

**Building and Safety Division
Policy and Procedures**



CITY *of* CALABASAS

Policy and Procedure No. BI090613

Special Inspection Program

Effective Date September 6, 2013

Special Inspection Program

* Legend:

> = Deleted Text

Underlined Font = Amendment to Calabasas program in order to merge the Los Angeles Basin Chapter Special Inspection Program and the Ventura Region Chapter Special Inspection Programs.

Underlined Font = Calabasas amendment.

* = Latest amendment to this Calabasas Policy and date via footnote.



1. Introduction

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In general, special inspections, (historically known as deputy inspections) are in addition to the normal building, electrical, plumbing and mechanical inspections conducted by the building and safety departments or structural observations conducted by the design licensed professional. Special inspectors have a unique dual role of representing the interests of a property owner as well as the building and safety department. The specialized task frequently includes lengthy and extensive monitoring of construction materials and the workmanship of the installation by the trades person. A special inspection may last only 30 minutes in duration or may occur for extended periods of time throughout the course of an entire project.

This policy is formulated from the International Code Council (“ICC”) Ventura Region Chapter and Los Angeles Basin Chapter Model Special Inspection Program’s (“Program”) in order to maintain a uniform approach to administering special inspection policies.

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The Los Angeles Basin Chapter of ICC (“LABC”) Model Special Inspection Program (“Program”) is intended to enable a special inspector to work in multiple jurisdictions in the Los Angeles Basin region while limiting the necessity of a complex registration process in each and every City in the Los Angeles Basin region they may desire to work in. As an example, should a special inspector be registered with the City of Los Angeles Department of Building and Safety, that special inspector would be included in the uniform list of registered special inspectors and would be recognized by most smaller jurisdictions located in the Los Angeles Basin region. The program also recognizes that while some construction projects may be very large and complex, and therefore require a very detailed statement of special inspection procedure within the structural drawings, a significant percentage of construction projects in the Los Angeles Basin region may be very small, and only require a few special inspections. For those smaller projects, a simple “Check-In” form may be all that is required (a Check-In form is not required in the City of Calabasas). Whether the special inspections are related to a simple or complex project, the LABC program also is designed to include helpful explanatory information, forms and guidelines for special inspectors, design licensed professionals, and building and safety departments.

The goal of the Ventura Program, is first and foremost intended to create a “one-stop” point of registration for special inspectors working in the Region of Ventura County. Via a simple register shared by all participating building departments in the Ventura Region, once a special inspector is registered and included within the list, he or she should be able to work in those jurisdiction’s within the Ventura Region respectively. In addition, the Ventura Program offers the same helpful explanatory information by way of forms and guidelines for special inspectors, design license professionals and building and safety departments. The City of Calabasas presently and historically, has authorized special inspectors to perform inspections in the City of Calabasas if they had the appropriate and valid registration from the County of Los Angeles or City of Los Angeles Building and Safety Departments. In addition to that current policy, supporting the uniform concepts of both Region’s, if a special inspector is recognized by the Ventura Region, that inspector is also recognized to perform special inspections in the City of Calabasas.



2. Definitions.

2.1 “Form.” A template form, based upon (i) the ICC Model Program¹ or (ii) a form created by the ICC Ventura Region (VR Form) or (iii) *a form created by the LABC or (iv) a form created or otherwise approved by a participating jurisdiction.

2.2 “Participating jurisdiction.” A Building Official representing a member jurisdiction(s) in the Region charged with enforcing the provisions of the California Building Standards Code, as locally adopted, who is also a member of the Region[al] Chapter, who participates in and recognizes this Special Inspection Program.

2.3 “Ventura Region.” International Code Council Ventura Region Chapter.

***2.3.1 “LABC.”** Los Angeles Basin Chapter of the International Code Council.

***2.4 “LABC common registry.”** The collected, reviewed, maintained, and updated master list of LABC Special Inspectors and registration applications.

***2.5 “LABC Special Inspection Program.”** The Los Angeles Basin Chapter of ICC Model Special Inspection Program.

***2.6 “LABC Special Inspector.”** A qualified and certified individual that has completed a credentialing program for construction code administration and enforcement professionals in the United States. Commonly referred to as; Deputy Inspector, Special Inspector (ICC), Deputy, or other common trade names.

***2.7 “Program.”** The LABC and Ventura Special Inspection Program.

¹ International Code Council Model Program for Special Inspection - Based upon the *2012 IBC.



3. General.

3.1 Participating jurisdiction functions may include:

3.1.1 Making available to the public, via website and or handouts, up to date information regarding the *LABC or Ventura Region Special Inspection Program.

3.1.2 Making recommendations for revisions to the *LABC or Ventura Region Special Inspection Program to the membership.

3.1.3 Collecting, reviewing, and updating the Master list of special inspector registration applications²;

3.1.4 Determining whether a special inspector qualifies to be recognized as a Ventura Region special inspector;

3.1.5 Assisting the *LABC or Ventura Region with updating and maintaining: (i) a Master list of all recognized special inspectors (ii) roster of all participating jurisdictions and (iii) Ventura Region website in regards to the Ventura Region Special Inspection Program.

3.1.6 Assisting the *LABC or Ventura Region in crafting amendments to *LABC or Ventura Region Special Inspection Program as recommended by the *LABC or Ventura Region officers and or memberships at large.

² To date, the participating jurisdictions that collect and review registration applications for the Ventura Region Program are:

1. The City of Simi Valley Building and Safety.

When applicable in an aforementioned jurisdiction, a fee may be applicable (See Section 4.2.) Please contact the jurisdiction for more details.

To date, the participating jurisdictions that collect and review registration applications for the LABC Program are:

1. The City of Los Angeles Department of Building and Safety;
2. The County of Los Angeles Public Works Department, Division of Building and Safety.

When applicable in an aforementioned jurisdiction, a fee may be applicable (See Section 4.2.) Please contact the jurisdiction for more details.



4. Special Inspector Registration.

All recognized special inspectors should be registered and included within either the Ventura Region common registry of special inspectors (See VR Form 1) or the LABC common registry of special inspectors (see LABC Form 1). All Special Inspectors should contact a participating jurisdiction for specific registration information.

~~4.1 **Where to Register.** Applications for recognition as a Ventura Region special inspector may be submitted to any participating jurisdiction. Applications for recognition as a Ventura Region special inspector are available at the offices of any participating jurisdiction and may also be downloaded by visiting <http://www.iccventura.org/>.~~

~~4.2 **Fees.** The Ventura Region has not established a fee for this Program; however, a participating jurisdiction may have a registration fee. All special inspector applicants are encouraged to contact a participating jurisdiction prior to submitting an application. When applications are approved by participating jurisdiction, registrations shall expire 180 days after the publication of a new triennial California Building Standard Code~~

~~4.3 **Check In Form.** A form intended for smaller projects without a detailed statement of special inspections as part of the approved construction drawings (meaning, it is not a complex project with several disciplines of work that require several type of special inspections.) When the project is simple in scope, all special inspectors may be required to utilize an LABC Check In Form (LABC form 18) prior to performing a special inspection for each and every project that requires special inspections in a given participating jurisdiction.~~

~~**Exception. Detailed statement of special inspections approved by the participating jurisdiction shall govern.**~~



5. Helpful Guidelines.

The following sections are intended as guidelines and helpful information only. No section is intended to modify Chapter 17 of the CBC, if code interpretation is required; it is recommended the participating jurisdiction be contacted.

5.1 Special inspectors.

5.1.1 Certifications. All special inspectors shall be certified in the areas of the inspection work to be performed. Except for smoke control, minimum qualifications include certification from an approved agency or organization. Those approved agencies or organizations include, but are not necessarily limited to: (i) International Code Council, (ii) The City of Los Angeles Department of Building and Safety, (iii) The County of Los Angeles Division³ of Building and Safety, (iv) AWS, (v) IAS and (vi) HERS Rater Certification.

5.1.2 Conduct. When performing a special inspections in the Region special inspectors are to remember they are a reflection of the participating jurisdiction in which they are working. It is imperative that all special inspectors conduct themselves in a professional and fair-minded manner while being diligent and conscientious at the same time.

The guidelines herein should not be construed to set forth standards of ethical conduct. The unique aspects of construction cannot always be anticipated and these guidelines are intended to be flexible for the participating jurisdictions needs. Accordingly, a participating jurisdiction may deem a very small project exempt from the full scope of these guidelines, while a very large and complex project may be subjected to additional, more restrictive criteria. To ensure smooth relations with any participating jurisdiction, special inspectors are encouraged to communicate with the participating jurisdictions in a proactive manner.

5.1.3 A Special Inspector shall not be employed by the contractor or any subcontractor, nor shall a Special Inspector accept payment for services from any contractor or subcontractor.

5.1.4 Special Inspectors are responsible to the participating jurisdiction for assuring compliance with approved plans, specifications and the CBC. All discrepancies shall be brought to the immediate attention of the contractor for correction. If discrepancies are not immediately corrected, they shall be brought to the attention of the proper design authority and to the building official of the participating jurisdiction.

³ June 17, 2014 revision



5.1.5 Chain of command. The special inspectors' immediate superior in the participating jurisdiction, while employed as a special inspector, is the building official or the building official's designee.

5.1.6 Advanced notice to participating jurisdiction. As detailed within this section, advanced notice to the building official of the participating jurisdiction prior to commencing an initial special inspection at any project in that jurisdiction should not be optional. Advanced notice should be provided via verbal contact or other form of communication acceptable to the participating jurisdiction (IE: Fax, email or voicemail.) Advanced notice is preferred at least one working day prior to commencing the special inspection and in no case should it ever be later than 8:00 A.M. the morning of the scheduled inspection. When notifying the participating jurisdiction of a pending special inspection, the special inspector should provide the following information:

- a. The project address;
- b. Special inspector's name and cell phone number;
- c. Registration number;
- d. Type of work to be inspected, and
- e. The date and time they will be on the project site.

5.1.7 Advanced notice to participating jurisdiction – Direct communications. When policy and procedure of a participating jurisdiction, advanced notice detailed above should be made by speaking directly to the participating jurisdictions building inspector of record or their immediate supervisor.

5.1.8 Safety, tools and equipment. Special Inspectors should not work in an unsafe manner or in an unsafe environment. Special inspectors should have in their possession all necessary tools, equipment and testing devices to enable the performance of their duties and to perform the inspections in an effective and safe manner.

5.1.9 Job Performance – Notice to Contractor. The special inspector should notify the contractor of both their presence at the project site and the scope of their responsibilities when making their initial visit to the project site. They should clearly describe to the contractor their responsibility to ensure conformance with the approved plans, specifications, the building code and whether they are required to perform continuous or periodic inspections.

5.1.10 While the special inspector is engaged performing special inspections, the special inspector should not undertake or engage in any task that will interfere with the proper performance of the duties of such inspection. When the CBC requires an inspection by a special inspector, the special inspector should maintain their presence on the project site and should not be engaged, employed or act in a manner that would prohibit full concentration of the task at hand. Special inspectors should be present during the execution of all work required to be inspected. In this



context, present is construed to mean being at the specific location of the work in progress and in no case should the inspector be out of sight of the work. Should any emergency arise that requires the special inspector to be absent from the project site while work is in progress, he/she should notify the participating jurisdiction. When said circumstances arise, work requiring special inspection should be stopped until the owner has obtained the services of a substitute special inspector or has otherwise been directed to recommence work by the participating jurisdiction.

5.1.11 Special inspection approval or progress reports (see VR Form 9.) Special inspectors should prepare and provide timely inspection approval, progress, discrepancy or final reports utilizing appropriate forms. All reports should be provided directly to the design professional in responsible charge and the contractor. Special inspection one-day-one-stop approvals and repetitive special inspection progress approvals should include, but not be limited to:

- a. Description of the special inspections, the location of the inspection and any test made;
- b. Indication of nonconforming issues or discrepancies items that were resolved and the corrective action that was implemented;
- c. Itemization of any changes authorized by the design professional, and
- d. Indication of the time arrived at any project and the time departed from the project each and every day the special inspector is performing special inspections.

5.1.10 Discrepancy report (see VR Form 10.) When discrepancies are not immediately corrected and or otherwise need resolution, special inspectors should prepare and provide timely discrepancy reports. All discrepancy reports should be provided directly to the design professional in responsible charge and the contractor. The special inspector should describe each nonconforming item in detail. The description should include, but not be limited to (i) the exact location of the discrepancy within the project, (ii) the related CBC section and or (iii) approved plan or specification deviation.

5.1.11 Final report (see VR Form 11.) When a project requires multiple special inspections, the special inspector should submit a final signed report stating all required special inspections and testing were fulfilled and reported and that any outstanding discrepancies have been corrected. When required by the statement of special inspections, a copy of the final report should be submitted to the design license professional in responsible charge. Once the final documents are approved by the design license professional in responsible charge, they should be submitted to the building official for approval. The special inspection Program may not be considered complete until forms from all agents have been submitted, received and approved by the participating jurisdiction.



5.2 Property owner.

The property owner or their design license professional in responsible charge, or the engineer or architect acting as the owner's agent, is responsible for the securing of, and the funding of, all required special inspection services.

5.3 Contractor.

The contractor should:

5.3.1 Coordinate the scheduling of the on-site special inspections and provide timely notification to the specific individuals needed for the special inspection.

5.3.2 Provide direct access to the approved plans and specifications for the project.

5.3.3 Maintain all special inspection records at the job site for review by the building inspector, architect, and engineer.

5.3.4 Provide safe access to the work to be inspected and deliver samples for testing when needed.

5.3.5 Statement of responsibility. For wind and or seismic resisting components, as described by CBC Section 1709, the contractor should provide a written statement of responsibility to the participating jurisdictions building official.

5.4. Design Professional.

Special inspection Programs are a critical part of the construction process and building code provisions and their depiction on construction drawings is essential.

When mandated by the building official of the participating jurisdiction and in accordance with Section 1704.1.1 of the CBC, a design professional in responsible charge (design professional) is responsible for preparation of the special inspection program and completion and submittal of all corresponding documentation described here within these guidelines. Depending on the project organization, the design professional could be the project architect, a project engineer, or an independent third party representing the property owner.

5.4.1 Statement of special inspections (see VR Form 12a.) A statement of special inspections should be completed or reviewed by the design professional and submitted to the participating jurisdiction during the plan check process. When construction plans are submitted for plan check, a statement of special inspection may be attached as a separate document. Prior to permit issuance, the form should be made part of the construction plans. The form should indicate, but not be limited



to: (i) the address of the project and permit number, (ii) the project architect, the project structural engineer and the design professional, (iii) general project scope, (iv) a complete list that describes all materials, components and work disciplines that require special inspection, (v) a description or matrix (see VR Form 12b) of whether the inspections are periodic and continuous, (vi) should it be applicable, statements for seismic and wind resistance special inspections and (vii) if known, a list of qualified individuals, agencies or firms intended to be retained for conducting all special inspections. The statement of special inspections should also recite the criteria as stated in Section 5.1 above.

5.4.2 Statement of special inspection agreement (see VR Form 13.) A statement of special inspection agreement should be provided to the participating jurisdiction before a permit is issued. The agreement should have an acknowledgement section that is signed by the property owner, design professional, the contractor, and if their services have been secured, the special inspector or special inspector agency.

5.4.3 Special inspection record (see VR Form 14.) A special inspection record should be prepared by the design professional, approved by the participating jurisdiction and should be maintained at the project site with the approved construction plans, permits and other inspection records. The special inspection record should be utilized to record a special inspector's presence on the project site for each day's inspection. When the type of special inspection in the schedule is completed for the last time on the project, the special inspector, firm or agency that performed the final inspection or test of that item should sign and date the record and indicate that the category of special inspection is complete.

5.4.4 Final report of special inspections. The special inspectors final report of special inspections should be reviewed and signed by the design professional after all special inspection requirements for a project have been fulfilled. Each special inspector corresponding to a discipline depicted within the statement of special inspections should be required to complete a separate form for submittal to the design professional. Once the final documents are approved by the design professional, they should then be submitted to the building official for approval. The special inspection Program may not be considered complete until all forms from all agents have been submitted, received and approved by the participating jurisdiction.

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