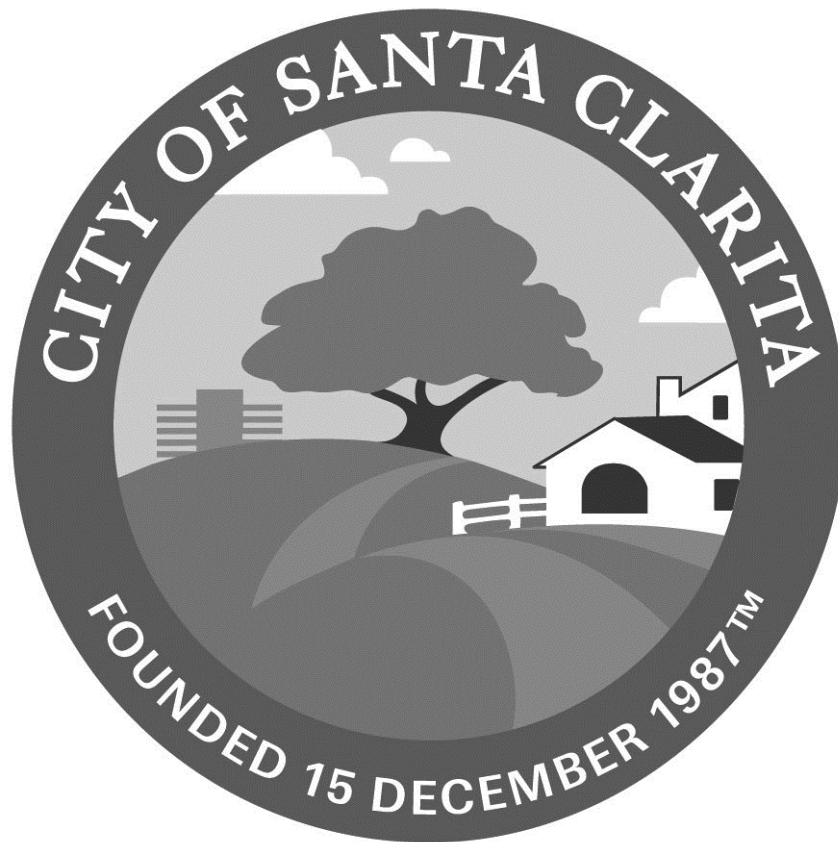


CITY OF SANTA CLARITA
BUILDING & SAFETY DIVISION
23920 Valencia Boulevard, Suite 140
Santa Clarita, CA 91355 (661)255-4935

Special Inspector Registration Program



Forms and Application Packet

Special Inspector Registration Program Overview

Background

Chapter 17 of the California Building Code sets forth the provisions for special inspections as well as the requirements for special inspectors.

To ensure all special inspectors performing inspections and associated reviews of particular types of construction are fully qualified to perform such inspections, the City of Santa Clarita has implemented the following program for registering special inspectors in each specialty area for which they intend to perform inspections.

Program Outline

In order to work as a special inspector on any project within the City of Santa Clarita, it is necessary to be registered by Building & Safety. The following type of work requires special inspection (CBC 1705):

- Structural Steel & Bolting
- Structural Steel Welding
- Concrete Construction
- Prestressed Concrete
- Shotcrete
- Masonry Construction
- Wood (High Load Diaphragm & Seismic)
- Soils
- Pile or Pier Foundations
- Sprayed Fire-Resistant Materials
- Mastic & Intumescent Fire-Resistant Coatings
- EIFS (Ext. Insulation & Finish Systems)
- Smoke Control Systems
- Architectural Components for Buildings >30 Feet in Height
- Mechanical & Electrical Components (Installation & Anchorage)
- Seismic Isolation Systems
- Post Installed Anchors (Drilled-in-Anchors)

Registration Requirements

To register as a special inspector in the City of Santa Clarita, you must comply with the following:

1. Complete an application for registration and pay appropriate fees.
2. Demonstrate competency in categories identified on the application.
3. Provide current certification(s) from an approved code organization or testing lab. For more information regarding the certification(s) required for each category, please contact Building & Safety at (661) 255-4935.
4. Agree to abide by the terms of the City's "Zero Tolerance Policy" requirements.
5. Agree to have your name and phone number printed on the City's list of registered special inspectors, which is located on the City's website and is available at the public counter.

Validity and Renewal

Upon completion of the above-mentioned steps, a City identification card will be issued. It will indicate the area(s) in which the special inspector is approved to perform inspections so long as the individual certifications remain active. It is the responsibility of the special inspector to maintain those individual certifications up to date. Should a certification expire, the special inspector is prohibited from conducting inspections and submitting reports for the corresponding category.

The City identification card is valid for a period of one year from the date of issuance. The special inspector is responsible for renewing the City identification card before the expiration date. An annual fee will be required to keep the card active.

Special Inspector Performance Expectations

The special inspector must:

- Abide by the rules and prescribed procedures established by the City
- Notify the City prior to conducting special inspections
- Perform no inspection(s) on jobs not permitted by the City or on jobs where City approved plans are not available on-site
- Maintain an exceptional level of professionalism at all times while working in the City
- Become completely familiar with the City approved plans and construction documents prior to inspection in order to fully understand the specific special inspection requirements and procedures for the project
- Notify the contractor and subcontractor upon arrival for every inspection
- Observe all work identified on the Statement of Special Inspections in the approved plans and verify that work requiring special inspection is completed in accordance with approved plans, California Building Code, City of Santa Clarita ordinances, and with corresponding material references identified in the building code
- Identify all nonconforming work and notify the engineer and/or architect of record and building official in a timely manner of the nonconformance
- Complete daily reports with required inspection results and City required project data, and submit reports to the general contractor and to Building & Safety
- Each individual special inspector or each company providing multiple special inspectors for a project must submit a final inspection report to the building inspector certifying compliance upon completion of all applicable work as identified in the approved construction documents
- See requirements and guidelines for special inspectors, contractors, subcontractors, and owners that outline specific responsibilities for each party involved in the construction process

Requirements and Qualifications for Special Inspectors

Requirements and Qualifications

1. Special inspectors must be hired by the owner of the project or registered design professional in responsible charge, acting as the owner's agent. Contractors and/or subcontractors are prohibited from hiring special inspectors.
2. The special inspector must be a qualified person who demonstrates competence, to the satisfaction of the building official, for inspection of particular types of construction or operations requiring special inspection. Special inspectors shall be registered in the City of Santa Clarita for the specific category being inspected prior to conducting any special inspection. The responsibility of the special inspector is to maintain up to date all individual certifications used to register with the City of Santa Clarita.
3. Special inspectors must maintain his/her pertinent special inspection knowledge and skills up to date with the current field practices and code requirements.
4. Special inspectors must avoid conflict of interest situations with the contractor or anyone else performing work requiring a special inspection.
5. Special inspectors shall observe all work identified on the Statement of Special Inspections in the approved plans.
6. Special inspectors must verify that the work is performed in accordance with the approved plans, California Building Code, City of Santa Clarita ordinances, and with corresponding material references identified in the building code.
7. Special inspections must include verification of the proper fit-up of structural elements including dimensions, clearances, and tolerances as required by the plans, building code, and referenced documents.
8. Special inspectors shall be completely familiar with the City approved plans and construction documents prior to inspection in order to fully understand the specific inspection requirements and procedures for the project.

Inspection Reports

9. The special inspector must furnish inspection reports to the building official and to the registered design professional in responsible charge. Reports must indicate that work inspected was completed in conformance to approved construction documents. Discrepancies must be brought to the immediate attention of the contractor for correction. If discrepancies are not corrected, they must be brought to the attention of the building official and to the registered design professional in responsible charge prior to the completion of that phase of the work. Discrepancies shall be corrected and the special inspector shall conduct re-inspection(s) of the work to verify that it has been done in conformance to the approved plans, building codes, referenced documents, as well as any approved revisions.

10. The special inspector is required to prepare a daily report for each type of inspection conducted. A copy of the daily report must be made available to the contractor and to the city building inspector on the day of inspection. See below for the information required on each Special Inspection Daily Report.
11. Information required on the **Special Inspection Daily Report** includes:
 - a. Company name for which special inspector is employed.
 - b. Name of special inspector conducting the inspection.
 - c. City of Santa Clarita registration number.
 - d. Company address, phone and fax number, and email address.
 - e. Inspector's cell phone number.
 - f. Time and date of inspection(s).
 - g. Project address.
 - h. Project building permit number (i.e. BLD09-00001).
 - i. Name of contractor and/or subcontractor.
 - j. Type of inspection(s).
 - k. Location of where inspection(s) is/are conducted. Must be specific and relate to approved plans.
 - l. A detailed description of work inspected. Include the referencing of standards for the required procedures.
 - m. Clear statement that the inspected work either "is" or "is not" in compliance with approved plans and codes, including any discrepancies or deviations from the approved plans.
 - n. List of test specimens taken, and test results and mill certifications received.
 - o. Documentation of certification of workers (such as welders) and their required certification qualifications for the specific process conducted.
 - p. Signature of special inspector.
 - q. These are legal documents and must be legible and written using proper grammar and complete sentences.
12. A final inspection report documenting and summarizing all required special inspections and correction of any discrepancies noted in the Daily Report(s) must be submitted *after* all special inspections have been completed and *prior* to final inspection of the project. This report shall include all inspections done by an individual special inspector for the project, or, if one company is providing more than one special inspector, the supervising special inspector or registered engineer may prepare one report which encompasses all special inspections done by that company. See below for the information required on each Special Inspection Final Report.
13. Information required on the **Special Inspection Final Report**.
 - a. Company name for which special inspector is employed.
 - b. Name of special inspector conducting inspection.
 - c. Name, signature and registration number of responsible engineer for concrete testing lab results.
 - d. City of Santa Clarita registration number.
 - e. Company address, phone and fax number, email address.
 - f. Inspector's cell phone number.
 - g. Date of each inspection.
 - h. Project address.
 - i. Project building permit number, i.e. BLD09-00001.
 - j. Name of contractor and/or subcontractor.
 - k. Type of inspection(s).
 - l. Clear statement that all of the work requiring a special inspection has been inspected.

- m. Documentation of any discrepancies noted in the daily report(s) and record of follow-up inspections done to verify that work was brought into compliance with the plans and all applicable codes and standards.
- n. Clear statement that inspected work is in compliance with approved plans and codes.
- o. These are legal documents and must be legible and written using proper grammar and complete sentences.

Construction Documents and Codes

- 14. Projects that require special inspection shall not be inspected prior to issuance of building permits. *No construction may be conducted without issuance of building permits.*
- 15. Special inspections must not be conducted on projects without the original approved plans at the job site.
- 16. Special inspectors are required to have a copy of the current codes and a copy of the required references associated with the construction material(s) for which they are inspecting. Requirements for today’s construction methods are complex and warrant the necessity for special inspectors to have at hand all relevant codes and references at time of inspection.
- 17. The special inspector shall identify him/herself at all times while on the job site where special inspections are being conducted, or will be conducted, by conspicuously displaying in a visible location of the upper body, the City-issued special inspection identification card.
- 18. Special inspectors shall notify Building & Safety prior to the start of special inspections for each new project. Where possible, 48-hours notice shall be given. Notification may be given by any of the following means:
 - By phone at (661) 255-4935.
 - By faxing in the City’s fax form, which can be obtained on the website or at the Building & Safety counter, to (661) 291-1559.
 - In person at the Building & Safety counter.

If you have any questions regarding the City’s policy for special inspections and registrations, please feel free to contact Building & Safety at (661) 255-4935, or in person at Santa Clarita City Hall, 23920 Valencia Boulevard, Suite 140.

By signing below, I acknowledge receipt of these guidelines, and I acknowledge that I have read and understand its contents completely.

Signature

Print Name

Date

Special Inspector "Zero Tolerance Policy" for Failure in the Performance of Duties

This policy outlines the City's zero tolerance for a special inspector who is, or will become, registered to perform special inspections as required by chapter 17 of the California Building Code within the City of Santa Clarita.

The California Building Code, section 1704, requires that a special inspector demonstrate competency to perform stipulated inspections and requires that results of special inspections be properly reported in accordance with the provisions of section 1704.2.4. Additionally, building code appendix section 109.4 requires that such inspections be performed by qualified, reliable individuals subject to the approval of the City building official.

When a special inspector abuses the trust placed in him/her or fails to demonstrate competency in the performance of responsible duties, the City reserves the right to disqualify that individual from performing special inspections on projects within the City.

Examples of abuse of trust and failure to satisfy duties are:

1. Failure to report inspection results
2. Failure to inspect when required
3. Falsifying an inspection report or other City documents
4. Entering false information onto an inspection report
5. Misrepresenting the results of an inspection
6. Absence from construction locations where continuous inspections are required
7. Repeated violations of the City's requirements and/or guidelines for special inspectors

The City will immediately revoke registration for special inspections when it is determined the individual has either failed to satisfy his/her duties while performing as a special inspector, or has abused the City's trust. Said determination shall be made by this office when such failure or abuse is confirmed by a fair and complete investigation by the City.

A special inspector must immediately forfeit his/her City-issued identification card when the City revokes his/her registration.

Any construction conducted in association with the failed performance of a special inspector will require additional evaluation and proof of compliance to the satisfaction of the City building official.

Revocation of the City registration shall prohibit the special inspector from performing special inspections in all disciplines and will remain in effect for a minimum of two (2) years.

Where a second offense occurs, the special inspector will be banned permanently from conducting special inspections within the City of Santa Clarita.

No new registrations for any discipline will be issued to a special inspector during his/her suspension period.

Following the suspension/revocation period, the special inspector may apply for registration by submitting a new application along with payment of a new registration fee.

A special inspector may appeal the City's findings and revocation, in writing to:

City Building Official
City of Santa Clarita
23920 Valencia Boulevard, Suite 140
Santa Clarita, CA 91355

For any questions regarding the City's policy for special inspections and registrations, please feel free to contact Building and Safety at (661) 255-4935, or in person at Santa Clarita City Hall, 23920 Valencia Boulevard, Suite 140.

By signing below, I acknowledge receipt of this policy, and acknowledge that I have read and understand its contents completely and agree to the terms specified herein.

Signature

Print Name

Date



CITY OF SANTA CLARITA
BUILDING & SAFETY DIVISION
 23920 Valencia Boulevard, Suite 140
 Santa Clarita, CA 91355 (661) 255-4935

Application to Register as a Special Inspector

Please complete ALL fields

NAME _____ DATE _____

ID TYPE DRIVER'S LICENSE STATE ISSUED ID OTHER (SPECIFY) _____

ID NO. _____ EXPIRATION DATE _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

COMPANY NAME _____

COMPANY PHONE () _____ CELL () _____

EMAIL _____ FAX () _____

CERTIFICATION TYPE(S):

- | | |
|---|--|
| <input type="checkbox"/> Structural Steel & Bolting | <input type="checkbox"/> Mastic & Intumescent Fire Resistant Coatings |
| <input type="checkbox"/> Structural Steel Welding | <input type="checkbox"/> Exterior Insulation and Finish Systems |
| <input type="checkbox"/> Concrete Construction | <input type="checkbox"/> Smoke Control System Testing |
| <input type="checkbox"/> Prestressed Concrete | <input type="checkbox"/> Wood (High Load Diaphragms & Seismic) |
| <input type="checkbox"/> Shotcrete | <input type="checkbox"/> Architectural Components for Buildings >30 Feet in Height |
| <input type="checkbox"/> Masonry Construction | <input type="checkbox"/> Mechanical & Electrical Components (Installation & Anchorage) |
| <input type="checkbox"/> Soils | <input type="checkbox"/> Seismic Isolation Systems |
| <input type="checkbox"/> Sprayed Fire Resistant Materials | <input type="checkbox"/> Post Installed Anchors |

ORGANIZATION: _____ CERTIFICATE NO. _____

ORGANIZATION: _____ CERTIFICATE NO. _____

ORGANIZATION: _____ CERTIFICATE NO. _____

Please contact Building and Safety regarding fees.

By signing below, I acknowledge I must submit an application to be considered for the Special Inspector Program for the City of Santa Clarita, provide verification of qualifications, and/or pass an examination to demonstrate competency in the special inspector areas being considered for registration.

I hereby certify that all the information given herein is true to the best of my knowledge. I understand that any false statement will subject me to disqualification.

Signature of Applicant _____ Date _____