



TESTING AND INSPECTIONS FOR PROOF OF COMPLIANCE

City of San Diego
Development Services Department
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TECHNICAL
BULLETIN
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The purpose of this bulletin is to establish procedure to provide proof of compliance when there is evidence that any material or construction does not conform to the requirements of the California construction standard codes (the Codes).

Examples of conditions where testing is required to prove compliance with the Codes:

- A. Work was performed without required permits and inspections.
- B. Product or assembly is not listed by a recognized and approved listing agency.
- C. Product or assembly was fabricated in a shop not approved by the City.
- D. Work was performed without the required special inspection or, the special inspection was performed by a special inspector not registered by the City.
- E. Original condition of the approved listed product or assembly has been altered, modified, changed or revised since it has left the manufacturer's plant or fabricator's shop.

I. DOCUMENTS REQUIRED TO BE SUBMITTED

When testing is required to be made as proof of compliance, the following documents are required to be submitted for evaluation and approval:

A. Testing Methodology: When testing is required to be made as proof of code compliance, the registered design professional in responsible charge of structural design of the project shall submit a testing plan specifying testing methodology stating and providing the following. This testing methodology plan along with all supporting documents, specifications, plans, sketches and details shall be submitted for approval prior to commencement of testing and/or inspection of proposed work and shall include:

1. Project address, Project number, Approval number, Date.
2. Description of the work proposed to be tested and/ or inspected.
3. Proposed destructive and/or non-destructive test procedures.
4. Location of and percentage of work proposed to be tested.
5. Reference to details shown on the approved permitted plans & specifications.
6. Test load, design load, factor of safety.
7. Duration of test load.
8. Details and illustrations showing location, direction and magnitude of the test load (s) to be applied.
9. Details and illustrations showing the location of the instrumentations for measurements.
10. Description of all failure modes and conditions.
11. Remedies and course of actions to be performed for failed tests and/or rejected conditions.
12. Testing Laboratory designated to perform the testing and or inspection. (Refer to Section IV).

B. Testing Laboratory Final Report: The construction materials testing laboratory and special inspection agency shall provide a comprehensive and complete report covering the test set-up, testing and inspection procedure, observations, and result of testing performed. The reports must reference to the testing plan approved by the City. Test results, visual inspection and special inspection reports along with the final report shall be submitted in a clear, legible and concise manner.

- C. Letter of Acceptance:** All test results and inspection reports must be reviewed and accepted by the registered design professional of record for compliance with the testing plan as approved by the City. The registered design professional shall submit a stamped and signed letter of acceptance, along with a copy of all test and inspection reports and the approved testing plan to the City for review and approval. Such letter must make a reference to the approved testing plan.
- II. TESTING STANDARDS:** Material and construction subject to testing per this technical bulletin shall be tested in accordance with the appropriate reference standards. In the absence of a standard that contains an applicable load test procedure, the test procedure shall be developed by a registered design professional and approved by the City. The test procedure shall simulate loads and conditions of application that the completed structure or portion thereof will be subjected to in normal use.
- III. STRUCTURAL OBSERVATIONS:** In accordance with CBC, Chapter 17, section on Structural Observations, the registered design professional responsible for preparing the testing plan, is required to provide supervision and structural observation during set-up of the testing apparatus and instrumentations and during testing operations to assure compliance with the requirements set forth in the “Testing Methodology” as approved. The structural observer shall submit a written structural observation report stating that the site visits have been made, and whether or not the work performed complies with the approved “Testing Methodology”.
- IV. TESTING LABORATORY AND SPECIAL INSPECTION AGENCY:** A list of approved construction materials testing laboratories and special inspection agencies is available online on the department’s web page or from Inspection Services. Testing laboratories and special inspection agencies shall notify Inspection Services one business day prior to commencement of testing.
- VII. FEES:** Time spent for the review and approval of the testing methodology, testing and inspection reports, and letter of acceptance, and for observation of the testing are assessed on hourly basis for ‘Structural Plan Review’ as specified in Information Bulletin 501.

Documents referenced in this Technical Bulletin

- **California Building Code (CBC)**
- **[Information Bulletin 501](#), Fee Schedule for Construction Permits—Structures**