



BUILDING AND SAFETY DEPARTMENT

Form: B-040

Phone: (310) 605-5509/Fax Line: (310) 605-5598
www.comptoncity.org

SPECIAL DUTY INSPECTORS

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

1. Qualification must include current ICC Certification as a Special Deputy Inspector for the discipline in which an individual is requesting approval. The original certificate must either have been issued within the last three (3) years or proof of passing the 2-hour proctored "supplemental exam." Also, please include current City or County licenses from other jurisdictions and Driver's License.
2. The Building Official may require an oral interview and/or written examination, if necessary, to verify the 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, 38800 Country Club Dr. Farmington Hills, MI 48331-3439. (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 is essential.
 - c. The Building Official may require additional qualifications for specific projects in any discipline when deemed necessary.
4. Experience and education requirement:
 - a. Five (5) years of experience in the trade of the discipline in which an individual is requesting ability to inspect, this must include at least one (1) year at supervisory level. Major course work in architecture, engineering or building technology at college/trade school level may be substituted for one or more years of this requirement.

APPLICATION INSTRUCTIONS

1. Complete business license application
2. Provide photocopies of your ICC, ACI, and CWI certificates, as well as other city or county licenses from other jurisdictions and a photocopy of your driver's license.
3. It is the responsibility of the applicant to maintain current certificates on business license file.
4. Pay applicable fees.

SPECIAL INSPECTORS DUTY'S AND RESPONSABILITIES

1. Abide by the rules and prescribed procedures established by the City
2. Notify the City prior to conducting special inspections
 - a. contactbuildingandsafety@comptoncity.org
 - b. Main office 310.605.5509
 - c. Describe work to be inspected and job address
3. Perform no inspection(s) on jobs not permitted by the City or on jobs where City approved plans are not available on-site
4. Maintain an exceptional level of professionalism at all times while working in the City
5. 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
6. Notify the contractor and subcontractor upon arrival for every inspection
7. 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 Compton, and with corresponding material references identified in the building code
8. Identify all nonconforming work and notify the engineer and/or architect of record and building official in a timely manner of the nonconformance
9. Complete daily reports with required inspection results and City required project data,
10. and submit reports to the general contractor and to Building & Safety
11. 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
12. All reports will be review for acceptance and approval

REPORTS

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 Compton registration number (business license)
- 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. B20-000001).
- 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.

CONSTRUCTION DOCUMENTS

- A. 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.
- B. Special inspections must not be conducted on projects without the original approved plans at the job site.
- C. 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.
- D. 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.
- E. 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, if scheduling work during off business hours please email contactbuildingandsafety@comptoncity.org

City of Compton
Building and Safety
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