

## 2016 Port of San Francisco Building Code

**PORT CODE PROCEDURE**


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**NO. PCP-014** :

**DATE** : December 5, 2012

**SUBJECT** : Permit Process; Inspection

**TITLE** : Special Inspection and Structural Observation Procedures

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**PURPOSE** : The purpose of this Port Code Procedure is to describe the procedures to be used in the administration and enforcement of special inspection and structural observation requirements of the Port of San Francisco Building Code (PBC). It is intended as an aid for design professionals in their preparation of inspection and observation programs. It provides information for building owners, architects and engineers, contractors, and special inspection agencies about their responsibilities regarding special inspection and structural observation and includes standardized forms and formats applicable to these functions.

**REFERENCE** : - 2016 Port of San Francisco Building Code  
 - Section 108A Inspections  
 - Chapter 17 Structural Tests and Inspections

**I DEFINITION AND****PURPOSE: Special****Inspection**

of the building structure or public safety. Special inspection is the review of the work of the contractors and their employees to assure that the approved plans and specifications are and that relevant codes and ordinances are being observed. The special inspection process addition to the regular inspections conducted by Port of San Francisco building inspectors engineer or architect of record as part of periodic structural observation. The special continuous or periodic inspection as required by the Port of San Francisco Building Code.

Good communication between the special inspector and the designers, contractor, and department is essential to project quality assurance.

**Structural Observation**

Structural Observation means the visual observation of the structural system, for general to the approved plans and specifications, at significant construction stages and at completion structural system. Structural observation does not include or waive the responsibility for the inspections required by Section 108A, Sections 1704 through 1708, and other sections of this code

**II DUTIES AND RESPONSIBILITIES OF THE PARTIES RESPONSIBLE FOR SPECIAL INSPECTION PROGRAM AND STRUCTURAL OBSERVATION PROGRAM****A. Duties and Responsibilities of the Project Owner**

The project owner, or the registered design professional in responsible acting as the owner's responsible for funding special inspection services.

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## B. Duties and Responsibilities of the registered design professional in responsible charge

The registered design professional in responsible charge must be a California registered civil or structural engineer and has many duties and responsibilities related to special inspection and structural observation activities. These include the following:

1. Identify the need for special inspection and structural observation services.

The registered design professional in responsible charge prepares *Statement of Special Inspections* (See Exhibit No. 1) in accordance with section 1704.2.3 of the PBC. The Statement of Special Inspection shall be attached to each set of project plans and specifications which are submitted to the Chief Harbor Engineer as part of building permit application.

2. Review reports from special inspection agencies/special inspectors/structural observer and respond to field discrepancies

The registered design professional reviews all structural observation and special inspection reports. Material and design discrepancies which are not resolved in a timely manner or are about to be incorporated in the work must be brought to the attention of the registered design professional in responsible charge and the Chief Harbor Engineer. Uncorrected field deficiencies observed by the special inspector and structural observer must be brought to their attention. The registered design professional in responsible charge is instrumental in effecting the remedial process of deficiency correction. The registered design professional in responsible charge is responsible for any design changes in addition to acknowledgment and approval of shop drawings which may detail structural information, and for submission of such changes to the Chief Harbor Engineer for approval.

3. Submit final compliance report

The registered design professional in responsible charge shall submit an overall final compliance report to plan review engineer stating that all items requiring special inspection and structural observation were performed in accordance with the approved plans, specifications, and applicable workmanship provisions of the PBC. See Exhibit No. 1A, *Special Inspection Review and Conformance Certification*,

## C. Duties and responsibilities of the registered design professional responsible for the structural observation program

The owner shall employ a California registered design professional (Civil or Structural) to perform structural observation as defined in PBC Section 1702 and as required by PBC Section 1704.5. The registered design professional assigned to perform structural observation shall submit to the plan review engineer and the registered design professional in responsible charge, a written statement declaring that the site visits have been made and identifying any reported deficiencies that, to the best of the his/her knowledge, have not been resolved. See Exhibit No. 3 - *Special Observation Final Compliance Report*. A copy of this report shall be maintained at the job site.

## D. Duties and Responsibilities of the Special Inspection Agencies/Special Inspectors

The special inspectors are individuals with highly developed, specialized skills who observe those critical building or structural features which they are qualified to inspect. Duties of the special inspectors and/or inspection agencies include the following:

1. Observe all work for which they are responsible

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Special inspectors shall inspect all work for conformance with the Port of San Francisco approved set of plans and specifications and applicable provisions of the PBC.

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## 2. Provide timely reports

The special inspector should complete written inspection reports for each inspection visit and provide the reports in a timely manner. The special inspector or inspection agency shall furnish these reports directly to the plan review engineer and the registered design professional in responsible charge. A copy of these reports shall also be kept at job site. Special inspectors shall bring all non-conforming 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 in the work, the registered design professional in responsible charge and the plan review engineer shall be notified immediately. See Exhibit Nos. 5 to 8.

## 3. Submit a final signed report

Special inspectors or special inspection agencies shall submit a final report signed by a California registered design professional (civil or structural), who is responsible for the special inspection, to the plan review engineer and the registered design professional in responsible charge stating that all items requiring special inspection and testing were constructed, to the best of their knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable provisions of the code. See Exhibit No. 2 - *Special Inspection Final Compliance Report*.

## E. Duties and Responsibilities of the Chief Harbor Engineer

## 1. Review and examine plans, specifications and contract documents for compliance with special inspection and structural observation requirements

The Chief Harbor Engineer is charged with the legal authority to review the plans and specifications for compliance with the code requirements.

## 2. Monitor the special inspection and structural observation activities

The Chief Harbor Engineer shall monitor the job site to see that special inspection and structural observation is being performed and that an adequate number of special inspection staff is present depending upon the extent and complexity of the project.

## 3. Review inspection reports

The Chief Harbor Engineer receives, reviews and makes the inspection reports part of the inspection records.

## 4. Review the final report

The Certificate of Occupancy shall not be issued until the final report has been received and approved by the Chief Harbor Engineer.

## F. Duties and Responsibilities of the Contractor

The contractor's duties include the following:

## 1. Notify the special inspector

The contractor is responsible for notifying the special inspector or special inspection agency regarding special inspections required by the Port of San Francisco. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

## 2. Provide access to approved plans

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The contractor is responsible for providing the special inspector with access to approved plans at the job site.

3. Retain special inspection records

The contractor is responsible for retaining at the job site all special inspection records submitted by the special inspector, and providing these records for review by the Port of San Francisco building inspector upon request.

III SPECIAL INSPECTOR QUALIFICATIONS:

Special Inspectors shall be one of the following:

- A. A qualified person employed by the City and County of San Francisco or an approved testing agency conforming in so far as applicable to the requirements of ASTM E329.

Except for testing of materials and reporting of numerical results, the inspector shall work under the general supervision of a registered design professional, and all reports and certification of compliance must be signed by the engineer.

- B. A California registered design professional (civil or structural) or California licensed architect who can demonstrate to the satisfaction of the Chief Harbor Engineer that he or she has the experience and expertise to qualify as a special inspector for the specific type of inspection work, and has appropriate equipment to conduct such inspections and tests.

Note: The above applies to any engineer or architect who is not the registered design professional or architect responsible for the project. Qualifications must be approved by the Chief Harbor Engineer.

- C. The licensed architect or registered design professionals (civil or structural) who are responsible for work.

Note: The registered design professional who is responsible for geotechnical investigation work or who prepared the soil report may perform the special inspection of foundation or geotechnical work requiring special inspection.

- D. For plant fabrication of precast concrete elements, a registered civil engineer who supervises all phases of quality control work. The registered civil engineer shall be subject to the approval of the Chief Harbor Engineer.
- E. For welding, the welding inspector shall be qualified as per/AWS D1.1. The minimum requirements for a qualified welding inspector shall be AWS- certified welding inspector (CWI), as defined in the provisions of the AWS QCI.

IV SPECIAL INSPECTION AND STRUCTURAL OBSERVATION OPERATIONAL PROCEDURE WITHIN ENGINEERING DIVISION'S BUILDING PERMIT GROUP (BPG)

- A. BPG - Plan Review Engineers and Building Inspectors

1. Review the special inspection and structural observation requirements in *Statement of Special*

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*Inspection* (Exhibit no. 1) prepared by the registered design professional in responsible charge.

2. During construction, the plan review engineer reviews and files special inspection progress reports. If reports indicate problems which need to be brought to the attention of the building inspector, the plan review engineer forwards a copy of the report to the appropriate building inspector. The building inspector will notify the contractor who in turn shall notify the registered design professional in responsible charge to resolve the field problems. Resolution reports shall be submitted to plan review engineer for review and file. See Exhibit No. 4, *Special Inspection/Structural Observation Transmittal Letter*.
3. Before final building inspection approval, the owner submits to the plan review engineer final compliance reports covering each item requiring special inspection and structural observation. Final reports shall be wet signed and stamped by the responsible engineer of the special inspection agency, geotechnical firm, engineer or architect of record - as appropriate to the type(s) of special inspection. See Exhibit No. 2, *Special Inspection Final Compliance Report and Exhibit No. 3, Structural Observation Final Compliance Report*. The final compliance reports shall be accompanied by an overall final compliance report prepared by the registered design professional in responsible charge. See Exhibit No. 1A, *Special Inspection Review and Conformance Certification*.
4. When final reports are submitted, the plan review engineer will review the documents for compliance and completeness. If documentation is not sufficient, plan review engineer informs the registered design professional in responsible charge regarding what items are missing. If compliance has been verified, plan review engineer signs and dates Special Inspection and Structural Observation Program form.
5. Plan review engineer files the final compliance approval in the Special Inspection file.
6. Plan review engineer routes a copy of the signed Special Inspection and Structural Observation Program form to the building inspector. Building inspector records receipt of the form on the permit Job Card and routes the form to the permit file.
7. For permits issued over the counter when special inspection is required, staff makes copy of the Special Inspection and Structural Observation Form and distributes as follows:
  - a. One copy to applicant,
  - b. One copy to the plan review engineer.

B. Building Inspection

1. For projects requiring special inspection, at the first site inspection, building inspectors inform the applicant or applicant's agent of the Special Inspection procedures and discuss the requirements with the person in charge of the work. The Special Inspector shall be identified to building inspector prior to start of the work for which special inspection is required. See Exhibit No. 1, *Schedule of Special Inspections*.
2. Building inspectors monitor the special inspection activities at the project site for compliance with this procedure. In the event that building inspectors discover that required special inspection is not being performed, or not in compliance with the approved plans, they are authorized to suspend or stop the progress of the work.

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## ATTACHMENTS:

1. Exhibit No. 1-Statement of Special Inspections
- 1A-Exhibit No. 1A-Special Inspection Review and Conformance Certification
2. Special Inspection Final Compliance Report
3. Structural Observation Final Compliance Report
4. Special Inspection/Structural Observation Transmittal Letter
5. Special Inspection Record
6. Special Inspection Daily Report
7. Special Inspection Weekly Report
8. Special Inspection Discrepancy Notice

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Eunejune Kim

Date

Chief Harbor Engineer

Port of San Francisco

Originally Approved by the Port Commission on  
01/01/2008

Update reviewed and approved by Neil Friedman, Chief Building Inspector, 10-26-2016

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**Exhibit No. 1  
Statement of Special Inspections**

ADDRESS \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

This Statement of Special Inspections is submitted in fulfillment of the requirements of CBC Sections 1704  
Included are:

- Schedule of Special Inspections and tests applicable to this project:
- List of the Testing Agencies and other special inspectors that will be retained to conduct the tests and inspections.

Special Inspections and Testing will be performed in accordance with the approved plans and specifications, this statement and PBC (CBC) Sections 1705

The Schedule of Special Inspections summarizes the Special Inspections and tests required. Special Inspectors will refer to the approved plans and specifications for detailed special inspection requirements. Any additional tests and inspections required by the approved plans and specifications will also be performed.

Interim reports will be submitted to the Chief Harbor Engineer and the Registered Design Professional in Responsible Charge in accordance with PBC (CBC) Section 1704.2.4

A Final Report of Special Inspections documenting required Special Inspections, testing and correction of any discrepancies noted in the inspections shall be submitted prior to issuance of a Certificate of Final Completion and Occupancy (Section 109A.1, 109A.3, 1704.2.4). A Certificate of Temporary Occupancy (Section 109A.4) may be issued with written approval of the Chief Harbor Engineer. The Final Report will document:

- Required special inspections.
- Correction of discrepancies noted in inspections.

The Owner recognizes his or her obligation to ensure that the construction complies with the approved permit documents and to implement this program of special inspections. In partial fulfillment of these obligations, the

Owner will retain and directly pay for the Special Inspections as required in CBC Section 1704.2.

This plan has been developed with the understanding that the Chief Harbor Engineer will:

- Review and approve the qualifications of the Special Inspectors who will perform the inspections.
- Monitor special inspection activities on the job site to assure that the Special Inspectors are qualified and are performing their duties as called for in this Statement of Special Inspection.
- Review submitted inspection reports.
- Perform inspections as required by the local building code.

Prepared by:		Owner's Authorization	
Registered Design Professional in Responsible Charge (Print Name):		Owner (print name)	
Signature	Date	Signature	Date
<u>Plan Review Engineer Acceptance</u>			
(print name)	Signature	Date	



**Exhibit no. 1 continued**

**Schedule of Inspection, Testing Agencies, and Inspectors**

The following are the testing agencies and special inspectors that will be retained to conduct tests and inspection on this project.

<b>Responsibility</b>	<b>Firm (or Registered Professional)</b>	<b>Address, Telephone, e-mail</b>
1. Special Inspection (except for geotechnical)		
2. Material Testing		
3. Geotechnical Inspections		
4. (Reserved)		
5. Structural Observation		

**Seismic Requirements (Section 1704.3.2)**

Description of seismic-force-resisting system and designated seismic systems subject to special inspections as per Section 1704.3.2:

The extent of the seismic-force-resisting system is defined in more detail in the construction documents.

**Wind Requirements (Section 1704.3.3)**

Description of main wind-force-resisting system and designated wind resisting components subject to special inspections in accordance with Section 1704.3.3

The extent of the main wind-force-resisting system and wind resisting components is defined in more detail in the construction documents.

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Exhibit No. 1 continued:

**SCHEDULE OF SPECIAL INSPECTION**

Notation Used in Table:

Column headers:

- C Indicates continuous inspection is required.
- P Indicates periodic inspections are required. The notes and or contract documents should clarify.

Box entries:

- X Is placed in the appropriate column to denote either “C” continuous or “P” periodic inspections.
- Denotes an activity that is either a one-time activity or one whose frequency is defined in some other manner.
- \* √ **Required**

Additional detail regarding inspections and tests are provided in the project specifications or notes on the drawings.

***This table is a guide only. It can be modified or edited as allowed in Port of San Francisco Building Code.***

**MARK BOXES WITH  
“\*” BELOW  
WHERE INSPECTION REQUIRED**

VERIFICATION AND INSPECTION	C	P	NOTES	*
<b>1704.2.5</b> - Inspect fabricator’s fabrication and quality control procedures.	---	---		
<b>1705.2.1 – Structural Steel</b>				
Special Inspection for structural steel shall be in accordance with the quality assurance inspection requirements of AISC 360				
<b>Table 1705.2.2 – Steel Construction Other Than Structural Steel</b>				
1. Material verification of cold-formed steel deck:				
a. Identification markings to conform to ASTM standards specified in the approved construction documents.		X		
b. Manufacturer’s certified test reports.		X		
2. Inspection of welding:				
a. Cold-formed steel deck:				
1) Floor and roof deck welds		X		
b. Reinforcing Steel				
1) Verification of weldability of reinforcing steel other than ASTM A706		X		

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2) Reinforcing steel resisting flexural and axial forces in intermediate and special moment frames, and boundary elements of special structural walls of concrete and shear reinforcement	X			
3) Shear reinforcement	X			
4) Other reinforcing steel		X		
<b>Table 1705.3 – Concrete</b>				
1. Inspection of reinforcing steel, including prestressing tendons and placement.		X		
2. Inspection of reinforcing steel welding in accordance with Table 1705.2.2 Item 2b.	---	---		
3. Inspection of anchors cast in concrete where allowable loads have been increased or where strength design is used.		X		
4. Inspection of anchors post installed in hardened concrete.		X		
5. Verifying use of required design mix.		X		
6. At time fresh concrete is sampled to fabricate specimens for strength tests, perform slump and air content tests and determine the temperature of the concrete.	X			
7. Inspection of concrete and shotcrete placement for proper application techniques.	X			
8. Inspection for maintenance of specified curing temperature and techniques.		X		
9. Inspection of prestressed concrete.				
a. Application of prestressing forces.	X			
b. Grouting of bonded prestressing tendons in the seismic force-resisting system.	X			
10. Erection of precast concrete members.		X		
11. Verification of in-situ concrete strength, prior to stressing of tendons in post-tensioned concrete and prior to removal of shores and forms from beams and structural slabs.		X		
12. Inspect formwork for shape, location, and dimensions of the concrete member being formed.		X		
<b>1705.4 Masonry Construction</b>				
Masonry construction shall be inspected and verified in accordance with TMS 402/ACI 530/ASCE 5 and TMS 602/ACI 530.1/ASCE 6 quality assurance program requirements				
<b>1705.5 Wood Construction</b>				
<b>1705.5.1 - Inspect high-load diaphragms:</b>				
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<b>1705.5.2 – Metal plate connected wood trusses spanning 60 feet or greater</b>				
<b>Table 1705.6 - Inspection of Soils</b>				
1. Verify materials below shallow foundations are adequate to achieve the desired bearing capacity.		X		
2. Verify excavations are extended to proper depth and have reached proper material.		X		
3. Perform classification and testing of compacted fill materials.		X		
4. Verify use of proper materials, densities and lift thicknesses during placement and compaction of compacted fill.	X			
5. Prior to placement of controlled fill, observe subgrade and verify that site has been prepared properly.		X		
<b>Table 1705.7 - Driven Deep Foundations</b>				
1. Verify element materials, sizes and lengths comply with the requirements.	X			
2. Determine capacities of test elements and conduct additional load tests, as required.	X			
3. Observe driving operations and maintain complete and accurate records for each element.	X			
4. Verify placement locations of piles and their plumbness. a. Confirm type and size of hammer. b. Record number of blows per foot of penetration. c. Determine required penetrations to achieve design capacity. d. Record tip and butt elevations and document any damage to foundation element.	X			
5. For steel elements, perform additional inspections in accordance with Section 1705.2	---	---		
6. For concrete elements and concrete-filled elements, perform additional inspections in accordance with Section 1705.3	---	---		
7. For specialty elements, perform additional inspections as determined by the registered design professional in responsible charge.	---	---		
<b>Table 1705.8 - Cast-In-Place Deep Foundations</b>				
1. Observe drilling operations and maintain complete and accurate records for each element.	X			
2. Verify locations of piers and their relation to plumb. Confirm: a. Element diameters, b. Bell diameters (if applicable), c. Lengths, embedment into bedrock, if applicable d. Adequate end strata bearing capacity. e. Record concrete or grout volumes.	X			

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3. For concrete elements, perform additional inspection in accordance with Section 1705.3				
<b>1705.9 – Helical Pile Foundations</b>				
<b>1705.10 – Special Inspections for Wind Resistance</b>				
<b>1705.10.1 – Structural Wood</b>				
1. Inspect field gluing operations of elements of the seismic-force-resisting system.	X			
2. Inspect nailing, bolting, anchoring, and other fastening of components within the seismic-force-resisting system, including: a. wood shear walls, b. wood diaphragms, c. drag struts, braces, d. shear panels, e. hold-downs.		X		
<b>1705.10.2 – Cold-formed steel light-frame construction</b>				
1. Welding of elements of the wind-force-resisting system.		X		
2. Inspection of screw attachments, bolting, anchoring, and other fastening of components within the wind-force-resisting system including shear walls, braces, diaphragms, collectors (drag struts) and hold-downs.		X		
<b>1705.10.3 – Wind-resisting components</b>				
1. Roof Cladding		X		
2. Wall Cladding		X		
<b>1705.11 Special Inspections for Seismic Resistance</b>				
<b>1705.11.1 – Special inspection for structural steel shall be in accordance with the quality assurance requirements of AISC 341</b>				
<b>1705.11.2 - Structural Wood</b>				
1. Inspect field gluing operations of elements of the seismic-force-resisting system.	X			
2. Inspect nailing, bolting, anchoring, and other fastening of components within the seismic-force-resisting system, including: a. wood shearwalls, b. wood diaphragms, c. drag struts, braces, d. shear panels, e. hold-downs.		X		
<b>1705.11.3 - Cold-Formed Steel Framing</b>				

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1. Welding of elements of the seismic-force-resisting system.		X		
2. Inspection of screw attachments, bolting, anchoring, and other fastening of components within the seismic-force-resisting system including shear walls, braces, diaphragms, collectors (drag struts) and hold-downs.		X		
<b>1705.11.4 – Designated seismic systems</b>				
<b>1705.11.5 - Architectural Components</b>				
1. Inspect erection and fastening of exterior cladding weighing more than 5 psf.		X		
2. Inspect erection and fastening of interior and exterior non-bearing walls weighing more than 15 psf.		X		
3. Inspect erection and fastening of interior and exterior veneer weighing more than 5 psf.		X		
<b>1705.11.6 - Mechanical and Electrical Components</b>				
1. Inspect anchorage of electrical equipment for emergency or stand-by power systems in structures assigned to Seismic Design Category C, D, E, or F.		X		
2. Inspect anchorage of non-emergency electrical equipment in structures assigned to Seismic Design Category E or F.		X		
3. Inspect installation of piping systems and associated mechanical units carrying flammable, combustible, or highly toxic contents and their associated mechanical units in structures assigned to Seismic Design Category C, D, E or F.		X		
4. Inspect installation of HVAC ductwork that contains hazardous materials in structures assigned to Seismic Design Category C, D, E or F.		X		
5. Inspect installation of vibration isolation systems where required by Section 1707.7.		X		
<b>1705.11.7 - Anchorage of storage racks and access floors 8 feet or greater in height.</b>		X		
<b>1705.11.8 - Seismic isolation system:</b>		X		
<b>1705.13 - Sprayed Fire-Resistant Materials</b>				
1. Physical and Visual Tests per PBC 1705.13.1 Demonstrate compliance with listing and fire resistance rating: a) Condition of substrate b) Thickness of application c) Density of pounds per cubic foot d) Bond strength adhesion/cohesion e) Condition of finished application				
2. Structural member surface conditions per PBC 1705.13.2	---	---		
3. Application per PBC 1705.13.3	---	---		

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4.	Thickness per PBC 1705.13.4	---	---		
5.	Density per PBC 1705.13.5	---	---		
6.	Bond strength per PBC 1705.13.6	---	---		
<b>1705.14 - Mastic and Intumescent Fire-Resistant Coating</b>		---	---		
<b>1705.15 - Exterior Insulation and Finish Systems (EIFS)</b>		---	---		
<b>1705.16 - Fire-resistant penetrations and joints</b>		---	---		
<b>1705.17 - Smoke Control System</b>		---	---		

**Please list any additional requirements below:**

		x		

**Schedule of Structural Observation (Section 1710):**

Item	List Structural Observer	Frequency and Extent of Observation	*
Seismic resistance			
Wind requirements			
<i>Please list any additional requirements</i>			
<i>Please list any additional requirements</i>			

**Exhibit No.  
1A  
(Required Format)  
SPECIAL INSPECTION REVIEW AND CONFORMANCE CERTIFICATION**

[Date]

Plan Review Engineer  
Port of San Francisco Engineering Division  
Building Permit Group  
Pier 1, The  
Embarcadero San  
Francisco, CA 94111

Building Permit No. \_\_\_\_\_

Re: Project Address: \_\_\_\_\_

All items requiring special inspection and structural observation were performed in accordance with Exhibit No. 1 and the approved plans, specifications, and applicable workmanship provisions of the PBC. Substantiating reports are attached in Exhibits 2, 3, 5, 6, 7 and 8.

By Registered Design Professional In Responsible Charge

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print full name: \_\_\_\_\_

cc: Client/Project Owner



**Exhibit No.  
2  
(Required Format)  
SPECIAL INSPECTION FINAL COMPLIANCE REPORT**

[Date]

Plan Review Engineer  
Port of San Francisco Engineering Division  
Building Permit Group  
Pier 1, The  
Embarcadero San  
Francisco, CA 94111

Building Permit No. \_\_\_\_\_

Re: Project Address: \_\_\_\_\_

In accordance with Section 1704 of the 2016 Port of San Francisco Building Code, Special Inspection has been provided for items as specified in the Statement of Special Inspections (Exhibit No. 1):

Based upon inspections performed and my substantiating reports, it is my professional judgment that, to the best of my knowledge, the inspected work was performed in accordance with the approved plans, specifications, and applicable workmanship provisions of the Port of San Francisco Building Code.

Signed: \_\_\_\_\_ Agency: \_\_\_\_\_  
[Agency Responsible Engineer's stamp]

Print full name: \_\_\_\_\_

cc: Client/Project Owner

**Exhibit No. 3**  
**(Required Format)**  
**STRUCTURAL OBSERVATION FINAL COMPLIANCE REPORT**

[Date]

Plan Review Engineer  
Port of San Francisco Engineering Division  
Building Permit Group  
Pier 1, The Embarcadero  
San Francisco, CA 94111

Building Permit No. \_\_\_\_\_

Re: Project Address: \_\_\_\_\_

In accordance with Section 1710 of the 2016 Port of San Francisco Building Code, I have provided structural observation for items as specified in the Statement of Special Inspections (Exhibit No. 1):

Based upon inspections performed and my substantiating reports, it is my professional judgment that, to the best of my knowledge, the observed structural work was performed in accordance with the approved plans, specifications, and applicable workmanship provisions of the Port of San Francisco Building Code.

By Registered Design Professional:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print full name: \_\_\_\_\_

cc: Client/Project Owner

**Exhibit No. 4  
(Required Format)**

**Special Inspection/Structural Observation  
Transmittal Letter**

**From:** \_\_\_\_\_  
Plan Review Engineer

**Date:**

**To:** \_\_\_\_\_  
PSF Building Inspector

Building Permit No. \_\_\_\_\_

Re: Project Address: \_\_\_\_\_

**The attached special inspection/structural observation report(s) show(s) discrepancies:**

- Contact plan checker for discussion on proposed action
- Issue correction notice to resolve discrepancy(s)
- Stop work in the area(s) of discrepancy(s)
- Stop all work. Conference with Chief Harbor Engineer or Senior Building Inspector Required
- Other:

**All final reports were received and are acceptable. Final inspection may be scheduled.**



(Recommended for Format Purposes, only)

**SPECIAL INSPECTION DAILY REPORT**

Building Permit No. \_\_\_\_\_ Date \_\_\_\_\_

Project Name/Address: \_\_\_\_\_

Inspection Type(s)/Coverage: \_\_\_\_\_

⑤ Continuous    ⑤ Periodic; frequency: \_\_\_\_\_

Inspections made, including locations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tests performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Items requiring 1) Correction, 2) Correction of previously listed items, and 3) Previously listed uncorrected items: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Changes to approved plans authorized by engineer or architect of record: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To the best of my knowledge, work inspected was in accordance with the Port of San Francisco approved plans, specifications, and applicable workmanship provisions of the PBC except as noted above.

Special Inspector: \_\_\_\_\_

Inspection Agency: \_\_\_\_\_

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(Recommended for Format Purposes, only)

SPECIAL INSPECTION WEEKLY REPORT

Building Permit No. \_\_\_\_\_

Project Name/Address: \_\_\_\_\_

Inspection Type(s)/Coverage: \_\_\_\_\_

Continuous  Periodic; frequency: \_\_\_\_\_

Total Inspection Time Each Day

Date:						
Hours:						
Inspector:						

Inspections made, including locations: \_\_\_\_\_  
\_\_\_\_\_

Tests performed: \_\_\_\_\_  
\_\_\_\_\_

Items requiring 1) Correction, 2) Correction of previously listed items, and 3) Previously listed uncorrected items:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Changes to approved plans authorized by engineer or architect of record: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the best of my knowledge, work inspected was in accordance with the Port of San Francisco approved plans, specifications, and applicable workmanship provisions of the PBC except as noted above.

cc: Port Plan Review Engineer and Chief Building Inspector  
Engineer/Architect

