



**DRAFT #4**  
**ADMINISTRATIVE BULLETIN**

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**NO. AB-046** :  
**DATE** : December 7 ~~November 9~~, 2010  
**SUBJECT** : Permit Process; Inspection  
**TITLE** : **Special Inspection and Structural Observation Procedures**

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**PURPOSES** : The Purposes of this Administrative Bulletin is to describe the procedures to be used in the administration and enforcement of special inspection and structural observation requirements of the San Francisco Building Code. It is intended as an aid for design professionals in their preparation of inspection and observation programs. It provides information for building owners, architects and engineers, contractors, and special inspection agencies about their responsibilities regarding special inspection and structural observation and includes standardized forms and formats applicable to these functions.

**REFERENCE** : 2010 San Francisco Building Code  
- Section 108A.4 Inspections, General  
- Chapter 17 Structural Tests and Special Inspections  
- ASTM E329-07 Standard Specification for Agencies Engaged in Construction Inspection and/or Testing

**I. DEFINITION AND PURPOSES**

**A. Special Inspection**

Special Inspection is the monitoring of the materials and workmanship that are critical to the integrity of the building structure or public safety. Special inspection is

the review of the work of the contractors and their employees to assure that the approved plans and specifications are being followed and that relevant codes and ordinances are being observed. The special inspection process is in *addition* to the regular inspections conducted by Department of Building Inspection building inspectors and by the engineer or architect of record as part of periodic structural observation. The special inspectors furnish continuous or periodic inspection as required by the San Francisco Building Code (SFBC).

Good communication between the special inspector and the designers, contractor, and building department is essential to project quality assurance.

#### B. Structural Observation

Structural Observation means the visual observation of the structural system, for general conformance to the approved plans and specifications, at significant construction stages and at completion of the structural system. Structural observation does not include or waive the responsibility for the inspections required by Section 108A, 1704, or other sections of this code. [SFBC Sec. 202]

## II DUTIES AND RESPONSIBILITIES OF THE PARTIES RESPONSIBLE FOR SPECIAL INSPECTION PROGRAM AND STRUCTURAL OBSERVATION PROGRAM

### A. Duties and Responsibilities of the Project Owner

The project owner, or the engineer or architect of record acting as the owner's agent, is responsible for funding special inspection services.

### B. Duties and Responsibilities of the Engineer of Record

The engineer or architect of record has many duties and responsibilities related to special inspection and structural observation activities. These include the following:

#### 1. Identify the need for special inspection and structural observation services

The project plans and/or specifications which are submitted to the building official need to clearly indicate the design parameters and material selection. The engineer or architect of record is the development team member who analyzes the critical elements of the design and determines where special inspection and structural observation is required in accordance with 2010 SFBC Sections 1704 and 1705. See Exhibit No. 1, *Special Inspection and Structural Observation*. The engineer is responsible to submit the special inspection and structural observation form (minimum size 11" x 17") into the structural plan sets. Also one separate copy shall be submitted to DBI plan checker for office copy.

#### 2. Respond to field discrepancies

Material and design discrepancies which are not resolved in a timely manner or are about to be incorporated in the work must be brought to the attention of the engineer or architect of record and the building official. Uncorrected field

deficiencies observed by the special inspector must be brought to their attention. The engineer or architect of record is instrumental in effecting the remedial process of deficiency correction. The engineer or architect of record is responsible for any design changes in addition to acknowledgment and approval of shop drawings which may detail structural information, and for submission of such changes to the building department for approval.

### 3. Submit final compliance report

The engineer of record shall submit an overall final compliance report to DBI stating that all items requiring special inspection and structural observation were performed in accordance with the approved plans, specifications, and applicable workmanship provisions of the SFBC. See Exhibit No. 2, *Special Inspection Final Compliance Report* and Exhibit No. 3, *Structural Observation Final Compliance Report*.

### C. Duties and responsibilities of the engineer responsible for the structural observation program

The owner shall employ the engineer or architect responsible for the structural design, or another engineer or architect designated by the engineer or architect responsible for the structural design, to perform structural observation as defined in SFBC Section 202. Observed deficiencies shall be reported in writing to the owner's representative, special inspector, contractor and the Director. The structural observer shall submit to the Director a written statement declaring that the site visits have been made and identifying any reported deficiencies that, to the best of the structural observer's knowledge, have not been resolved. See Exhibit No. 3 - *Structural Observation Final Compliance Report*.

### D. Duties and Responsibilities of the Special Inspector

The special inspectors are individuals with highly developed, specialized skills who observe those critical building or structural features which they are qualified to inspect. Duties of the special inspectors and/or inspection agencies include the following:

#### 1. Observe all work for which they are responsible

Special inspectors shall inspect all work for conformance with the Department of Building Inspection approved drawings and specifications and applicable provisions of the code.

#### 2. Provide timely reports

The special inspector should complete written inspection reports for each inspection visit and provide the reports in a timely manner. The special inspector or inspection agency shall furnish these reports directly to the building official, engineer or architect of record and to the general contractor. Special inspectors

shall bring all non-conforming items to the immediate attention of the contractor. If any such item is not resolved in a timely manner or is about to be incorporated in the work, the engineer or architect of record and the building official shall be notified immediately. See Exhibit Nos. 5 to 8.

### 3. Submit a final signed report

Special inspectors or inspection agencies shall submit a final report (signed by the registered engineer or licensed architect who is responsible for the special inspection) to the Department of Building Inspection stating that all items requiring special inspection and testing were constructed, to the best of their knowledge, in conformance with the approved design drawings, specifications, approved change order and the applicable provisions of the code. See Exhibit No. 2 - *Special Inspection Final Compliance Report*.

## E. Duties and Responsibilities of the Director

### 1. Review and examine plans, specifications and contract documents for compliance with special inspection and structural observation requirements

The Director is charged with the legal authority to review the plans and specifications for compliance with the code requirements.

### 2. Monitor the special inspection and structural observation activities

The Director shall monitor the jobsite to see that special inspection and structural observation is being performed and that an adequate number of special inspection staff is present depending upon the extent and complexity of the project.

### 3. Review inspection reports

The Director receives, reviews and makes the inspection reports part of the inspection records.

### 4. Review the final report

The Certificate of Occupancy shall not be issued until the final report has been received and approved by the Director.

## F. Duties and Responsibilities of the Contractor

The contractor's duties include the following:

### 1. Notify the special inspector

The contractor is responsible for notifying the special inspector or agency regarding special inspections required by Department of Building Inspection. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

## 2. Provide access to approved plans

The contractor is responsible for providing the special inspector with access to approved plans at the job site.

## 3. Retain special inspection records

The contractor is responsible for retaining at the job site all special inspection records submitted by the special inspector, and providing these records for review by the Department of Building Inspection inspector upon request.

### III SPECIAL INSPECTOR QUALIFICATIONS: [SFBC Sec. 1704]

Special Inspectors shall be one of the following:

- A. A qualified person employed by an approved inspection and testing agency conforming insofar as applicable to the requirements of ASTM E329.

Except for testing of materials and reporting of numerical results therefrom, the inspector shall work under the general supervision of a registered civil engineer, and all reports and certification of compliance must be signed by the engineer.

- B. A registered civil engineer or licensed architect who can demonstrate to the satisfaction of the Director that he or she has the experience and expertise to qualify as a special inspector for the specific type of inspection work, and has appropriate equipment to conduct such inspections and tests.

Note: The above applies to any engineer or architect who is not the engineer or architect of record for the project. Qualifications must be approved by the Director.

- C. For life-safety provisions required by SFBC Section 403, construction review and validation testing shall be performed by, or under the supervision of a registered electrical or mechanical engineer responsible for those areas of work involving his or her design. All reports on construction review and testing, and certification of compliance and full operational status, shall be signed by the engineer and endorsed by the design professional of record for the building. The design professional of record shall bear overall responsibility for the proper installation and testing of the life-safety system. When approved by the Director this responsibility may be borne by an approved independent testing agency.

- D. The design engineer or architect of record.

Note: The engineer who prepared the soil report may be considered the engineer of record for the geotechnical work requiring special inspection.

- E. For plant fabrication of precast concrete elements, a registered civil engineer who supervises all phases of quality control work. The registered civil engineer shall be subject to the approval of the Director.

Note: The San Francisco Department of Building Inspection will accept special inspection and testing agencies working on projects in San Francisco who are recognized by the Special Inspection Joint Review Committee of participating Bay Area jurisdictions, which reviews the qualifications of inspection and testing agencies including conformance with ASTM E329 and inspector certification

and experience criteria. Current list of the Joint Review Committee's *Recognized Special Inspection and Testing Agencies* is available from DBI.

### **III. Qualification guideline for Inspection Agencies and Special Inspectors:**

— [SFBC Sec. 1704]

~~A. Chapter 17 of the California Building Code requires that the Special Inspector and testing laboratory shall demonstrate competence to the satisfaction of the Building Official. The Special Inspection Joint Review Committee, composed of a number of Bay Area jurisdictions, has developed a qualification guideline to facilitate a review and approval process to allow qualified agencies to perform in the participating jurisdictions.~~

~~To be considered for qualification, the Inspection agency and Special Inspector shall send one copy of the following information to each of the Committee members of participating jurisdictions. If the Inspection agency and Special Inspector are not able to meet all of these requirements and submit all required information, the Committee will not consider the Inspection agency and Special Inspector for qualification.~~

**~~B. The submittal package must be in a 3-ring binder (with the name of the agency shown on the spine) and tabbed to correspond with the numbers of the 10 items listed below.~~**

~~The Inspection agency and Special Inspector shall 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 E329-02, paragraph 7.2.1: ".....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 of construction materials." The 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.~~
- ~~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 (Cement and Concrete Reference Laboratory) Inspection Record including deficiencies and explanations with evidence of how deficiencies have been addressed. For agencies with no laboratory testing facility, the agency must:
  - ~~a. provide evidence that the agency has the necessary equipment to perform field tests required during the sampling of fresh concrete including equipment calibration (i.e., slump, temperature, unit weight, air entrainment), and~~
  - ~~b. provide list of qualified agencies performing laboratory testing on their behalf, outlining their scope of service, and including copies of subcontracts/agreements evidencing their 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 the agency uses.~~

~~8. Matrix list of all special inspectors showing inspection areas for which they are qualified by experience per recognized guidelines and appropriate AGI & ICC/ICBO certifications for RC, PC, SM, SSW, & FP categories shown in Exhibit 9. INSPECTORS WHO DO NOT HAVE THE NECESSARY EXPERIENCE AND CERTIFICATIONS TO MEET THESE CRITERIA WILL NOT BE CONSIDERED FOR QUALIFICATION. Special inspectors in training shall be included in this matrix. The Inspection agency and Special Inspector shall include only those inspectors who are performing inspections and tests that are applicable to the program. The Inspection agency and Special Inspector shall follow the format of the attached sample matrix. (see Exhibit 9)~~

~~9. Copies of applicable AGI and ICC/ICBO 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 ICC/ICBO for the applicable discipline. **The Inspection agency and Special Inspector shall put certification and I.D card packages in alphabetical order and submit only those certifications that are applicable to this program.**~~

~~10. Wet signed and stamped statements from the responsible professional engineer(s):  
a. 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."~~

~~b. Completed, signed and stamped AGENCY SUMMARY AND LETTER OF AGREEMENT (See Exhibit 10), WAIVER AGREEMENT (See Exhibit 11), and RESPONSIBLE ENGINEER'S STATEMENT OF AGREEMENT (See Exhibit 12).~~

~~C. The required categorical information must be updated, including information for new employees, and submitted to the Committee members of participating jurisdictions 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 participating jurisdiction must be reported to the Committee within 60 days of the change. Failure to report these changes may result in forfeiture of the Committee's qualification of the agency.~~

~~D. The engineer or architect of record for the project who can demonstrate to the satisfaction of the Director that he or she has the experience and expertise to qualify as a special inspector for the specific type of inspection work, and has appropriate equipment to conduct such inspections and tests shall be qualified as a special inspector.~~

~~E. Qualifications of special inspectors not in compliance with the above requirements will be reviewed by DBI on a case-by-case basis.~~

#### IV SPECIAL INSPECTION AND STRUCTURAL OBSERVATION OPERATIONAL PROCEDURE WITHIN DEPARTMENT OF BUILDING INSPECTION

##### A. Plan Review Services (PRS) - Plan Check Engineers/Inspectors

1. Review the special inspection and structural observation form. Usually the engineer/architect of record should be the one who prepares the form. See Exhibit No. 1, *Special Inspection and structural observation form*. Verify special inspection and structural observation items. The engineer or architect of record shall specify all special inspection and structural observation items. The special inspection and structural observation form shall be prepared and signed by the professional of record and submitted together with the structural drawings (minimum size 11x17). Also one separate copy shall be submitted to DBI plan checker for office copy. See Exhibit No. 1, *Special Inspection and Structural Observation*.
2. Plan checker affixes the "SPECIAL INSPECTION" stamp on the back of the application when signing that permit is approved for issuance. The plan checker makes one copy of the Special Inspection and attaches it to the applicant's copy of the permit application, then gives the original to the Special Inspection Services (PRS) clerical staff.
3. Special Inspection Services Staff set up the special inspection file and enter the types of special inspection and structural observation required for the project in the computer record for the permit application.
4. During construction, DBI Special Inspection Services PRS clerical Staff distribute special inspection progress reports to assigned plan checkers staff. If reports indicate problems which need to be brought to the attention of the district building inspector, ~~plan checker~~ Special Inspection Services Staff forwards a copy of the report to the appropriate district building inspector. District building inspector will notify the contractor who in turn shall notify the engineer of record to resolve the field problems. Resolution reports shall be submitted to PRS for review and file. See Exhibit No. 4, *Special Inspection/Structural Observation Transmittal Letter*.



5. Before final building inspection, the owner shall submit to DBI ~~the plan checker~~ final compliance reports covering each item requiring special inspection and structural observation. Final reports shall be wet signed and stamped by the responsible engineer of the special inspection agency, geotechnical firm, engineer or architect of record - as appropriate to the type(s) of special inspection. See Exhibit No. 2, *Special Inspection Final Compliance Report* and Exhibit No. 3, *Structural Observation Final Compliance Report*.
6. When final reports are submitted, DBI staff ~~will review~~ pull the appropriate file containing progress reports and distribute to assigned plan checkers for final compliance ~~review~~. If documentation is not sufficient, DBI staff ~~will notify~~ plan checker ~~calls~~ engineer of record regarding what items are missing. If compliance has been verified, DBI staff ~~plan checker~~ signs and dates Special Inspection and Structural Observation Program form.
7. DBI PRS ~~clerical~~ staff enter final compliance approval in computer by entering the approval date and ~~the plan checker's~~ name for each item requiring special inspection.
8. DBI PRS ~~clerical~~ staff send completed special inspection and structural observation files quarterly to DBI storage.
9. For permits issued **over the counter** when special inspection is required, DBI staff make copy of the Special Inspection and distribute as follows:
  - a. One copy to applicant,
  - b. Original to DBI PRS ~~clerical~~ staff with the approval date .

B. Central Permit Bureau (CPB)

Staff give one copy of the approved Special Inspection to applicant together with the approved drawings.

C. Building Inspection Division (BID)

1. ~~For projects requiring special inspection, district building inspectors deliver a Notice of Special Inspection Requirements to the jobsite and discuss the requirements with the person in charge of the work.~~ Special Inspector shall be identified to District Building Inspector prior to start of the work for which special inspection is required. See Exhibit No. 1, *Notice - Special Inspection Requirements and Structural Observation Requirements*.
2. District building inspectors monitor the special inspection activities at the project site. In the event that district building inspectors discover that required special inspection is not being performed, or not in compliance with the approved plans, they are authorized to suspend or stop the progress of the work.

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Vivian L. Day, C.B.O.                      Date  
Director  
Department of Building Inspection

Approved by the Building Inspection Commission on \_\_\_\_\_

Attachments (Exhibits):

1. Special Inspection and Structural Observation Requirements
2. Special Inspection Final Compliance Report
3. Structural Observation Final Compliance Report
4. Special Inspection/Structural Observation Transmittal Letter
5. Special Inspection Record
6. Special Inspection Daily Report
7. Special Inspection Weekly Report
8. Special Inspection Discrepancy Notice
9. Sample matrix
10. Agency Summary and Letter of Agreement
11. Waiver Agreement
12. Responsible Engineer's Statement of Agreement



Exhibit No. 1

(Required Format)

## SPECIAL INSPECTION AND STRUCTURAL OBSERVATION NOTICE

### SPECIAL INSPECTION REQUIREMENTS

Please note the Special Inspections shown on the approved plan 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 special inspector shall be furnished to 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~~3~~. If there are any field problems regarding special inspection, please call your District Building Inspector or 415-558-6570~~096~~.

Before final building inspection is scheduled, documentation of special inspection compliance must be submitted to and approved by the Special Inspection Plan Check Services staff Division. 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 1709. **The building permit will not be finalized without compliance with the structural observation requirements.**

**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)  
Email – [dbi.specialinspections@sfdbi.org](mailto:dbi.specialinspections@sfdbi.org)

Exhibit No. 1 (continued)

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 1709. 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 (2010 SFBC), Special Inspection and/or testing is required for the following work:

- 1. [ ] Concrete (Placement & sampling)
2. [ ] Bolts installed in concrete
3. [ ] Special moment - Resisting concrete frame
4. [ ] Reinforcing steel and prestressing tendons
5. Structural welding:
Periodic visual inspection
[ ] Single pass fillet welds 5/16" or smaller
[ ] Steel deck
[ ] Welded studs
[ ] Cold formed studs and joists
[ ] Stair and railing systems
[ ] Reinforcing steel
Continuous visual inspection and NDT (Section 1704)
[ ] All other welding (NDT exception: Fillet weld)
[ ] Reinforcing steel; and [ ] NDT required
[ ] Moment-resisting frames
[ ] Others
6. [ ] High-strength bolting
7. [ ] Structural masonry
8. [ ] Reinforced gypsum concrete
9. [ ] Insulating concrete fill
10. [ ] Sprayed-on fireproofing
11. [ ] Piling, drilled piers and caissons
12. [ ] Shotcrete
13. [ ] Special grading, excavation and filling (Geo. Engineered)
14. [ ] Smoke-control system
15. [ ] Demolition
16. [ ] Exterior Facing
17. Retrofit of unreinforced masonry buildings:
[ ] Testing of mortar quality and shear tests
[ ] Inspection of repointing operations
[ ] Installation inspection of new shear bolts
[ ] Pre-installation inspection for embedded bolts
[ ] Pull/torque tests per SFBC Sec.1607C & 1615C
18. Bolts Installed in existing concrete or masonry:
[ ] Concrete [ ] Masonry
[ ] Pull/torque tests per SFBC Sec.1607C & 1615C
19. [ ] Shear walls and floor systems used as shear diaphragms
20. [ ] Holdowns
21. Special cases:
[ ] Shoring
[ ] Underpinning: [ ] Not affecting adjacent property [ ] Affecting adjacent property: PA \_\_\_\_\_
[ ] Others
22. [ ] Crane safety (Apply to the operation of tower cranes on highrise building) (Section 1704.19)
23. [ ] Others: "As recommended by professional of record"
24. Structural observation per Sec. 1709 (2010 SFBC) 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

\*\*\*\*\*
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 IN THE ORDER OF:
1) Plan Check Engineer/Inspector: (415) 558-6132 3, 2) District Building Inspector: (415) 558-6570 6096

**Exhibit No. 2  
(Required Format)**

**SPECIAL INSPECTION FINAL COMPLIANCE REPORT**

[Date]

[Special Inspection Coordinator]  
City and County of San Francisco  
Department of Building Inspection  
1660 Mission Street, 3rd 2<sup>nd</sup> Floor  
San Francisco, CA 94103

Re: Project Address:  
Permit Application No. \_\_\_\_\_

In accordance with Section 1704 of the ~~2010~~ 2007-San Francisco Building Code, we have provided special inspection for the following items:

**Based upon inspections performed and our (my) substantiating reports, it is our (my) professional judgment that, to the best of our (my) knowledge, the inspected work was performed in accordance with the approved plans, specifications, and applicable workmanship provisions of the San Francisco Building Code.**

Signed: \_\_\_\_\_

Print full name: \_\_\_\_\_

Inspection Agency:

[Agency Responsible Engineer's stamp]

cc: Client/Project Owner  
Engineer/Architect

**Exhibit No. 3  
(Required Format)**

**STRUCTURAL OBSERVATION FINAL COMPLIANCE REPORT**

[Date]

[Special Inspection Coordinator]  
City and County of San Francisco  
Department of Building Inspection  
1660 Mission Street, 3rd ~~2<sup>nd</sup>~~ Floor  
San Francisco, CA 94103

Re: Project Address:  
Permit Application No. \_\_\_\_\_

In accordance with Section 1709 of the 2010 ~~2007~~ San Francisco Building Code, I have provided structural observation for the following items:

**Based upon inspections performed and my substantiating reports, it is my professional judgment that, to the best of my knowledge, the observed structural work was performed in accordance with the approved plans, specifications, and applicable workmanship provisions of the San Francisco Building Code.**

Signed: \_\_\_\_\_

Print full name: \_\_\_\_\_

[Stamp of Engineer/Architect of Record  
performing structural observation]

cc: Client/Project Owner

**Exhibit No. 4  
(Required Format)**

**Special Inspection/Structural Observation Transmittal Letter**

**From:** \_\_\_\_\_ **(415-558-**  
**DBI Engineer or Plan Checker** **Phone**

**To:**  
**DBI District Building Inspector**

**Address of Project:**

**Application Number:**

- The attached special inspection/structural observation report(s) show(s) discrepancies:**
- Contact plan checker for discussion on proposed action.**
  - Issue correction notice to resolve discrepancy(s)**
  - Stop work in the area(s) of discrepancy(s)**
  - Stop all work. Conference with Chief building Inspector and Plan Check Manager Required**
  - Other**
- All final reports were received and are acceptable. Final building inspection may be scheduled.**





**Exhibit No. 6**  
**(Recommended for Format Purposes only)**

**SPECIAL INSPECTION DAILY REPORT**

Permit Application No. \_\_\_\_\_ Date

Project Name/Address:

Inspection Type(s)/Coverage: \_\_\_\_\_

Continuous       Periodic; frequency:

Inspections made, including locations:

Tests performed:

Items requiring 1) Correction, 2) Correction of previously listed items, and 3) Previously listed uncorrected items:

Changes to approved plans authorized by engineer or architect of record:

Comments:

To the best of my knowledge, work inspected was in accordance with the building department approved plans, specifications, and applicable workmanship provisions of the SFBC except as noted above.

Special Inspector: \_\_\_\_\_

Inspection Agency:

**Exhibit No. 7**  
**(Recommended for Format Purposes only)**

**SPECIAL INSPECTION WEEKLY REPORT**

Permit Application No. \_\_\_\_\_

Date

Project Name/Address:

Inspection Type(s)/Coverage:

Continuous  Periodic; frequency:

Total inspection time each day:

Date							
Hours							
Inspector							

Inspections made, including locations:

Tests performed:

Items requiring 1) Correction, 2) Correction of previously listed items, and 3) Previously listed uncorrected items:

Changes to approved plans authorized by engineer or architect of record:

Comments:

To the best of my knowledge, work inspected was in accordance with the building department approved plans, specifications, and applicable workmanship provisions of the SFBC except as noted above.

cc: Building Department  
Engineer/Architect

**Exhibit No. 8**  
**(Recommended for Format Purposes only)**

**SPECIAL INSPECTION DISCREPANCY NOTICE**

Permit Application No. \_\_\_\_\_

Date

Project Name/Address:

Inspection Type(s)/Coverage:

Continuous       Periodic; frequency:

Notice delivered to:       Contractor       Engineer/Architect       Building Department

The following discrepancies require correction and inspection approval prior to proceeding with this phase of the work:

Signed: \_\_\_\_\_

Inspection Agency:

Print full name: \_\_\_\_\_

ID Number:

**DO NOT REMOVE THIS NOTICE**

Post with building permit inspection record card

**Exhibit No. 9**  
**(Recommended for Format Purposes only)**

**SAMPLE MATRIX**  
**INSPECTOR QUALIFICATION MATRIX**

<b>Inspector Name</b>	<b>Date of Hire</b>	<b>ACI Grade-1</b>	<b>RC *</b>	<b>SM</b>	<b>PC</b>	<b>HSB</b>	<b>SW</b>	<b>NDT</b>	<b>SWC</b>	<b>FP</b>	<b>URM</b>
Inspector A	5/4/99	X	X	X	I-T	I-T					
Inspector B	7/31/98	X	X	X				X	X	X	X
Inspector C	10/1/00	X	X		X	X	X	X			
Inspector D	10/1/00	X	X	X	I-T	I-T	X		X	X	X
Inspector E	10/1/00				I-T				X	X	X

Legend:

RC= Reinforced Concrete  
 SM= Structural Masonry

HSB = High-strength Bolting  
 SW = Steel Welding

FP= Fireproofing  
 PC= Prestressed Concrete

SWC = Structural Wood Construction  
 NDT = Nondestructive Testing

URM = Unreinforced Masonry Push/Torque Test Only

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

**Exhibit No. 10: 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 ( ) SSW ( ) URM ( ) FP ( )*

*I understand that any changes to this, or other required categorical information must be reported within 60 days, in writing, to the participating jurisdictions. 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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**Exhibit No. 11:  
Waiver Agreement**

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

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

Company Telephone Number: \_\_\_\_\_

*As the responsible engineer for the company located at the address referenced above, I have requested a joint review by a number of local jurisdictions that may share information including, but not limited to agency performance, appeals, and any pending complaints or disciplinary hearing information. Our application may be shared and retained by all participating jurisdictions.*

*I further acknowledge the joint review process is not mandatory. Each participating jurisdiction will make all decisions individually and independently after sharing information and pertinent materials.*

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Affix Stamp Here

**Exhibit No.12:  
RESPONSIBLE ENGINEER'S STATEMENT OF AGREEMENT**

- A. *I am the "full time employee" responsible for the supervision of technical staff and that all qualification requirements and the 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, and qualified issued ID cards according with certification requirements set forth in ASTM E 329-02 Appendix X1.1.*
- 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 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."*

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Responsible Engineer (print name)

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Responsible Engineer (signature)

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Date

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