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 628-652-3407. If there are any field problems regarding special inspection, please call your District Building Inspector or 628-652-3400 Ext 1.

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 1704.6. The building permit will not be finalized without compliance with the structural observation requirements.

Special Inspection Services Contact Information

1. Telephone: (628) 652-3407
2. Email: dbi.specialinspections@sfgov.org
3. In person: 49 South Van Ness Ave – Suite 400

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 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 1704.6. A preconstruction conference is recommended for owner/builder or designer/builder projects, complex and high-rise projects, and for projects utilizing new processes or materials.

In accordance with Chapter 17 (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:
   A. 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
   B. Continuous visual inspection and NDT
      (Section 1704)
      - All other welding (NDT exception: Fillet weld)
      - Reinforcing steel; and [ ] NDT required
      - Moment-resisting frames
      [ ] Others______________________________

18. Bolts Installed in existing concrete or masonry:
   - Concrete [ ] Masonry
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
   - Pull/torque tests per SFBC Sec.1607C & 1615C
   [ ] Others______________________________

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 high-rise building) (Section 1705.22)
23. [ ] Others: “As recommended by professional
     record”_________________________________

24. Structural observation per Sec. 1704.6 (SFBC) for the following:
   - [ ] Foundations
   - [ ] Steel framing
   - [ ] Masonry construction
   - [ ] Wood framing
   [ ] Other:_________________________________

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

26. [ ] Firestopping in high-rise building

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

Required information:
FAX: ( ) ____________________________ Email ____________________________

Review by: ____________________________ Phone: (628) 652-
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 (628) 652-3407; or, dbi.specialinspections@sfgov.org

Updated 12/9/2022