



SPECIAL INSPECTION TESTING AGENCY INFORMATION & FORM

The City of San Mateo has gone digital. Printed paper reports are now obsolete. Please remit any special inspection reports and final affidavits to the following locations.

1. **Everyday / Daily Inspection Reports** are to be electronically sent to the following email address: specialinspection@cityofsanmateo.org. Please provide the following information in the subject line of the email:
 - a. Project address number and street name
 - b. The last six digits of our City of San Mateo Permit Number
2. **Final Affidavits** can be attached directly to the permit file using our Citizen Self Service Portal (CSS)
 - a. Please visit our CSS Portal here:
https://css.cityofsanmateo.org/energov_prod/selfservice#/home to upload affidavits
 - b. Please visit our CSS Portal for tutorials and related helpful information here:
<https://www.cityofsanmateo.org/4294/Online-Permit-Center>
3. **Qualification Binders** for new requests to be added as a Special Inspection Testing Agency or renewal requests shall be submitted electronically for review and approval by the Building Official here:
 - a. Building Info building.info@cityofsanmateo.org
 - b. Special Inspection specialinspection@cityofsanmateo.org
4. **Minimum Requirements**
 - a. Special Inspection and Testing shall meet the minimum requirements set forth within Chapter 17 of the 2019 California Building Code
 - b. Approval by the Building Official shall be required prior to any Special Inspector performing duties at each construction project

We are continuing to work diligently towards enhancing the services available online for a more efficient, environmentally friendly and safe experience for everyone! Thank you for your cooperation.

The purpose of the Special Inspection Agreement Form is to identify the structural systems and/or elements which require special inspection(s) per Chapter 17 of the California Building Code, the condition of use for the product specified by the manufacturer, and/or the registered design professional having responsible charge or control.

Special Inspection Agreement Form

PROJECT ADDRESS:				PERMIT #:		APN#:	
PROJECT DESCRIPTION:							
REINFORCED CONCRETE, GUNITE, GROUT AND MORTAR: STRUCTURAL STEEL WELDING:							
Concrete	Gunite	Grout	Mortar		Sample and Test (list specific members below)		
				Aggregate Tests	Shop Material Identification		
				Reinforcing Tests	Welding Inspection <input type="checkbox"/> Shop <input type="checkbox"/> Field		
				Mix Designs	Ultrasonic inspection <input type="checkbox"/> Shop <input type="checkbox"/> Field		
				Reinforcing Placement	High-strength Bolting Inspection <input type="checkbox"/> Shop <input type="checkbox"/> Field		
				Batch Plant inspection	<input type="checkbox"/> A325 <input type="checkbox"/> A490 <input type="checkbox"/> N <input type="checkbox"/> X <input type="checkbox"/> F		
				Inspect Placing	Metal Deck Welding Inspection		
				Cast Samples	Concrete insert Welding Inspection		
				Pick-up Samples	INSTALLATION OF EPOXY EMB ANCHORS		
				Compression Tests	FIREPROOFING:		
CAST INPLACE/PRECAST/PRESTRESSED CONCRETE:					Placement Inspection		
Piles	Post-Tens	Pre-Tens	Cladding		Density Tests		
				Aggregate Tests	Thickness Tests		
				Reinforcing Tests	Inspect Batching		
				Tendon Tests	INSULATING CONCRETE:		
				Mix Designs	Sample and Test		
				Reinforcing Placement	Placement Inspection		
				Insert Placement	Unit Weights		
				Concrete Batching	FILL MATERIAL:		
				Concrete Placement	Acceptance Tests		
				Installation Inspection	Placement inspection		
MASONRY:					Field Density		
				Special Inspection Stresses used	STRUCTURAL WOOD:		
				Preliminary Acceptance Tests (Masonry Units, Wall Prisms)	Shear Wall Nailing Inspection		
				Subsequent Tests (Mortar, Grout, Field Wall Prisms)	Inspection of Glu-lam Fab.		
				Placement Inspection of Units	Inspection of Tress Joist Fab		
ADDITIONAL INSTRUCTIONS OR OTHER TESTS AND INSPECTIONS:					Sample and Test Components		

ACKNOWLEDGEMENTS

Owner:	Print Name:	Engineer's/Architect's Seal & Signature Here:
	Signature: _____ Date: _____	
Contractor:	Print Name:	
	Signature: _____ Date: _____	
Special Inspector or Inspection Agency:	Print Name:	
	Signature: _____ Date: _____	
Project Engineer/Architect	Print Name:	
	Signature: _____ Date: _____	
City Approval:	Signature: _____ Date: _____	

RECOGNIZED SPECIAL INSPECTION & TESTING AGENCIES

**The following testing agencies are accepted until the expiration date listed below.
List Updated: May 9, 2022**

Key: RC = Reinforced Concrete PC = Prestressed / Post-tensioned Concrete SM = Structural Masonry
 SS = Structural Steel Welding/Bolting FP = Spray-Applied Fireproofing URM = Unreinforced Masonry Push/Torque Test Only.

Agency Name	HQ Address	Phone/Email	RC	PC	SM	SS	F	P	EXPIRATION DATE
Ace Quality Control	1050 Melody Ln Ste 160, Roseville, CA 95678	(916) 742-5096	X	X	X	X	X		6/9/2024
Achievement Engineering Corp	2455 Autumvale Dr, Ste E San Jose, CA 95131	(408) 217-9174 info@achievang.com	X	X	X	X	X		4/28/2025
Apex Testing Laboratories, Inc.	1790 Yosemite Ave San Francisco, CA 94124	(415) 550-9800 norbu@apextestinglabx.com	X	X	X	X	X		2/22/2025
Aries Engineering, Inc	PO Box 23742 San Jose, CA 95153	(408)634-0087 ariesceoffice@gmail.com	X			X			3/12/2023
BAGG Engineers	138 Charcot Ave San Jose, CA 95131	(650) 852-9133 jasonvz@gabbengineers.com	X	X	X	X	X		6/30/2024
Biggs Cardosa Associates	865 The Alameda San Jose, CA 95126	(408) 296-5515	X	X	X	X			4/7/2024
Consolidated Engineering Laboratories	201 Crow Canyon Rd – Ste #200 San Ramon, CA 94583	(925) 314-7100 Receptionist@ce-labs.com	X	X	X	X	X		11/5/2023
Construction Testing Services	2118 Rheem Dr. Pleasanton, CA 94588	925-462-5151 estronks@cts-1.com	X	X	X	X	X		11/5/2023
CTE CAL, Inc.	46716 Fremont Blvd Fremont, CA 94538	(510) 573-6884 info@ctecal.com	X	X	X	X	X		7/9/2023
ENGEO Inc	2010 Crow Canyon Place, Suite 250 San Ramon, CA 94583	(925) 866-9000 dtoler@engeo.com	X	X	X	X	X		4/28/2025
HP Inspections, Inc	690 Sunol St., Building H San Jose, CA 95126	(408) 288-8460 jody@hpinpectionsinc.com	X	X	X	X	X		7/9/2023
Inspection Services, Inc.	1798 University Ave Berkeley, CA 94703	(510) 900-2100 tklepp@inspectionsservices.net	X	X	X	X	X		8/30/2022
Kleinfelder, Inc.	981 Garcia Ave., Suite A Pittsburg, CA 94565	(925) 427-6477	X	X	X	X	X		4/19/2022
Korbmacher Engineering, Inc	480 Preston Ct., Ste. B Livermore, CA 94551	(925)454-9033	X	X	X	X	X		2/1/2022
Krazn & Associates, Inc	1061 Serpentine Lane, Suite F Pleasanton, CA 94566	(925) 307-1160	X	X	X	X	X		4/7/2024
Norcon	470 3 rd St., Ste. 105 San Francisco, CA 94107	(415) 692-0519 jessica@norcon415.com	X	X	X	X	X		8/16/2022
RES Engineers Inc.	1250 Missouri Street, Unit 207 San Francisco, CA 94107	(415) 822-4625 gerren@resengineers.com	X	X	X	X	X		11/30/2021
Signet Testing Labs, Inc.	3526 Breakwater Court Hayward, CA 94545	(510) 887-8484 accounting@signettesting.com	X	X	X	X	X		8/5/2024
Smith-Emery Company	1940 Oakdale Ave. San Francisco, CA 94124	(415) 642-7326 mmagno@sei.us.com	X	X	X	X	X		8/5/2024
Stevens, Ferrone, & Bailey Engineering Company, Inc.	1600 Willow Pass Court Concord, CA 94520	(925) 688-1001 info@sfandb.com	X	X	X	X	X		5/22/2022
Testing Engineers, Inc	2811 Teagarden St San Leandro, CA 94577	(510)835-3142 debbie@testing-engineers.com	X	X	X	X	X		8/5/2024
Valley Inspections, Inc.	326 Woodrow Ave Vallejo, CA 94591	(707) 853-2791 carrmari@sbcglobal.net				X			8/11/2023

Agencies have not been evaluated for geotechnical special inspection or nondestructive testing.

Building Official may add or remove agencies from this list.