



City Of Chula Vista
 Building Division Inspection Section
Planning and Building Department
 276 Fourth Avenue
 Chula Vista CA 91910
 Information: (619) 409-5868 Fax: (619) 585-5639

SPECIAL INSPECTION/ CONSTRUCTION MATERIALS TESTING INSTRUCTIONS

Property Owner's/Contractor's/Builder's Responsibilities

PLEASE READ THESE INSTRUCTIONS CAREFULLY. YOU ARE RESPONSIBLE FOR COMPLYING WITH THESE REQUIREMENTS. ANY VIOLATIONS OF THESE INSTRUCTIONS MAY BE A CAUSE FOR REMOVAL OF THE WORK PERFORMED.

Note: Throughout this procedure, HERS (Home Energy Rating System) raters are to be considered special inspectors and the responsibilities outlined below apply to HERS raters as they apply to special inspectors unless noted otherwise.

I. PROPERTY OWNER'S RESPONSIBILITIES:

The property owner or his/her authorized agent of record or the architect/engineer of record acting as the property owner's agent shall:

1. Complete, sign and execute the 'PROPERTY OWNER/CONTRACTOR AGREEMENT' form for the special inspection, off-site fabrication or construction materials testing and submit it to the Planning and Building Department at time of permit issuance.
2. Employ one or more special inspectors who shall provide inspections during construction and fabrication of the types of work requiring special inspection listed under California Building Code (in the case of HERS raters, California Energy Efficiency Standards) as adopted by the City of Chula Vista, Sec. 1701.5 and listed in the approved plans/specifications and as required by product manufacturer's approval reports. These inspections are in addition to and not a substitution for the required City inspections.

NOTE: The special inspection shall be performed by a special inspector certified in their areas of expertise.

The construction materials testing shall be performed by a testing laboratory listed on the City of San Diego or the City of Los Angeles most current list of approved materials testing laboratories.

The same special inspector(s) and the construction materials testing laboratory shall be employed during the construction of the permitted building/structure to the extent that is possible.

3. Complete, sign, execute the 'PROPERTY OWNER'S FINAL REPORT FOR SPECIAL INSPECTION, AND CONSTRUCTION MATERIALS TESTING' form and submit it to the Building Inspection Section prior to requesting a final inspection.

This final report states that all work requiring special inspection, testing, or off-site fabrication was to the best of his/her knowledge, performed in accordance with the approved plans, specifications and the applicable workmanship provisions of the California Building Code (in the case of HERS raters, California Energy Efficiency Standards) as adopted by the City of Chula Vista

4. Remove and replace, repair, test and inspect all non-conforming work as proposed by the architect/engineer of record and as approved by the City of Chula Vista without any cost to this jurisdiction.

SPECIAL INSPECTION/CONSTRUCTION MATERIALS TESTING INSTRUCTIONS (Continued)**II. CONTRACTOR'S/BUILDER'S RESPONSIBILITIES:**

The contractor/builder shall:

1. Complete, sign, execute the 'PROPERTY OWNER/CONTRACTOR AGREEMENT' form for the special inspection, construction materials testing, off-site fabrication or HERS rating and submit it to the Building Division at the time of permit issuance.
2. Notify the special inspector/construction materials testing laboratory and schedule to perform the inspection of the work requiring special inspection and/or testing.

NOTE: The special inspections are in addition to and not a substitution for the inspections required by the City of Chula Vista. Work performed shall not be concealed until it is approved by the special inspector and the City of Chula Vista Building Inspection Section.

The special inspection shall be performed by a special inspector certified in their areas of expertise.

The construction materials testing shall be performed by a testing laboratory listed on the City of San Diego or the City of Los Angeles most current list of approved materials testing laboratories.

3. Make available to the special inspector(s) and the testing agency access to the approved plans and specifications at the job site.
4. Inform all sub-contractors, builders, erectors and installers performing work requiring special inspection/testing of these requirements as specified in the approved plans and specifications and as mandated by the California Building Code (in the case of HERS raters, California Energy Efficiency Standards) as adopted by the City of Chula Vista prior to commencement of work.
5. Perform the work requiring special inspection in the continuous presence of the special inspector (or on a periodic basis as scheduled and noted on the approved plans and specifications). Work performed by a special inspector not certified and/or without the required special inspection/testing, whether purposefully or inadvertently, shall be construed as non-conforming work and therefore in violation of the California Building Code (in the case of HERS raters, California Energy Efficiency Standards) as adopted by the City of Chula Vista.
6. Remove and replace, repair, test and inspect all non-conforming work as proposed by the architect/engineer of record and as approved by the City of Chula Vista, without any cost to this jurisdiction
7. Furnish the 'Application to Perform Off-Site Fabrication' to the fabricator(s) of building components to be completed and submitted to the Building Division Inspection Section.

NOTE: The fabricator of the building components shall be currently certified by ICBO, AISC, ACI, PCI, PTI or other recognized and approved certifying agencies. For non-certified fabricators, or when required per the approved permitted plans and or specifications, one or more approved certified special inspectors shall be assigned by the building owner when approved by the City of Chula Vista

8. Furnish the 'Certificate of Compliance for Off-Site Fabrication' form to the fabricator(s) of building components to be completed and submitted to the Building Inspection Section.
9. Keep a copy of all special inspection/test reports submitted by the special inspector and/the construction materials testing laboratory at the job site. A copy of such reports shall be submitted to the Building Division Inspection Section.
10. Correct all deficient and/or non-conforming work as noted by the special inspector/construction materials testing laboratory in accordance with the approved permitted plans and specifications.

SPECIAL INSPECTION/CONSTRUCTION MATERIALS TESTING INSTRUCTIONS (Continued)

III. Questions

If you have any questions with respect to these instructions, special inspections, construction materials testing, off-site fabrication of building components and other related requirements, please call the Building Division Inspection Section at (619) 409-5868.

For additional information on these requirements refer to the City of Chula Vista website www.ci.chula-vista.ca.us/

The following forms are available on our website and may also be requested from the Building Division

1. FORM 4538 - SPECIAL INSPECTION/CONSTRUCTION MATERIALS TESTING INSTRUCTIONS (Property owner's, contractor's, builder's responsibilities)
2. FORM 4539 - SPECIAL INSPECTION AND OFF-SITE FABRICATION FORMS (Instructions for the completion and filing)
3. FORM 4540 - PROPERTY OWNER/CONTRACTOR AGREEMENT
4. FORM 4541 - APPLICATION TO PERFORM OFF-SITE FABRICATION
5. FORM 4542 - CERTIFICATE OF COMPLIANCE FOR OFF-SITE FABRICATION
6. FORM 4543 - SPECIAL INSPECTOR/INSPECTION AGENCY/TESTING LABORATORY FINAL REPORT
7. FORM 4544 - PROPERTY OWNER'S FINAL REPORT FOR SPECIAL INSPECTION AND CONSTRUCTION MATERIALS TESTING
8. FORM 4545 – SPECIAL INSPECTOR – START WORK NOTIFICATION
9. FORM 4546 – SPECIAL INSPECTION INSTRUCTIONS TO SPECIAL INSPECTORS/INSPECTION AGENCIES/TESTING LABS/HERS RATERS