



**COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING & SAFETY DIVISION**

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## **Recognition Requirements for Geotechnical and Special Inspection Agencies**

Per CBC Section 1704.2.1 "Prior to the start of the construction, the approved agencies shall provide written documentation to the Building Official demonstrating the competence and relevant experience or training of the special inspectors who will perform the special inspections and tests during construction". To obtain recognition by the City of Rancho Cordova the following information must be submitted for review and approval:

1. Completed form *RCB1214 Special Inspection Firm Services Letter*.
2. Location of corporate office and all branch offices providing services to the City of Rancho Cordova.
3. Names and resumes of registered Professional Engineer(s) responsible for inspection and testing activities evidencing experience criteria as per ASTM E329 Paragraph 7.2.1:

*"The person shall be a registered engineer and a full-time employee of that agency. The person shall have at least five years engineering experience in testing and inspection construction materials."*

Resumes must be specific in showing a minimum of five years experience in testing and inspection and *acknowledged by signature of the responsible, professional engineer.*

4. Firms providing geotechnical services shall submit a statement of compliance with ASTM D3740, including the resume and acknowledgement signature of the responsible professional engineer pursuant to ASTM D3740.7.1.
5. Names and resumes of other key management and supervisory personnel.
6. Organizational chart.
7. A brief general description of agency, including background information related to type of service offered, years in business. Include any brochures and qualification information.
8. Samples of inspection reports, lab reports and final compliance report.
9. Resumes showing compliance with experience qualifications per California Counsel of Testing and Inspection Agencies (CCTIA) Guidelines. Except as permitted for *"inspectors-in-training"*, all special inspectors performing concrete, structural steel and welding, or masonry special inspections shall be certified by ICC, AWS, NICET, ACI or other independent authority acceptable to the responsible, professional engineer.
10. Statements from the responsible, professional engineer(s).
  - a. Acknowledging inspectors will be under the general technical supervision of the responsible, professional engineer.
  - b. Assuring that special inspectors are knowledgeable of CBC Chapter 17, and that they will be qualified according to the current CCTIA Guidelines.

- c. Assuring that testing and inspection services will be performed in compliance with procedures specified in ASTM E329, in particular paragraph 10.1:

*“It shall be the responsibility of the agency to ensure that it performs only tests and inspection, or both, for which it is adequately equipped and staffed, and that its employees perform only tests and inspection, or both, for which they are adequately trained.”*

**The required categorical information must be updated, including information for new employees, and submitted every two years to the City by *January 31<sup>st</sup>*. Any changes to agency name, ownership and key technical or professional engineering staff should be submitted in a timely manner.**

In addition to the above submittal data, the laboratory / agency receiving recognition agrees to make available at their facilities for review by the City of Rancho Cordova, on either scheduled or unscheduled visits, the following items:

1. A current CCRL or similar laboratory review report.
2. Current test equipment calibrations.
3. Operating procedures and quality assurance manual.
4. Personnel qualification documents.
5. Provisions and procedures for obtaining services from qualified outside laboratories.