



## Development Service Center

Hipolito Olmos C.B.O. Building Division  
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## Approved Fabricator Procedure

### Purpose

*This procedure outlines the process for applying to become an Approved Fabricator in the City of Gilroy, California*

### Introduction

California Building Code (CBC) Section 110 requires all work subject to a building permit to be inspected by the building official. The manufacturing of structural components at a fabricator's shop is subject to Special Inspections as defined in CBC 1704.2.5.

As an alternative to employing special inspectors, the building code allows fabricators to be certified as "Approved Fabricators" if the specific requirements of CBC 1704.2.5.1 are satisfied. Special inspections are not required at "Approved Fabricators" because they have demonstrated, to the satisfaction of the building official, a high level of quality to all work done at the shop. Approval shall be based upon review of the fabricator's written procedural and quality control manuals and periodic auditing of fabrication practices by an approved quality assurance agency.

Certification does not relive an approved fabricator from the responsibilities to perform internal inspections and maintain records as required by the relevant regulatory standards. Inspection records and material purchase certificates shall be made available to the city inspector upon request.

### Disclaimer

The City of Gilroy's Approved Fabricator listing does not constitute an endorsement or recommendation for the use of a particular plant, product, material, or equipment, nor does it constitute approval of any design.

Furthermore, nothing herein shall be construed as requiring fabricators to become approved, nor shall anything herein be construed to prohibit fabricators who are not approved from performing any fabrication. If a fabricator so chooses not to be certified, special inspections will be required as specified by the design professional and the CBC.

### Audit Procedure for Certified Fabricators

Certification through one of the following agencies satisfies the auditing requirements of CBC 1704.2.5.2 for approving a fabricator:

American Institute for Steel Construction (AISC)  
One East Wacker Drive, Suite 700  
Chicago, IL 60601  
[www.aisc.org](http://www.aisc.org)

IAPMO Uniform Evaluation Service, L.L.C.  
5001 Philadelphia Street, Ontario, CA 91761  
<http://www.iapmoes.org/>  
Precast/Prestressed Concrete Institute (PCI)  
200 W. Adams St. #2100, Chicago, IL 60606  
<http://www.pci.org/>

International Accreditation Service, Inc. (IAS)  
5360 Workman Mill Road  
Whittier, CA 90601  
[www.iasonline.org](http://www.iasonline.org)

**Audit Procedure for Non-certified Fabricators:** Shops applying for approval without a recognized "Approved Fabricator" certification from one of the above-mentioned agencies will be required to undergo an audit through a quality assurance agency specified by the Building Official.

**Approved Fabricator Administrative Requirement:** In place of special inspector reports, Approved Fabricators shall (1) mark or label all fabricated components with the name of the fabricator shop, and (2) supply a "Certificate of Compliance" to accompany the work to the job site indicating the work was performed in accordance with the approved construction documents.

**Revocation and Re-approval as an Approved Fabricator Status:** Approved Fabricator certification with the City may be revoked by the building official at any time for just cause.

## Application

Fabricators wishing to become Approved Fabricators, registered with the City of Gilroy shall submit the following completed documentation to the Building Official with all supporting information. Only complete applications shall be submitted.

### Part I: Submit Request Letter on Company Letterhead

1. **Formal request-** a signed letter, on company letterhead, requesting certification as an Approved Fabricator from the City of Richmond building official in any or all the following categories:
  - a. Structural steel fabrication
  - b. Precast/Prestressed concrete fabrication
  - c. Precast masonry fabrication
2. **Indicate your current Quality Assurance Audit:**
  - a. List any of your current recognized certification with a recognized agency: IAS, AISC, PCI, IAPMO,
  - b. QC Auditing agency appointed by the Building Official
3. **Contact person-** name, title, and contact information for specific person overseeing the application process

### Part II Submit Quality Control Procedure Manual

The applicant shall submit signed most recent copies of the shop quality control manual. This manual must reflect key quality control procedures which will provide a basis for inspection control of workmanship and fabrication. The procedures may be developed in collaboration with an approved inspection/testing agency and shall be submitted in PDF format. Printed and bound manual may be submitted in addition to the PDF documents. It shall incorporate the following items:

1. **Operating and Quality Control Procedures** - include a brief description of operating procedures and detailed description of in-plant inspection and test methods. Specify and provide a resume of personnel responsible for effectiveness of quality control and by whom inspections are to be made. Quality **Control supervision shall be separate from production supervision.**
2. **List of reference materials** available on site to all production and quality control personnel. (Please note that a condition of approval is maintaining a library of all current applicable standards referenced in CBC).
3. **Identification** - include the method of traceability of products entering fabrication by use of mill certificates, production or job numbers and date stamping when necessary to maintain effective quality control or model identification.

**Disclaimer:** Quality Control Procedure Manual is retained as basis for approval and for reference in case of a dispute. City will not inspect the facility or evaluate the procedures. Auditing shall be done by a recognized quality assurance agency.

### **Application Fees**

Applications are processed at an hourly rate plus processing fee per the current City Fee Schedule. Initial application fee for new applications consists of three hours plan check fee and processing fee. Application fees for subsequent yearly renewal of currently approved fabricators consists of two hours plan check and processing fee. The initial fee is charged upon receipt of application package and is not refundable. In most cases that amount is adequate to process the application unless the package is incomplete or requires additional coordination.

For current fee schedule, contact our department.

### **Notification From the Building Department**

After complete applications are submitted and fees paid, the building official or deputy will notify applicants in writing of their acceptance or denial as an approved fabricator within 30 days.

Please email your materials to [permitsubmittal@cityofgilroy.org](mailto:permitsubmittal@cityofgilroy.org)

If you have additional questions, please contact

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