



Building and Safety

Special Inspector Guidelines

Special Inspections are an essential step in ensuring building are constructed properly and in a manner that protects the health, safety, and welfare of their occupants. In order to ensure proper special inspections are performed, the Building Official or designee may approve or deny the qualifications of Special Inspectors and (or) Special Inspection Agencies per the authority granted in the California Building Code (CBC) Section 202 definition for *Approved Agency* and CBC Section 1703.1.

In some cases, based on poor performance or unauthorized inspector, Applications may be denied and approvals that have been granted may be revoked. The following procedure explains specific qualifications used to determine approvals and the process for denying an application or revoking City approval if a Special Inspector and (or) Special Inspection Agency fails to maintain qualifications or fails to perform special inspections at an acceptable standard.

The Building Official has the responsibility to ascertain that Special Inspectors are qualified for the type of inspection required. Qualifications are measure against the standards listed below:

1. Must have ICC Certification as a special inspector for the discipline in which an individual is requesting approval. Along with your ICC certification, Must provide a current Business registration. Special Inspectors are required to participate in appropriate education and training in order to maintain sufficient CEUs to keep certifications/licenses in good standing.
2. The Building Official may require an oral interview and/or written examination and/or daily reports, if necessary, to verify applicant's knowledge of jurisdictional procedures and requirements.
3. Additional qualifications required:
 - a. Reinforced concrete special inspector; A.C.I. certification as a Concrete Field Technician-Grade I. For further information, contact The American Concrete Institute, Box 0094, Farmington Hills, MI 48333-9095. (284) 848-3700.
 - b. Must possess the ability to write legible and concise reports using the nomenclature of the building industry. The ability to communicate on a professional level with contractors, sub-contractors, architects and engineers.
 - c. The Building Official may require additional qualifications for specific projects in any discipline when deemed necessary.
4. Experience and education requirement:
 1. Five (5) years' experience in the discipline in which you are requesting approval. Major course work in architecture, engineering or building technology at college/trade school level may be substituted for one year of this requirement

Required Duties

Special Inspection Agency

- Provide qualified Special Inspectors, as defined above, for each inspection type performed
- Shall be objective, competent and independent from the contractor responsible for the work being inspected.
- Shall disclose to the Building Official and the registered design professional in charge of the project possible conflicts of interest so that objectivity can be confirmed

Special Inspector Duties:

- Require documentation of construction that deviates from the City's approved drawings.
- Complete special inspections, including any required corrections, and indicate inspected areas, prior to City inspection.
- Provide daily special inspection reports that are available to the City Building Official or his/her designee upon request.
- Shall be objective, competent and independent from the contractor responsible for the work being inspected.
- Shall disclose to the Building Official and the registered design professional in professional in charge of the project possible conflicts of interest so that objectivity can be confirmed.
- Shall not sign on the City of Jurupa Valley job card.
- Conduct the following inspections: Masonry, Footing, Prestressed Concrete, Structural Steel and Bolting, Concrete, High Load Diaphragm/Shear Wall, Reinforced Concrete, Structural Welding, Fireproofing, Seismic Systems, Epoxy, or other inspections as authorized by the Building Official.

Cause for Denial or Revoking Approval:

- Failure to maintain the required qualifications above
- Failure to perform the required duties above on two or more occasions
- Failure to perform special inspections satisfactorily, resulting in the City Building Inspector discovering incorrect construction that is determined by the City Building Inspector to be of serious nature. Severe cases will not require multiple failures in order to trigger revoking approval (i.e. negligently performing their duties of passing something that is not completed).
- Conducting unauthorized inspections.

Process of Revoking Approval:

1. Upon failure of the Special Inspector to meet the performance requirements above or the requirements of the Construction Codes approved by the City, the City Building Official may issue a Notice of Revoked Approval (NRA) to the Special Inspector and the Special Inspection Agency, notifying them the Special Inspector has failed to meet the requirements for City approval, and he/she is no longer approved to provide inspection services in the City. The Special Inspector may appeal the decision of the Building Official to the City Manager within fifteen (15) days of the date of mailing of the Building Official's decision. The Special Inspector may appeal the decision of the City Manager pursuant to Sections 2.05.050 and 2.05.060 of the Jurupa Valley Municipal Code.

2. Upon receiving such notification, the Special Inspection Agency must provide a new Special Inspector that is qualified for the Inspections (submit new application to the City for approval of new Special Inspector).
3. Upon failure of the Special Inspection Agency to meet the performance requirements above, the City Building Official may issue a NRA to the Special Inspection Agency, notifying them the agency has failed to meet the requirements for the City approval, and they are no longer approved to provide inspection services in the City. The Special Inspection Agency may appeal the decision of the Building Official to the City Manager within fifteen (15) days of the date of mailing of the Building Official's Decision. The Special Inspection Agency may appeal the decision of the City Manager pursuant to Sections 2.05.050 and 2.05.060 of the Jurupa Valley Municipal Code.
4. Upon revocation, approval for Special Inspectors and(or) Special Inspection Agencies will be suspended indefinitely or as determined by the Building Official, during which they cannot perform special inspections within the City of Jurupa Valley.
5. If a suspension period is served, and if the Special Inspector and(or) Special Inspection Agency desire to resume work within the City, they must apply for City approval by submitting documentation to the City Building Official that demonstrates compliance with the required qualifications and performance standards outlined in these guidelines.
6. The City Building Official will then issue a notice of approval or denial. If the application is denied, the City Building Official is to specify the reasons for denial.
7. Those Special Inspectors and (or) Special Inspection Agencies that are denied approval or do not apply for approval after suspension, will remain unable to perform special inspections within the City of Jurupa Valley indefinitely.

APPLICATION INSTRUCTIONS

1. Please print or type the information requested. Fill out the application completely or your application or renewal may be declined.
2. Include only experience in the specific field or area of construction in which you are requesting certification. Renewals: provide experience over the past year.
3. 4. Attach photocopies of your ICC, ACI, and CWI certificates, as well as other proctored licenses from other jurisdictions and a photocopy of your driver's license.
4. Pay for the fee associated with "Deputy Inspector Registration" subject to the current City adopted fee schedule.
5. All approvals issued by the Building Official shall expire one (1) year from the date of issuance.

Email Applications to: **buildingpermits@jurupavalley.org**

Under T24 of the California Code of Regulations, Section 104 of the California Building Code states that the Building Official shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions.