



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	Gunit	Grout	Mortar			Sample and Test (list specific members below)			
				Aggregate Tests		Shop Material Identification			
				Reinforcing Tests		Welding Inspection		☐ Shop	☐ Field
				Mix Designs		Ultrasonic inspection		☐ Shop	☐ Field
				Reinforcing Placement		High-Strength Bolting Inspection		☐ Shop	☐ Field
				Batch Plant inspection		☐ A325 ☐ A490 ☐ N ☐ X ☐ 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			

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: June 13, 2025

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	FP	EXPIRATION DATE
Ace Quality Control	3075 Teagarden St. San Leandro, CA 94577	rob.nivision@aceqc.com	X	X	X	X	X	1/16/2028
Achievement Engineering Corp	2455 Autumnvale Dr, Ste E San Jose, CA 95131	(408) 217-9174 info@achieveneng.com	X	X	X	X	X	3/20/2028
Aftershock Geotechnical	630 Artistic PL Hayward CA 94541	(925) 100-7449 ncardanini@aftershockgeo.com	X	X	X	X	X	2/5/2028
Applied Material & Engineering, Inc	980 41st Street Oakland, CA 94608	(510) 420-8190 Ext. 26 info@appmateng.com	X	X	X	X	X	2/16/2028
Aries Engineering, Inc	5357 Persimmon Grove Ct San Jose, CA 95123	(408)634-0087 ariesceooffice@gmail.com	X			X		3/21/2026
BAGG Engineers	138 Charcot Avenue San Jose, CA 95131	(650) 852-9133 BAGGEngineers.com	X	X	X	X	X	3/18/2028
Biggs Cardosa Associates, Inc	865 The Alameda San Jose, CA 95126	(408) 296-5515	X		X	X	X	2/3/2028
BSK Associates	2001 Crow Canyon Road, Suite 200 San Ramon, CA 94583	(925) 314-7100 www.bskassociates.com	X	X	X	X	X	4/21/2028
Consolidated Engineering Laboratories	2001 Crow Canyon Road, Suite 200 San Ramon, CA 94583	(510) 436-7626 von@ce-labs.com	X	X	X	X	X	6/1/2027
Construction Testing Services	2118 Rheem Drive, Pleasanton CA 94588	(925) 462-5151 estronks@cts-1.com	X	X	X	X	X	6/30/2027
CTE CAL, Inc.	46716 Fremont Blvd Fremont, CA 94538	(510) 573-6362 info@ctecal.com	X	X	X	X	X	11/30/2026
Geissler Engineering	83 E Beach Road Belvedere, CA 94920	(415)887-8704 geissler-engineering.com	X	X	X	X	X	5/1/2028
HP Inspections, Inc	690 Sunol St., Building H San Jose, CA 95126	(408) 288-8460 jody@hpinspectionsinc.com	X	X	X	X	X	12/1/2026
Inspection Services Inc.	1798 University Ave Berkeley, CA 94706	www.inspectionsservices.net	X	X	X	X	X	12/29/2025
KIPS Engineering Inc	142 N Milpitas Blvd Unit 443 Milpitas, CA 95035	(916) 345-6296 info@kipsengineering.com	X	X	X	X	X	12/1/2026
Kleinfelder	2601 Barrington Court Hayward, CA 94545	(925) 484-1700	X	X	X	X	X	12/29/2025
Krazan & Associates, Inc	1061 Serpentine Lane, Suite F Pleasanton, CA 94566	(925) 307-1160 LorrieClayborn@krazan.com	X	X	X	X	X	6/1/2027
MatriScope Engineering Laboratories, Inc	6244 Preston Ave. Livermore, CA 94551	(925) 606-7700 info@matriscopes.com	X	X	X	X	X	12/29/2025
Ninyo & Moore	5710 Ruffin Road San Diego, CA 92123	(858) 576-1000 ihennefer@ninyomoore.com	X	X	X	X	X	6/1/2027
RES Engineers, Inc.	1250 Missouri Street San Francisco, CA 94107	(415) 822-4625 www.resengineers.com	X	X	X	X	X	12/29/2025
RMA Group	1350 Fitzgerald Road Rancho Cordova, CA 95742	(916) 631-7194 hdawood@rmacompanies.com	X	X	X	X	X	6/1/2027
Salem Engineering Group, Inc.	4729 W. Jacquelyn Ave Fresno, CA 93722	(559) 271-9700 www.Salem.net	X	X	X	X	X	1/16/2028
Signet Testing Labs Inc	3526 Breakwater Court Hayward , CA 9454	(510) 88708484 signettestinglabs.com	X	X	X	X	X	4/22/2028
Stevens, Ferrone & Bailey Engineering Company Inc	1600 Willow Pass Court, Concord, CA 94520 Mailing Address: P.O. Box 815, Concord, CA 94522-0815	(925) 688-1001 www.sfandb.com	X	X	X	X	X	12/29/2025
Smith-Emery Company	1940 Oakdale Ave. San Francisco, CA 94124	(415) 642-7326 wstevenson@smithemerysf.com	X	X	X	X	X	2/34/2028
Terracon	1220 Concord Ave. Concord, CA 94520	(925) 609-7224 Terracon.com	X	X	X	X	X	2/3/2028
Testing Engineers, Inc	2811 Teagarden St San Leandro, CA 94577	(510)835-3142 www.testing-engineers.com	X	X	X	X	X	2/3/2028

Agencies have not been evaluated for geotechnical special inspection or nondestructive testing. Building Official may add or remove agencies from this list.