



## SPECIAL INSPECTION FORM

*To Applicants of Projects Requiring Special Inspection or Testing  
Per 2019 California Building Code Section 1704*

**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 this form and the structural tests and inspection schedule to the Town of Yountville Building Department for review and approval.

1. Owner and general contractor, where applicable, shall acknowledge the following conditions applicable to Special inspection and/or Testing.
2. Contractor is responsible for proper notification to the Inspection or Testing Agency for items listed.
3. Only the testing laboratory should take samples and transport them to their laboratory.
4. Copies of all laboratory reports and inspections are to be on the job at the time the inspector arrives. All documentation will be required to be given to the inspector.
5. Inspection Agency must submit names and qualifications of onsite special inspectors to the Planning and Building Department for approval and keep these onsite.

The agency must provide each special inspector with an identification badge that indicates the following:

- a) Name of Inspector
  - b) Photo of Inspector
  - c) Specific areas in which the inspector is qualified to inspect
  - d) Special inspector shall display badge whenever performing the function of inspector
6. Special inspector shall immediately notify the Town Building Official of any concerns and/or problems encountered.
  7. It is the responsibility of the contractor to review the Planning and Building Department approved plans for additional inspection or testing requirements that may be noted. A pre-construction conference at the job site is recommended to review special inspection procedures.
  8. Special inspector shall use only the Town of Yountville Approved Plans for inspections.

9. BEFORE 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. A copy of the statement is to be maintained at the job site for Building Inspector's review prior to final inspections.

10. Contractor responsible for the construction shall submit a written statement of responsibility to the Town Building Official and owner per Section 1704 of the California Building Code.

**ACKNOWLEDGEMENT**

Owner:

_____	_____	_____
Print	Signature	Date

Inspection Agency:

_____	_____	_____
Print	Signature	Date

Contractor:

_____	_____	_____
Print	Signature	Date

Project Engineer/Architect:

_____	_____	_____
Print	Signature	Date

Approved by Town Building Official  
or Authorized Representative:

_____	_____	_____
Print	Signature	Date

**STRUCTURAL TESTS AND INSPECTION SCHEDULE**  
(Per California Building Code, Section 1704, 1705, or 1708)  
Plan Check No. \_\_\_\_\_

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 Town Building Official.

Project Name	Testing/Inspection Agency
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Project Address	Authorized Signature of Testing Agency
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Owner's Name (Print)	Signature	Date
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By signing above, owner hereby certifies that the Testing/Inspection Agency named above has been engaged to perform structural test and inspection during construction, as checked below, to satisfy all applicable portions of the California Building Code.

Prior to issuance of an occupancy permit, the Inspection Agency shall submit a statement that all items of designated work performed were reported. Any items identified for special inspection, but not tested or inspected will be identified 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 Inspection Agency so that the required services may be performed.