
	<p>CITY OF DANA POINT</p> <p>COMMUNITY DEVELOPMENT BUILDING AND SAFETY</p> <p>33282 Golden Lantern, Suite 209 Dana Point, CA 92629 949 248-3594</p> <p>www.danapoint.org</p>		<p>B007 – SPECIAL INSP</p>
			<p>2016 CALIFORNIA CODES <i>CODE CYCLE</i></p>
			<p>02/15/2018 <i>EFFECTIVE DATE</i></p>
<p>SPECIAL INSPECTOR PROGRAM OUTLINE</p>			

REQUIREMENTS

Under Chapter 17 of the 2016 California Building Code and the 2016 California Residential Code section R109.1.5, The City of Dana Point has established that certain types of work are subject to Special Inspection. When special inspection is provided, its purpose is to promote quality assurance through third party monitoring of the construction process.

APPROVAL AND QUALIFICATIONS

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

1. Have a minimum of 4 years' experience in the construction trade related to the inspection category.
2. Have a current International Code Conference (ICC) Certification as a Special Inspector for the discipline in which an individual is requesting approval.
 - a. The original Certificate must either have been issued within the last three years; *or*
 - b. Provide proof of passing the 2 hour proctored exam within the last three years.
3. The Building Official may require an oral interview and/or a written examination to verify the applicant's knowledge of jurisdictional procedures and requirements.
4. 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 9094, Farmington Hills, MI 48333 (248) 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.
5. Experience and education requirements:
 - a. Experience in the trade of discipline in which you are requesting certification may be required at the discretion of the Building Official.

REGISTRATION

The City of Dana Point has established a registration procedure governing the use of Special Inspectors

1. All Special inspectors doing work within the City of Dana Point must submit the following documentation:
 - a. A completed application.
 - b. A copy of their current and applicable credentials and be registered with the Building and Safety Division.
 - c. A copy of a current nationally recognized identification.
2. Upon satisfactory evidence of current and proper certification and qualifications, the applicant will be added to the Special Inspector database and added to the specific project contact list.

3. Licensed Design Professionals performing structural observation are exempt from the Special Inspectors Registration process.

Inspectors are required to notify the Building and Safety Division the proposed dates of inspections and the type of inspection being performed.

SITE VERIFICATION

The City of Dana Point Building Inspector, when performing an inspection that required a Special Inspection will verify the deputy's registration and ascertain the status of the inspector.

Failure of the Owner or Contractor to use a registered Special inspector will prevent the project from moving forward until this situation is corrected to the satisfaction of the Building Official.

1. An inspection that does not pass due to non-registration of the Special or Deputy Inspector may be approved upon proper presentation of certification and current registration.
2. An inspection that is unable to be verified, was performed by an individual without the proper certification, or performed by an inspector with expired credentials may require an additional "Structural Observation" by the Engineer of Record (EOR) to provide the verification of satisfactory compliance with the code requirements.

DUTIES AND RESPONSIBILITIES

Plan Approval Stage

1. **Architect or Engineer of Record.** During the plan check process, the architect or engineer of record is responsible for incorporating in the project plans, a comprehensive list of required Special Inspections and/or Structural Observations for the project.
2. **Owner, architect, or engineer of record, or agent of the owner.** Before a permit can be issued, the "Special Inspection Program Summary" form must be signed by the owner, architect, or engineer of record, or an agent of the owner accepting responsibility for employing the Special Inspectors.

Construction Stage

1. **Contractor.** It is the contractor's responsibility to coordinate construction activities such that the special Inspector is given sufficient notification so as to be present.
2. **Special Inspector.** The special inspector represents the owner, or architect or the engineer of record in witnessing those portions of work identified in the approved plans and specifications and applicable workmanship provisions of the code. The special inspector must report all activities to the City Building Official, and resolve all questions regarding special inspection requirements or methods with the Building official.

Specifically, the special inspector shall:

1. **Provide Advanced Notice.** Notify the Building Official in advance of any construction activity requiring special inspection, and to inform the Building Official if the contractor is not providing sufficient notice.
2. **Availability of Approved Plans and Specifications.** Ensure that the approved plans and specifications are on site and available for use during special inspections.

3. **Special Inspections.** Perform continuous and/or periodic special inspections of all work assigned for conformance to the approved plans, specifications and applicable workmanship provisions of this code. All special inspections shall be continuous unless specifically noted otherwise. (Note: Sufficient special inspectors must be present to monitor all ongoing work subject to special inspection. It is the responsibility of the special inspector to ensure that all work occurring is being properly witnessed, and to bring to the attention of the contractor, building official, and/or the architect/engineer of record any problems in this regard.)
4. **Hazardous Conditions.** The deputy or special inspector is responsible to immediately notify the Building Official of any structural failure, collapse, or condition that, in the opinion of the special inspector, may possibly lead to structural failure.
5. **Special inspection reports.** Throughout the project, the deputy and special inspectors shall generate reports as required. Separate reports are required from each special inspector, and for each type of work being inspected.
6. **Special Inspector Daily Performance Reports.** Reports shall be completed on the day of the inspection using forms obtained from or approved by the City of Dana Point. Each form shall be completely filled out and in the space provided shall include
 - a. A clear description of the inspection process, testing, and acceptance of the structural members and/or assemblies.
 - b. Specific information as described by the type of work being performed.
7. **Special Inspector Non-Conformance Report.** A separate non-compliance report shall be completed upon detection of any work non-complying to the approved plans, specifications or quality of work provisions of the code using forms obtained from or approved by the City of Dana Point. Each form shall be completely filled out and in the space provided shall include a clear description of the non-complying item/condition, its location, cross reference to specific approved plans sheet, detail, and/or specification. Such work shall be brought to the immediate attention of the contractor for correction and the Building Official shall be notified.
8. **Non-conforming Work.** Immediately bring to the attention of the contractor, for correction any discrepancies between the work being performed and the approved plans, specifications, and applicable workmanship provisions of the code. If the work is not corrected the special or deputy inspector will issue a stop work order and immediately notify the architect or engineer of record, and the Building Official.
9. **Final Report.** Provide the special Inspection Final Report form or approved form completely filled out to the Building Official prior to final approval of the project.

DISCIPLINE

Failure of a Special or Deputy Inspector to follow the above procedures may result in the Inspector being removed from the approved database. Re-instatement will be required from the Building Official prior to performing any further inspections within the City of Dana Point.

Inspectors who willfully provide a false report will have their approvals to perform inspection within the City of Dana Point revoked and notification of the violation sent to ICC or other applicable agency.

APPEALS

Appeal of any procedure or process by a Special or Deputy Inspector will be directed to and resolved by the Building Official.