



City of Gilroy

COMMUNITY DEVELOPMENT DEPARTMENT-BUILDING
7351 Rosanna Street, Gilroy CA 95020
(408) 846-0470 (408) 846-0429 (fax)
www.cityofgilroy.org

Recognition Requirements for Special Inspection Agencies

Section 1703.1 of the 2010 California Building Code requires that the Special Inspector shall demonstrate competence to the satisfaction of the Building Official.

In order to be considered for recognition, please submit one copy of the following information to the City of Gilroy along with a processing deposit fee of \$400.00. The actual fee for processing your request will be based on the Division fully loaded hourly rate. **Fees will be assessed whether your agency receives recognition or if it is denied.** Please note that if your agency is not able to meet all of these requirements and submit all of this information, the City will not be able to consider your agency for recognition.

Your submitted 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 listed below.

Firms failing to provide adequate evidence of compliance with the program criteria, in the requested format, will be denied recognition.

Please submit the following:

1. Location of corporate office and all testing facilities operating in the area map. (map enclosed)
2. Name and resumes of the Registered Professional Engineer(s) responsible for inspection and testing activities. Each individual shall be a licensed professional/registered engineer and a full-time employee of that agency. The individual shall have at least five years engineering experience in testing and inspection of construction materials. *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 of each discipline for which the agency is applying (includes Unreinforced Masonry Building (URM) tests).
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 tri-chapter area testing laboratory's latest Cement and Concrete Reference Laboratory Inspection Record including deficiencies and explanations with evidence of how deficiencies were addressed. **Agencies with no laboratory testing facilities will not be considered.**
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 of all special inspectors showing inspection areas for which they are qualified by experience per California Council of Testing and Inspection Agencies' guidelines and appropriate American Concrete Institute & International Code Council/ICBO certifications for Reinforced Concrete, Prestressed Concrete, Structural Masonry, Structural Steel and Bolting, Structural Steel and Welding and Fire Proofing categories. Inspectors that do not have the necessary experience and certifications to meet these criteria may not be considered for recognition. Special inspectors-in-training shall also be included in this matrix. Please include only those inspectors who are performing inspections and tests that are applicable to the program.
9. Copies of applicable ACI 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, prestressed concrete, structural masonry, fireproofing, structural steel & bolting, and structural steel & welding special inspections shall be certified by ICC/ICBO for the applicable discipline. Qualification by experience and certification shall be indicated by placing an "X" in front of the applicable category. "Special Inspector in Training" shall be indicated by placing "SIT" in front of the applicable category. **Please 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 recognition requirements and local building code requirements are followed by the agency and its employees.
 - b. Certifying that special inspectors will perform in accordance with the CBC and that they are identified, qualified, and issued I.D. cards according to the current California Council of Testing & Inspection Agencies guidelines.
 - c. Assuring that testing and inspection services will be performed in compliance with current codes and industry standards. 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.
 - d. A completed, signed and stamped AGENCY SUMMARY AND LETTER OF AGREEMENT (enclosed).

Any changes to agency name, ownership, key personnel, responsible professional engineer or additions and deletions of offices within the tri-chapter area must be reported to the City of Gilroy within 60 days of the change. Failure to report these changes may result in forfeiture of the City's recognition of the agency.

The agency will remain on the City of Gilroy's Special Inspection Agency Recognition List for three years from the approval date.

All agencies shall submit a complete renewal package at least 90 days prior to the expiration date of the firm's recognition date as indicated on the City of Gilroy's Special Inspection Agency Recognition list to ensure continuous recognition. The required categorical information must be updated, including information for all employees, and any changes in the location and or operation of the agency.



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Special Inspection Agency

SAMPLE LETTER

AGENCY SUMMARY AND LETTER OF AGREEMENT

Company Name _____

Company Address _____

Telephone Number _____

Responsible Engineer _____

Name and Address of Testing Laboratory _____

(if different from the above information)

Special Inspection Categories: RC () PC () SM () SSB () SSW () FP () URM ()

I understand that any changes to this, or other required categorical information must be reported within 60 days, in writing, to the City of Gilroy. I further understand that failure to report these changes may result in forfeiture of the City of Gilroy recognition 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 Signature

Responsible Engineer Printed Name

Date

**AFFIX STAMP
HERE**



AREA MAP