



## SPECIAL INSPECTION AGENCY – APPROVAL CRITERIA

COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING DIVISION

10300 TORRE AVENUE • CUPERTINO, CA 95014-3255

(408) 777-3228 • FAX (408) 777-3333 • [building@cupertino.org](mailto:building@cupertino.org)

### PURPOSE

To ensure construction quality and building code compliance, Chapter 17 of the California Building Code requires that the Special Inspector shall demonstrate competence to the satisfaction of the Building Official. To facilitate a review and approval process for the City of Cupertino, we hereby establish the following procedural guidelines for determining the qualification for special inspection agencies and testing laboratories.

### SPECIAL INSPECTION QUALIFICATION GUIDELINES

Chapter 17 of the California Building Code requires that the Special Inspector shall demonstrate competence to the satisfaction of the Building Official.

If your agency is interested in obtaining recognition or maintaining a recognized status with the City of Cupertino and to be placed on our approved list, please follow these guidelines and submit electronically via a direct download link emailed to [permitcenter@cupertino.org](mailto:permitcenter@cupertino.org).

Please note that if your agency is not able to meet all of these requirements and submit all required information, the City of Cupertino will not be able to consider your agency for qualification. Contact Building Department (408) 777-3228 for any question regarding this process.

### SUBMITTAL REQUIREMENTS

A cover letter shall be provided with each submittal requesting of an agency's qualification and specific categories of inspection and testing services.

An agency may submit evidence of accreditation by the Division of the State Architect's Laboratory Evaluation and Accreditation Program (DSALEA), or International Accreditation Service (IAS), or other recognized accreditation service for evaluation. Complete evidence of approval shall be provided including the specific work categories.

Please submit the following:

1. Location of corporate office and all testing facilities operating in the region.
2. Name and resumes of Registered Professional Engineer(s) responsible for inspection and testing activities evidencing experience criteria as per ASTM E329-09, paragraph 6.2.1: ".....the person shall be a licensed professional/ registered engineer and a full-time employee of that agency. The person shall have at least five years engineering experience in testing and inspection of construction materials." Please note that resumes must be very specific in showing a minimum of five years experience in testing and inspection. Resumes shall identify dates and experience specific to testing and inspection.

3. Names and resumes of laboratory and field inspection supervisory personnel evidencing experience criteria.
  - a. Laboratory Supervisors:
    - i. Per ASTM E329-09 paragraph 6.2.2: "A laboratory supervisor shall have at least three years experience performing test on relevant construction materials." Please note that resumes must be very specific in showing a minimum of three years experience in testing. Resumes shall identify dates and experience specific to testing.
    - ii. Certification by ACI (Laboratory Testing Technician, Grade I), NICET (Level III or higher), or equal.
  - b. Field Supervisors:
    - i. Per ASTM E329-09 paragraph 6.2.3: "A field inspector shall have at least three years inspection experience in the type of work being supervised." Please note that resumes must be very specific in showing a minimum of three years experience in inspection. Resumes shall identify dates and experience specific to inspection.
    - ii. Certification by ACI (Concrete Construction Special Inspector or Concrete Transportation Construction Inspector), ICC Reinforced Concrete Special Inspector, NICET (Level III or higher), ASNT (Level II or III) or AWS (CWI), or equal.
4. An organizational chart that clearly demonstrates the relationship between the responsible engineer, supervisory personnel and testing/inspection personnel.
5. A copy of your regional testing laboratory's latest CCRL Inspection Record including deficiencies and explanations with evidence of how deficiencies have been addressed. A copy of the firm's DSA or IAS laboratory accreditation report may be submitted in lieu of the CCRL report.

For agencies with no laboratory testing facility, the agency must:

  - a. Provide evidence your agency has established a quality system appropriate to the type, range, and volume of its capabilities,
  - b. Provide evidence your agency has the necessary equipment to perform field tests required during the sampling of fresh concrete (i.e., slump, temperature, unit weight, air entrainment), and
  - c. Provide a list of qualified agencies performing laboratory testing on your behalf, outlining their scope of service, and including copies of subcontracts/agreements evidencing your arrangements with those firms. Any financial arrangements shall be blacked out prior to submittal.
6. A brief general description of the agency including background information related to type of services offered, years in business, major projects and areas served (a company brochure may satisfy this requirement).
7. Samples of the typical inspection, lab and final compliance reports that your agency uses.

8. Matrix list of TEN (10) special inspectors showing inspection areas for which they are qualified by experience and appropriate certifications for RC, PC, SM, SW, HB, SWC, & FP, S, W, and CG categories as noted in the table below. Inspectors who do not have the necessary experience and certifications to meet these criteria will not be considered for qualifications. Special inspectors-in-training may be included in this matrix. Please provide a maximum of TEN (10) inspectors and include only those inspectors who are performing inspections and tests that are applicable to the program.
9. Please follow the format in the SAMPLE MATRIX section.

INSPECTION CATEGORY	APPROPRIATE EXPERIENCE/CERTIFICATION
Reinforced Concrete (RC)	a) Minimum one year experience, and b) Certification by ACI (Field Technician Grade 1), and c) Certification by ICC (Reinforced Concrete)
Prestressed Concrete (PC)	a) Minimum six months plus three years experience in Reinforced Concrete, and b) Certification by ACI (Field Technician Grade 1), and c) Certification by ICC (Prestressed Concrete)
Structural Masonry (SM)	a) Minimum one year experience, or six months plus one year experience in Reinforced Concrete, and b) Certification by ICC (Structural Masonry)
Steel Welding (SW)	a) Minimum three years experience, and b) Certification by ICC (Structural Steel & Welding) or AWS (Certified Welding Inspector) Note: Current certifications for Structural Steel and Welding Special Inspectors are valid until the date of expiration.
Spray-on Fireproofing (FP)	a) Minimum six months experience, or three months plus one year experience in Reinforced Concrete or three months experience in Structural Steel and Welding, and b) Certification by ICC (Spray-Applied Fireproofing)

10. Copies of applicable certifications and renewals, and copies of fronts and backs of ID cards for all inspectors listed on the matrix. Except as permitted for “inspectors-in-training,” all special inspectors performing reinforced concrete, pre-stressed concrete, structural masonry, fireproofing and structural steel & welding special inspections shall be certified by applicable discipline. **Please put certification and I.D card packages in alphabetical order and submit only those certifications that are applicable to this program.**
- a. Photo Identification cards shall be provided for each inspector. The front of the card shall include the name and location of the issuing firm, inspector’s name and photograph, and a statement signed by the responsible engineer ensuring the employee is experienced and certified in accordance with the criteria of this program. The reverse side of the card shall identify appropriate special inspection and testing categories provided by the firm. ID cards shall use an “X” to designate qualification in each category, and “I-T” to designate in-training. These designations must be placed clearly to the left side of the applicable inspection type.

11. Wet signed and stamped statements from the responsible professional engineer(s):
- That he/she is the full-time employee responsible for supervision of technical staff and that all qualification requirements and local building code requirements are followed by the agency and its employees.
  - Certifying that special inspectors will perform in accordance with CBC Chapter 17; and that they are identified, qualified, and issued I.D cards according to current guidelines.
  - Assuring that testing and inspection services will be performed in compliance with procedures specified in ASTM E329-02, in particular, paragraph 10.1: "It shall be the responsibility of the agency to ensure that its employees perform only tests and inspections, or both, for which it is adequately equipped and staffed, and that its employees perform only tests and inspections, or both, for which they are adequately trained."

The required categorical information must be updated, including information for new employees, and submitted to the City of Cupertino at least 60 days prior to the expiration date of the firm's recognition. Any changes to agency name, ownership, key personnel, responsible professional engineer or additions and deletions of offices within the region must be reported to the City of Cupertino within 60 days of the change. Failure to report these changes may result in revocation of a participating jurisdiction's qualification of the agency.

12. Signed copy of the RESPONSIBLE ENGINEER'S CERTIFICATION.

**SAMPLE MATRIX**

NOTE: Provide a maximum of TEN (10) special inspectors for each firm.

Special Inspectors	Date of Hire	Special Inspection Field									
		RC	PC	SM	SW	HB	FP	S	W	NT	CG
Inspector A	05/04/99		X		X					X	
Inspector B	07/31/98	X	X	X	X		X				
Inspector C	10/17/00	X	X	X	X			X			
Inspector D	05/04/99	X	X	X	X	X	X				
Inspector E	05/04/99	X							X		
Inspector F	05/04/99	X									
Inspector G	05/04/99				X						X

<i>RC = Reinforced Concrete</i> <i>PC = Pre-stressed/Post-tensioned Concrete</i> <i>SM = Structural Masonry</i>	<i>SW = Steel &amp; Welding</i> <i>HB = High-Strength Bolding</i> <i>FP = Spray-Applied Fireproofing</i>	<i>S = Soils</i> <i>W = Wood</i> <i>NT = Non-Destructive Testing</i> <i>CG = CalGreen Code</i>
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## **APPLICATION FEE**

A fee of \$486.00 payable to the City of Cupertino is due upon submittal for the initial review of the application package **or if approval is expired on agency list**. A fee of \$243.00 is due to renew or update the information in the application package. Please allow two weeks to complete the application process.

## **NOTIFICATION**

A letter will be sent after the completion of the review to notify your agency the outcome of the review. Approvals are valid for up to TWO years from the approval date.

## **RENEWAL PROCESS**

It is the agency's responsibility to submit updated categorical information as stipulated in the SPECIAL INSPECTION QUALIFICATION GUIDELINES section, including information for new employees at least 90 days prior to the expiration date of the agency's qualification.

A cover letter shall be provided with an application submittal of an agency's qualification and specific categories of inspection and testing services.

Renewal is valid for up to TWO more years from previous expiration date.

## RESPONSIBLE ENGINEER'S CERTIFICATION

- A. *I am the "full time employee" responsible for the supervision of technical staff and that all qualification requirements and local building code requirements are followed by the agency and its employees.*
- B. *I certify that Special Inspectors will perform in accordance with CBC Chapter 17. Each Special Inspector will be identified, qualified, and issued ID cards according to the experience and certification requirements stated in the Special Inspection qualification Guideline.*
- C. *I assure that Testing and Inspection Services will be performed in compliance with procedures specified in ASTM E 329-02, in particular, paragraph 10.1: "It shall be the responsibility of the agency to ensure that it performs only tests and inspections, or both, for which it is adequately equipped and staffed, and that its employees perform only tests and inspections, or both, for which they are adequately trained."*

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Responsible Engineer (print name)

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Responsible Engineer (signature)

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Date

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# SPECIAL INSPECTION AGENCY SUMMARY AND LETTER OF AGREEMENT

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Responsible Engineer \_\_\_\_\_

Name and Address of Testing Laboratory \_\_\_\_\_  
(if different from the info. above)

*Special Inspection Categories:*

RC ( ) PC ( ) SM ( ) SW ( ) HB ( ) FP ( ) S ( ) W ( ) CG ( )

*I understand that any changes to agency name, ownership, key personal, responsible professional engineer, or additions and deletions of offices within the region must be reported within 60 days, in writing, to the City of Cupertino. I further understand that failure to report these changes may result in forfeiture of the participating jurisdiction's qualification of this agency. This agency agrees to abide by these conditions and will submit a report of any changes to the information submitted.*

\_\_\_\_\_  
Responsible Engineer (print name)

\_\_\_\_\_  
Responsible Engineer (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
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