**City and County of San Francisco Edwin M. Lee, Mayor**

**Department of Building Inspection Tom C. Hui, S.E., C.B.O., Director**

**NOTICE**

**SPECIAL INSPECTION REQUIREMENTS**

Please note that the Special Inspections shown on the approved plans and checked on the Special Inspections form issued with the permit are required for this project. The employment of special inspectors is the direct responsibility of the owner or the engineer/architect of record acting as the owner’s representative.

These special inspections are required *in addition to* the called inspections performed by the Department of Building Inspection. The name of the special inspector shall be furnished to the district building inspector prior to start of work for which special inspection is required.

For questions regarding the details or extent of required inspection or tests, please call the Plan Checker assigned to this project or **415-558-6132**. If there are any field problems regarding special inspection, please call your District Building Inspector or 415-558-6570.

Before final building inspection is scheduled, documentation of special inspection compliance must be submitted to and approved by the Special Inspection Services staff. To avoid delays in this process, the project owner should request final compliance reports from the architect

or engineer of record and/or special inspection agency soon after the conclusion of work requiring special inspection. ***The permit will not be finalized without compliance with the special inspection requirements.***

**STRUCTURAL OBSERVATION REQUIREMENTS**

Structural observation shall be provided as required per Section 1704.5. **The building permit will not be finalized without compliance with the structural observation requirements.**

**Special Inspection Services Contact Information**

|  |  |  |
| --- | --- | --- |
| **1.** | **Telephone:** | **(415) 558-6132** |
| **2.** | **Fax:** | **(415) 558-6474** |
| **3.** | **Email:** | [**dbi.specialinspections@sfgov.org**](mailto:dbi.specialinspections@sfgov.org) |
| **4.** | **In person:** | **3rd floor at 1660 Mission Street** |

**Note: We are moving towards a ‘paperless’ mode of operation. All special inspection submittals, including final letters, may be emailed (preferred) or faxed. We will also be shifting to a paperless fax receipt mode.**

**Special Inspection Services**

**1660 Mission Street – San Francisco CA 94103**

**Office (415) 558-6132 – FAX (415) 558-6474 –** [**www.sfdbi.org**](http://www.sfdbi.org/)

**SPECIAL INSPECTION AND STRUCTURAL OBSERVATION**

**A COPY OF THIS DOCUMENT SHALL BE KEPT WITH THE APPROVED STRUCTURAL DRAWING SET**

JOB ADDRESS APPLICATION NO. ADDENDUM NO.

OWNER NAME OWNER PHONE NO. ( )

Employment of Special Inspection is the direct responsibility of the OWNER, or the engineer/architect of record acting as the owner's representative. Special inspector shall be one of those as prescribed in Sec.1704. Name of special inspector shall be furnished to DBI District Inspector prior to start of the work for which the Special Inspection is required. Structural observation shall be performed as provided by Section 1704.5. A preconstruction conference is recommended for owner/builder or designer/builder projects, complex and highrise projects, and for projects utilizing new processes or materials.

In accordance with Sec. 1701; 1703; 1704; 1705, Special Inspection and/or testing is required for the following work:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | [ ] Concrete (Placement & sampling | 6. | [ ] High-strength bolting | 18. | **Bolts Installed in existing concrete masonry:** |
| 2. | [ ] Bolts installed in concrete | 7. | [ ] Structural masonry |  | [ ] Concrete [ ] Masonry |
| 3. | [ ] Special moment- | 8. | [ ] Reinforced gypsum concrete |  | [ ] Pull/torque tests |
|  | Resisting concrete frame | 9. | [ ] Insulating concrete fill | 19. | [ ] Shear walls and floor systems used as |
| 4. | [ ] Reinforcing steel and prestressing tendons | 10. | [ ] Sprayed-on fireproofing |  | shear diaphragms |
| 5.**Structural we** | **Structural welding:** | 11. | [ ] Piling, drilled piers and caissons | 20. | [ ] Holdowns |
|  | **A. Periodic visual inspection** | 12. | [ ] Shotcrete | 21, | **Special cases:** |
|  | [ ] Single pass fillet welds 5/16” or smaller | 13. | [ ] Special grading, excavation |  | [ ] Shoring |
|  | [ ] Steel deck |  | And filling (Geo. Engineered) |  | [ ] Underpinning: [ ] Not affecting adjacent property |
|  | [ ] Welded studs | 14. | [ ] Smoke-control system |  | [ ] Affecting adjacent property: PA\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | [ ] Cold formed studs and joists | 15. | [ ] Demolition |  | [ ] Others |
|  | [ ] Stair and railing systems | 16. | [ ] Exterior Facing | 22. | [ ] Crane safety (Apply to the operation of |
|  | [ ] Reinforcing steel | 17. | **Retrofit of unreinforced masonry buildings:** |  | Tower cranes on highrise building) |
|  | **B. Continuous visual inspection and NDT** |  | [ ] Testing of mortar quality and shear tests |  | (Section 1705.21) |
|  | (Section 1704) |  | [ ] Inspection of repointing operations | 23. | [ ] Others: “As recommended by professional of |
|  | [ ] All other welding (NDT exception: Fillet weld) |  | [ ] Installation inspection of new shear bolts |  | record” |
|  | [ ] Reinforcing steel; and [ ] NDT required |  | [ ] Pre-installation inspection for embedded bolts |  |  |
|  | [ ] Moment-resisting frames |  | [ ] Pull/torque tests per SFBC Sec.1607C & 1615C |  |  |
|  | [ ] Others\_ |  |  |  |  |

24. **Structural observation per Sec. 1704.5 for the following**: [ ] Foundations [ ] Steel framing

[ ] Concrete construction [ ] Masonry construction [ ] Wood framing

[ ] Other:

25. Certification is required for: [ ] Glu-lam components

Prepared by: Phone: ( ) Engineer/Architect of Record

Required information:

FAX: ( ) Email:\_

Review by: Phone: (415) 558-

DBI Engineer or Plan Checker

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**APPROVAL (Based on submitted reports.)**

DATE DBI Engineer or Plan Checker / Special Inspection Services Staff

QUESTIONS ABOUT SPECIAL INSPECTION AND STRUCTURAL OBSERVATION SHOULD BE DIRECTED TO: Special Inspection Services (415) 558-6132; or, [dbi.specialinspections@sfgov.org](mailto:dbi.specialinspections@sfgov.org) ; or FAX (415) 558-6474