COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PLANNING & BUILDING

BLD-1031
01/27/2026

Statement Of Special Inspection Agreement

For a permitted project requiring special inspection, *per California Building Code (CBC) Section 1704*

Project Address: _____ Permit No.: _____

BEFORE A PERMIT CAN BE ISSUED, two (2) copies of this agreement shall be completed and submitted to the building official by the owner or the registered design professional in responsible charge or draftsperson acting as the owner's agent and shall include the **required acknowledgments**. A preconstruction conference with the parties involved may be required to review the special inspection requirements and procedures. The Statement Of Required Special Inspections imprinted on a sheet of the project plans shall be considered a part of this agreement.

APPROVAL OF SPECIAL INSPECTORS: Special inspectors shall be approved by the building official prior to performing any duties. Special inspectors shall submit their qualifications and are subject to personal interviews for prequalification. Special inspectors shall display approved identification, as stipulated by the building official, when performing the function of special inspector.

**Note: An approved agency shall be objective, competent and independent from the contractor responsible for the work being inspected. The agency shall disclose to the Building Official and the Registered Design Professional in responsible charge possible conflicts of interest so that the objectivity can be confirmed.*

Special inspection and testing shall meet the minimum requirements of Sections 1704 and 1705 of the California Building Code. The following conditions are also applicable:

Duties and Responsibilities of the Special Inspector

1. Special inspectors shall review approved plans and specifications for special inspection requirements. Special inspectors will comply with the special inspection requirements found in the Statement of Special Inspections, including work and materials.
2. Special inspectors shall notify contractor personnel of their presence and responsibilities at the job site.
3. Special inspectors shall inspect all work according to the Statement Of Required Special Inspections for which they are responsible for determining compliance with the building department-approved (stamped) plans and specifications, and the applicable provisions of Section 1704 of the CBC.
4. Special inspectors shall bring all nonconforming 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 into the work, the design professional in responsible charge and the building official should be notified immediately and the item noted in the special inspectors written report (see Section 1704.2.4). The building official may require this report to be posted in a conspicuous place on the job site. The special inspector should include in the report, as a minimum, the following information about each nonconforming item:
    - Description and exact location
    - Reference to applicable detail of approved plans/specifications
    - Name and title of each individual notified and method of notification
    - Resolution or corrective action taken
5. The special inspector shall complete written inspection reports for each inspection visit and provide the reports on a timely basis as determined by the building official. The special inspector or inspection agency shall furnish these reports directly to the building official and to the design professional in responsible

charge as required by Section 1704.2.4. These reports should be organized on a daily format and may be submitted weekly at the option of the building official. In these reports, special inspectors should:

- Describe inspections and tests made with applicable locations.
- Indicate nonconforming items (discrepancies) and how they were resolved
- List unresolved items, parties notified, and time and method of notification
- Itemize changes authorized by the design professional in responsible charge if not included in nonconforming items

6. Special inspectors or inspection agencies shall submit a final signed report to the building inspector stating that all items requiring special inspection and testing by the Statement Of Required Special Inspections were fulfilled and reported, and, to the best of their knowledge, conform to the approved plans and specifications (see Section 1704.2.4). Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspection when continuous was required, etc.) shall be specifically itemized in this report.

Owner Responsibilities

The project owner, the design professional in responsible charge or draftsperson acting as an agent of the owner is responsible for funding special inspection services. Measures should be taken to ensure that the scope of work and duties of the special inspector as outlined in the Statement Of Required Special Inspections are not compromised. The special inspector/agency shall not be in the employ of the contractor, subcontractor or material supplier (see Section 1704.1). In the case of an owner/contractor, the special inspector/agency shall be employed as determined by the Building Official.

Registered Design Professional(s) in Responsible Charge or Draftsperson

The design professional (architect, structural engineer or draftsperson) in responsible charge shall be a consenting party by written acknowledgment of the Statement Of Special Inspection Agreement. The duties and responsibilities of the design professional in responsible charge include the following:

1. The Statement Of Required Special Inspections shall be prepared and imprinted on a sheet of the plan set submitted with the permit application, and shall contain the following information:

   - Materials, systems, components and work required to have special inspection
   - Type and extent of each special inspection
   - Type and extent of each test
   - Special inspection of required seismic-resistant systems and components
   - Special inspection of required wind-resistant systems and components

2. Respond to special inspector reports of uncorrected noncompliant items (discrepancies) and approve remedial measures.

3. Review shop drawings and submit revisions to approved plans. The design professional in responsible charge shall acknowledge and approve shop drawings that may detail structural information. The design professional shall submit to the building official and the special inspector/inspection agency written approval of any verbally approved deviations from the approved plans and shall submit revised plans for to the building official for approval.

Contractor Responsibilities

1. Acknowledgement of awareness of the special requirements contained in the Statement Of Special Inspections.

2. Acknowledgement that control will be exercised to obtain compliance with the construction documents approved by the building official.
3. Establish procedures for exercising control within the contractor's organization, the method and frequency of reporting, and the distribution of the reports, and identify the person(s) exercising such control and their position(s) in the organization.
4. Provide adequate notice to allow the special inspector time to become familiar with the project.
5. Provide the special inspector access to approved plans.
6. Provide, at the job site, all special inspection records submitted by the inspector for review by the building inspector upon request.

Building Department Responsibilities

1. Review submittal documents for compliance with special inspection requirements as outlined in the Statement Of Required Special Inspections. The building official is charged with the legal authority to review the plans, specifications, special inspection program and other submittal documents for compliance with code requirements.
2. Approve the fabricator(s) used for building components installed on-site.
3. Approve the special inspection program submitted by the design professional in responsible charge or draftsperson acting as an agent for the owner (see Section 107.1) and may require a preconstruction conference to review the program with all applicable members of the construction team.
4. Monitor special inspection activities at the job site to ensure that qualified special inspectors are performing their duties when work requiring special inspection is in progress.
5. Issuance of stop work orders. The building official is recognized as having the authority to stop work at the job site.
6. Approval to proceed. There are certain points of completion where work shall not proceed until approval by the building official has been given.
7. Review inspection reports. The building official receives and reviews special inspection progress reports and final reports for compliance with the approved plans, specifications and provisions of the code.
8. Perform final inspection. The building official will not perform the final inspection and approval for a project until the final special inspection report has been reviewed and approved.

Statement Of Special Inspection Agreement

ACKNOWLEDGMENTS

I have read and agree to comply with the terms and conditions of this agreement.

Note: Acceptance by the building official requires **completion of all signature lines** below. Where a special inspection agency is retained to provide multiple special inspection services, the agency may acknowledge this agreement without providing names of individual special inspectors and discipline. However, individual special inspectors shall be named and submitted to the Building Division representative attending the required preconstruction conference at the project site.

Owner Name (printed)	Owner Signature	Date
Architect Name (printed)	Architect Signature	Date
Professional Engineer	Professional Engineer	Date
Structural Engineer Name (printed)	Structural Engineer Signature	Date
Soils Engineer Name (printed)	Soils Engineer Signature	Date
Draftsperson Name (printed)	Draftsperson Signature	Date
Contractor Name (printed)	Contractor Signature	Date
Special Inspection Agency Name (printed)	Agency Principal Signature	Date
Spec. Inspector Name/Discipline (printed)	Special Inspector Signature	Date
Spec. Inspector Name/Discipline (printed)	Special Inspector Signature	Date
Spec. Inspector Name/Discipline (printed)	Special Inspector Signature	Date
Accepted for the Building Division (Staff Name)		Date