMENTSCOPE: ☐ 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 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 Inspection 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, the engineer or architect of record acting as the owner's agent.
2. Contractor is responsible for proper notification to the special inspection agency for the items listed.
3. Only special inspection & testing agency personnel are to take samples and transport them to their laboratory.
4. Copies of all laboratory reports and inspections are to be sent directly to the City by the special inspection agency.
5. The special inspection agency is to submit the names and qualifications of on-site special inspectors to the Building Department for approval.
6. The Special Inspector is under the authority and is responsible to the Building Official. All concerns and/or problems encountered are to be brought to the Building Official's attention immediately.
7. Special Inspectors shall provide weekly reports to the Building Department of all inspection activities.
8. It is the responsibility of the contractor to review 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 that all items requiring testing and inspection were fulfilled and reported. Those items not tested and/or inspected shall be noted in this statement. Copies of statements to be maintained at the job site for the Building Inspector's review prior to final inspections.
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 "Special Inspection Schedule" and the information above.

Owner (or)_____
Name of Special Inspection Agency_____
Project Architect (or)_____
Name of Contractor_____
Project Engineer_____
Building Official

STRUCTURAL TESTS AND INSPECTIONS 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	REMARK
ACE Quality Control	3075 Teagarden Street San Leandro, CA 94577	(510) 969-4239	RC	PC	SM	SW	HSB	NDT	SWC	FP		4/5/2025	
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		5/16/2025(*)	
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	RNW
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	
Applied Materials & Engineering, Inc.	980 41st Street Oakland, CA 94608	(510) 420-8190 (510) 420-8186	RC	PC	SM	SW	HSB	NDT	SWC	FP		4/11/2025	
Aries Engineering	5357 Persimmon Grove Ct San Jose, CA 95123	(408) 634-0087	RC			SW	HSB		SWC			10/10/2026(*)	
Baez Geotechnical Group (BGG)	355 Earhart Way Livermore, CA 94551	(209) 409-8527	RC	PC	SM							4/22/2023	Expired
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	
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		4/8/2025	
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		3/3/2024	RNW
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	
Geissler Engineering	83e Beach Road Belvedere, CA 94920	(415) 992-9393	RC			SW	HSB		SWC			10/5/2023	Expired
Geocon Consultants, Inc.	6671 Brisa St Livermore, CA 94550	(925) 371-5900 (925) 371-5915	RC	PC	SM	SW	HSB	NDT	SWC	FP		10/7/2023	Expired
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	
KC Engineering Co.	865 Cotting Lane, Suite A Vacaville, CA 95688	(707) 447-4025 (707) 447-4143	RC	PC	SM	SW	HSB		SWC	FP		1/14/2028	
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		7/30/2022	Expired
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		3/2/2024	RNW

AGENCY NAME	ADDRESS	PHONE/FAX	INSPECTION CATEGORY								EXPIRATION	REMARK
MatriScope Engineering Labs	6244 Preston Ave Livermore, CA 94551	(510) 763-3601 (510) 763-1388	RC	PC	SM	SW	HSB	NDT	SWC	FP	5/16/2025	
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	
Moore Twinning Associates, Inc.	2527 Fresno St Fresno, CA 93721	(559) 268-7021 (559) 268-0740	RC	PC	SM	SW	HSB			FP	8/8/2021	Expired
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	1956 Webster Street, Suite 400 Oakland, CA 94612	(510) 633-5640 (510) 633-5646	RC	PC	SM	SW	HSB	NDT	SWC	FP	5/20/2024	RNW
Norcon LLC	470 3 rd Street, Suite 105 San Francisco CA 94107	(415) 692-0519	RC	PC	SM	SW	HSB	NDT	SWC	FP	10/6/2026	
Pacific Crest Engineering, Inc.	444 Airport Blvd, Ste. 106 Watsonville, CA 95076	(831) 722-9446 (831) 722-9158	RC		SM		HSB			FP	1/7/2022	Expired
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	
Professional Service Industries, Inc.	380 Tennant Ave, Ste 3 Morgan Hill, CA 95037	(408) 669-5500	RC		SM	SW	HSB			FP	3/26/2022	Expired
Quantum Geotechnical	6288 San Ignacio Ave. Suite D San Jose, CA 95119	(408) 629-3822 (408) 629-3825	RC	PC	SM					FP	8/10/2019	Under review
Raney Geotechnical, Inc.	3140 Beacon Blvd West Sacramento, CA 95691	(916) 371-0434 (916) 371-1809	RC	PC	SM	SW	HSB		SWC	FP	01/28/2017	Under review
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	
Salem Engineering Group, Inc.	4729 W. Jacquelyn Ave Fresno, CA 93722	(559) 271-9700 (559) 275-0827	RC	PC	SM	SW	HSB	NDT	SWC	FP	8/16/2025	
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	6/6/2025	
Universal Engineering Services	3050 Industrial Blvd West Sacramento, CA 95691	(916) 372-1434 (916) 372-2565	RC	PC	SM	SW	HSB	NDT		FP	8/21/2023	Under review
Youngdahl Consulting Group	1234 Glenhaven Court El Dorado Hills, CA 95762	(916) 933-0633 (916) 933-6482	RC	PC	SM	SW	HSB	NDT	SWC	FP	1/27/2024	Under review

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

2) (*) Agencies subcontract laboratory services.

If you any question, please contact the Assistant Chief Building Official via email.