



CITY OF CITRUS HEIGHTS

BUILDING & SAFETY DIVISION

6360 Fountain Square Drive, Citrus Heights, CA 95621 (916) 727-4760

Building@CitrusHeights.Net

Recognition Requirements for Structural Observation and Special Inspections Agencies and Inclusion on the Approved Special Inspection Firms List

Recognition Requirements for Geotechnical and Special Inspection Agencies

Per CBC Section 1704.2.1 "Prior to the start of the construction, the approved agencies shall provide written documentation to the Building Official demonstrating the competence and relevant experience or training of the special inspectors who will perform the special inspections and tests during construction". To obtain recognition by the City of Citrus Heights the following information must be submitted for review and approval:

1. Completed form *Special Inspection Firm Services Letter* (attached).
2. Location of corporate office and all branch offices providing services to the City of Citrus Heights.
3. Names and resumes of registered Professional Engineer(s) responsible for inspection and testing activities evidencing experience criteria as per ASTM E329:

"The person shall be a registered engineer and a full-time employee of that agency. The person shall have at least five years engineering experience in testing and inspection construction materials."

Resumes must be specific in showing a minimum of five years of experience in testing and inspection and *acknowledged by signature of the responsible, professional engineer.*

4. Firms providing geotechnical services shall submit a statement of compliance with ASTM D3740, including the resume and acknowledgement signature of the responsible professional engineer pursuant to ASTM D3740.7.1.
5. Names and resumes of other key management and supervisory personnel.
6. Organizational chart.
7. A brief general description of agency, including background information related to type of service offered, years in business. Include any brochures and qualification information.
8. Samples of inspection reports, lab reports and final compliance report.
9. Resumes showing compliance with experience qualifications per California Counsel of Testing and Inspection Agencies (CCTIA) Guidelines. Except as permitted for *"inspectors-in-training"*, all special inspectors performing concrete, structural steel and welding, or masonry special inspections shall be certified by ICC, AWS, NICET, ACI or other independent authority acceptable to the responsible, professional engineer.
10. Statements from the responsible, professional engineer(s).

- a. Acknowledging inspectors will be under the general technical supervision of the responsible, professional engineer.
- b. Assuring that special inspectors are knowledgeable of CBC Chapter 17, and that they will be qualified according to the current CCTIA Guidelines.
- c. Assuring that testing and inspection services will be performed in compliance with procedures specified in ASTM E329:

"It shall be the responsibility of the agency to ensure that it performs only tests and inspection, or both, for which it is adequately equipped and staffed, and that its employees perform only tests and inspection, or both, for which they are adequately trained."

The required categorical information must be updated, including information for new employees, and submitted every two years to the City by *January 31st*. Any changes to agency name, ownership and key technical or professional engineering staff should be submitted in a timely manner.

In addition to the above submittal data, the laboratory / agency receiving recognition agrees to make available at their facilities for review by the City of Citrus Heights, on either scheduled or unscheduled visits, the following items:

1. A current CCRL or similar laboratory review report.
2. Current test equipment calibrations.
3. Operating procedures and quality assurance manual.
4. Personnel qualification documents.

Provisions and procedures for obtaining services from qualified outside laboratories.

Special Inspector Qualifications for Registered Design Professionals

The building code allows that the "registered design professional in responsible charge" may act as the "special inspector" or "approved agency" of a project, as long as information is provided to the building official's satisfaction, showing that they meet the qualifications as special inspectors.

The requirements for qualification as a special inspector are a combination of experience and certification in one or more of the multiple disciplines covered under chapters 17 - 23, and chapter 25 of the California Building Code. The certifications will be issued by the International Code Council or similar industry-recognized organization.

California Building Code Chapter 2, Definitions

[A] Approved Agency. An established and recognized agency that is regularly engaged in conducting tests, furnishing inspection services or furnishing product certification where such agency has been approved by the building official.

[HCD 1 & HCD 2] *"Approved agency" shall mean "Listing agency" and "Testing agency."*

[DSA-SS, DSA-SS/CC] *This term is synonymous with "laboratory of record" as referenced in Section 4-335 of the California Administrative Code.*

[BS] SPECIAL INSPECTION. Inspection of construction requiring the expertise of an approved special inspector in order to ensure compliance with this code and the approved construction documents.

Continuous special inspection. Special inspection by the special inspector who is present continuously when and where the work to be inspected is being performed.

Periodic special inspection. *[DSA-SS, DSA-SS/CC] Special inspection by the special inspector who is intermittently present where the work has been or is being performed and at the completion of the work.*

[BS] SPECIAL INSPECTOR. A qualified person employed or retained by an approved agency and approved by the building official as having the competence necessary to inspect a particular type of construction requiring special inspection.

California Building Code Chapter 17, Special Inspections and Tests

Section 1703 Approvals

1703.1 Approved Agency

An approved agency shall provide all information as necessary for the building official to determine that the agency meets the applicable requirements specified in Sections 1703.1.1 through 1703.1.3.

1703.1.1 Independence

An approved agency shall be objective, competent and independent from the contractor responsible for the work being inspected. The agency shall disclose to the building official and the registered design professional in responsible charge possible conflicts of interest so that objectivity can be confirmed.

1703.1.2 Equipment

An approved agency shall have adequate equipment to perform required tests. The equipment shall be periodically calibrated.

1703.1.3 Personnel

An approved agency shall employ experienced personnel educated in conducting, supervising and evaluating tests and special inspections.

1704.2.1 Special Inspector Qualifications

Prior to the start of the construction, the approved agencies shall provide written documentation to the building official demonstrating the competence and relevant experience or training of the special inspectors who will perform the special inspections and tests during construction. Experience or training shall be considered to be relevant where the documented experience or training is related in complexity to the same type of special inspection or testing activities for projects of similar complexity and material qualities. These qualifications are in addition to qualifications specified in other sections of this code.

The registered design professional in responsible charge and engineers of record involved in the design of the project are permitted to act as an approved agency and their personnel are permitted to act as special inspectors for the work designed by them, provided they qualify as special inspectors.

Approved Special Inspection Firms List

The City of Citrus Heights Building & Safety Division has compiled a list of qualified special inspection firms involved with construction projects in our jurisdiction. This list will be used to identify which areas of special inspection each firm is qualified to perform.

Attached is the Special Inspection Firm Services Information form, which prompts certain information about each firm necessary to establish a functional listing. Please take the time to complete the form as accurately as possible using the following guidelines for assistance:

Section 1. Identification. Provide the necessary information and include an individual's name if correspondence is to be routed to that person.

Section 2. Inspection Services Provided. From the categories listed, check those inspection services that the firm is qualified to perform. ("Qualified" refers to the accepted industry standards for each type of inspection service.) If there is any type of inspection not listed that it is felt are important in so far as provided services are concerned, please list it under "others" or attach an addendum outlining those services. Any company brochures, pamphlets, etc., that elaborate on the firm's qualifications may be attached.

Section 3. Responsible Persons. This portion identifies persons responsible for the technical integrity of the inspection work performed by the firms. If a licensed civil engineer carries the responsibility for assuring the technical competence of the inspections performed, please list that person or persons and his/her license number (must be a California licensed and registered design professional).

If no licensed engineer exists in the firm or if those persons so licensed are not assuming responsibility for the firm's work, please indicate who the responsible party is and their title in the organization. Also, include a history on how this individual has acquired the technical training for performing the inspection services checked in Section 2. This history may include past jobs, classroom training, technical seminars, and other valid training programs

Special Inspection Firm Services Information

SECTION 1 - IDENTIFICATION

Name of Inspection Firm _____

Mailing Address _____

Street/PO Box _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Email _____

Attention _____

SECTION 2 - INSPECTION SERVICES PROVIDED

- | | |
|---|---|
| <input type="checkbox"/> Piling/Drilled Piers/Caissons | <input type="checkbox"/> Structural Steel Welding |
| <input type="checkbox"/> Soil/Foundation Testing/Earthwork | <input type="checkbox"/> Structural Steel Bolting (high strength) |
| <input type="checkbox"/> Reinforced Concrete (cast in place, precast) | <input type="checkbox"/> Structural Masonry |
| <input type="checkbox"/> Reinforced Concrete (pre-stressed) | <input type="checkbox"/> Insulating Concrete |
| <input type="checkbox"/> Pneumatically Placed Concrete (gunite) | <input type="checkbox"/> Spray Applied Fireproofing |
| <input type="checkbox"/> Reinforcing Steel/Welding | <input type="checkbox"/> Geotechnical Engineering |
| <input type="checkbox"/> Pre-stressing Steel | <input type="checkbox"/> High-strength Bolting |
| <input type="checkbox"/> Epoxy anchors and bolting | <input type="checkbox"/> Others (list): _____ |
| | _____ |
| | _____ |

SECTION 3 - RESPONSIBLE PERSONS

Responsible Person: _____ License No.: _____

Responsible Person: _____ License No.: _____

Responsible Person: _____ License No.: _____

CITY APPROVAL:

_____	_____
Name (print)	Title

_____	_____
Signature	Date