

BUILDING AND SAFETY SERVICES DIVISION  
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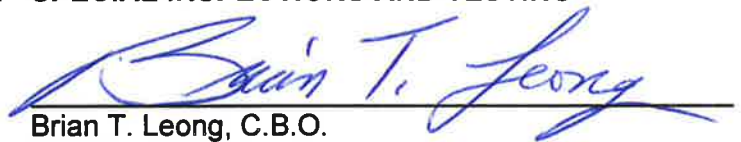
## BUILDING INDUSTRY BULLETIN

**DATE:** May 18, 2009  
**REVISED:** July 1, 2011

**TO:** CONSTRUCTION INSPECTION AND TESTING AGENCIES, ARCHITECTS,  
ENGINEERS, AND GENERAL CONTRACTORS ARCHITECTS, ENGINEERS,  
GENERAL CONTRACTORS, and ASSOCIATIONS

**SUBJECT:** SPECIAL INSPECTIONS AND TESTING

**FROM:**

  
Brian T. Leong, C.B.O.  
Building Official/Building and Safety Services Manager

### GENERAL:

Chapter 17 of the 2010 California Building Code outlines the requirements for Structural Testing and Special Inspections. As defined in section 1704.1.1, a statement of special inspection shall be submitted to the authority having jurisdiction as a condition for permit issuance. The "Proposal for Special Inspection and Testing" shall be a condition of approval when applicable. The special inspection proposal shall be attached to and become part of the approved set(s) of plans. ***(All copies of the Special Inspection Proposal shall be forwarded to the design professional responsible for the project.)***

### POLICY:

The Building and Safety Services Division of the City of Fresno has established criteria for the "Proposal for Special Inspection" in order to verify qualifications of the testing agency and special inspectors. The letter for special inspection (on company letterhead) shall conform to the following format:

- Addressed to: City of Fresno Development and Resource Management Dept, Building and Safety Services Division.
- Subject: Project name, project address, City of Fresno plan check number
- Statement from the agency that services have been retained by the owner or owner's agent. (not contractor performing the work)
- Scope of work: List of each special inspection and testing service to be performed with brief descriptions for each category.

- **Special Inspectors:** List the individual inspectors performing the special inspections with their respective qualifications. This shall include certifications and professional experience background.
- Provide certification for all testing laboratories from the International Accreditation Service (IAS) Department of the State Architect (DSA) or other approved recognized accreditation agency. Verification of current certification shall be provided annually to the Building and Safety Services Division.

When special inspection and testing is required, the owner or registered design professional acting as the owner's agent for the project shall be responsible for securing the Proposal for Special Inspection and Testing from the agency performing the services. All testing and inspection agencies shall provide their respective letter of proposal for special inspection and testing to the design professional, not the enforcing agency, as part of the approval process to obtain permits. The design professional shall attach the proposal to the approved plans prior to permit issuance.