PURPOSE
The purpose of this procedure is to set forth the requirements for special inspectors to be approved to perform work in the City of Moorpark in compliance with Chapter 17 of the California Building Code.

POLICY
It is the policy of the City of Moorpark Division of Building and Safety that special inspectors shall be approved in accordance with the procedures set forth herein, and that they adhere to all code requirements and Division of Building and Safety procedures as a condition of continuing approval.

PROCEDURE
Registration – Prior to commencing special inspection work in the City of Moorpark, special inspectors shall complete the Special Inspector Registration form and submit it along with copies of all current certifications and driver’s license and be approved by the Division of Building and Safety.

Approval – The following certifications will be accepted as evidence of qualification and approval for special inspectors:
- Reinforced Concrete: ICC Certification, ACI Concrete Construction Inspector, City of Los Angeles Certification.
- Pre-stressed Concrete: ICC Certification, City of Los Angeles Certification.
- Structural Masonry: ICC Certification, City of Los Angeles Certification.
- Structural Steel (Welding and Bolting) ICC Certification, City of Los Angeles Certification.
- Spray-Applied Fireproofing: ICC Certification City of Los Angeles Certification.

The Division of Building and Safety will review all applications and documentation and will determine whether a special inspector may be approved.

Listing – The Division of Building and Safety will maintain a list of approved special inspectors. Once an inspector has been listed they are considered approved to perform work in the disciplines for which they are qualified and approved provided they maintain their certifications up to date. It is the Special Inspector’s responsibility to provide Building and Safety with updated certifications. When the documentation on file with Building and Safety has expired, the Special Inspector’s approval to perform those inspections will be suspended until such time as the current documentation is provided.

Reporting – An approved special inspector must report to Building and Safety each time they are engaged to perform special inspections. Reporting shall be done by submitting the approved Building and Safety Special Inspector Check-in form (attached). Special Inspectors must report at least 24 hours in advance of the time they perform the inspection.
NAME: __________________________________________ DATE: _______________________

COMPANY: __________________________________________

ADDRESS: __________________________________________

PHONE/FAX/E-MAIL: __________________________________________

I. Categories of Registration: (Work you will inspect)

☐ Reinforced Concrete  ☐ Structural Steel & Bolting  ☐ Pre-stressed Concrete
☐ Structural Masonry  ☐ Spray Applied Fire Proofing/Mastic  ☐ Structural Welding
☐ Exterior Insulation/Finish Systems  ☐ Wood Construction  ☐ Smoke Control
☐ Soils  ☐ High Strength Bolting (structural steel)  ☐ Special Cases
☐ Other ____________________________

II. Certifications in good standing: (attach copies of current certification documents)

☐ Reinforced Concrete  ☐ Structural Steel & Bolting S.I.  ☐ Pre-stressed Concrete S.I.
☐ ICC Combination Inspector  ☐ Master of Special Inspection  ☐ Structural Welding S.I.
☐ Spray Applied Fire Proofing  ☐ ICC Commercial Building Inspector  ☐ AWCI EIFS
☐ NEBB/AABC Smoke Control  ☐ AWCI Certified (mastic)  ☐ Soils Special Inspector
☐ Other ____________________________

ACI: ☐ Concrete Field Testing Technician I, II ☐ Shotcrete Nozzleman (ACI) Wet  Dry  (circle)

AWS: ☐ Certified Welding Inspector  ☐ Senior Certified Welding Inspector

III. Education and Experience: Please complete the Education and Experience History on the form provided (page 2)

IV. Special Inspection Experience in the City of Moorpark:
Please list all Special Inspections performed in the City of Moorpark on the form provided (page 3).

V. Declaration:
I hereby affirm that all the information I have given is true and complete to the best of my knowledge, and that I will inform this jurisdiction in the event any certification listed above is no longer in good standing.

I understand that any false statements herein will subject me to disqualification.

I agree to follow the procedures outlined in applicable codes and standards in the performance of special inspection work at all times and understand that failure to do so may result in this approval being revoked.

__________________________  _______________________
Signature  Date

Building Division Use Only

<table>
<thead>
<tr>
<th>Application for Registration Approved by:</th>
<th>Name</th>
<th>Initials</th>
<th>Date</th>
<th>Expiration Date</th>
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<th>Application for Registration Denied by:</th>
<th>Name</th>
<th>Initials</th>
<th>Date</th>
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Reason for Denial:

__________________________
Signature

Revised July 18, 2009
# Special Inspector Check-in

This form must be received by the Division of Building and Safety at least 24 hours prior to the start of special inspections. Phone calls are not an acceptable form of checking in. Submit by FAX, Mail or in Person

<table>
<thead>
<tr>
<th>Job Address</th>
<th>Permit No.</th>
<th>Plan Check No.</th>
<th>Date</th>
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<tr>
<th>Owner</th>
<th>Contractor</th>
<th>Architect/Engineer of Record</th>
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<thead>
<tr>
<th>Full Name of Special Inspector</th>
<th>Company Name</th>
<th>Phone/ E-mail</th>
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<tr>
<th>Date to arrive on the job site</th>
<th>Estimated Duration of Special Inspection Work</th>
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<tbody>
<tr>
<td></td>
<td>Note: Lapses in work exceeding one week require new check-in</td>
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</table>

**Type of Inspections to be performed on this job:**

- [ ] Reinforced Concrete
- [ ] Pre-Stressed/Post Tensioned Concrete
- [ ] Structural Masonry
- [ ] Spray Applied Fireproofing
- [ ] Wood Construction
- [ ] Mastic and Intumescent Fire Resistant Coatings
- [ ] Storage Racks and Access Floors
- [ ] Mechanical and Electrical Components
- [ ] Welding
- [ ] High Strength Bolting
- [ ] Piles/Caissons
- [ ] Epoxy Anchors
- [ ] Exterior Insulation and Finish Systems (EIFS)
- [ ] Designated Seismic Systems Verification
- [ ] Smoke Control Systems
- [ ] Other ________________________________

Before one can perform work as a special inspector as required by the California Building Code for a job in the City of Moorpark the following criteria must be met:

- Approval by the Division of Building and Safety - This requires submittal and approval of the City of Moorpark Special Inspector Registration application.
- Being named by the architect or engineer of record on the Special Inspection Program as a special inspector for the type of inspection(s) to be performed on this job.
- Reporting to the Division of Building and Safety when the special inspection work is to occur. Reporting must be done using this form.

**Acknowledgement:**

- [ ] I am currently registered with the City of Moorpark as a special inspector for the categories listed above.
- [ ] I am named on the Special Inspection Program prepared by the architect or engineer of record and approved by the Division of Building and Safety to perform the types of special inspection indicated above.
- [ ] I agree to conform to all the requirements of applicable codes and standards and the procedures for Special Inspection of the City of Moorpark.

**Signature:** (Under Penalty of Perjury)  
**Date:**

Revised July 16, 2009
## Special Inspectors Report

City of Moorpark  
Division of Building and Safety  
799 Moorpark Ave.  
Moorpark, Ca. 93021  
Phone: 805.517.6272

### Job Address

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<tr>
<th>Permit No.</th>
<th>Plan Check No.</th>
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### Owner Name

Architect/Engineer of Record

### Project Name

General Contractor

### Lab Receiving & Testing Material Samples

Subcontractor Doing Reported Work

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I have been approved by the City of Moorpark to perform the following special inspection work:

- [ ] Reinforced Concrete (fc=_______)
- [ ] Prestressed Concrete (fc=_______)
- [ ] Reinforced Masonry (fm=_______)
- [ ] Welding
- [ ] High Strength Bolting
- [ ] Spray-applied Fireproofing
- [ ] Piles/Caissons (fc=_______)
- [ ] Driven Piles
- [ ] Other __________________

Material Description: Mix Design; Steel Grade; Weld Rod-Manufacturer, Grade, etc.; Rebar Grade; Bolt Grade & Manufacturer, etc.

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<table>
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<tr>
<th>Insp. Date</th>
<th>Av. Time</th>
<th>Dep. Time</th>
<th>Detailed Report of Work Inspected</th>
<th>Location of Work Inspected; Test Samples taken, including type and ident. no.; Handling and Disposition of Samples; Work Rejected; Materials Data Reviewed (mill cert, etc.); Names and Cert. Numbers of welders; Testing equipment used and calibration information, etc., etc.</th>
</tr>
</thead>
</table>

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Full Name of Special Inspector

Jurisdiction Reg. No.

Company Name

Phone Number

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I DECLARE UNDER PENALTY OF PERJURY THAT I AM NAMED ON THE APPROVED SPECIAL INSPECTION PROGRAM, EMPLOYED BY THE OWNER OR DESIGN PROFESSIONAL OF RECORD, AND APPROVED BY THE CITY OF MOORPARK. THE WORK COVERED IN THIS REPORT IS IN CONFORMANCE TO THE APPROVED PLANS, SPECIFICATIONS AND APPLICABLE STANDARDS AND WORKMANSHIP PROVISIONS OF THE CODES, EXCEPT AS NOTED OTHERWISE.

Signature of Special Inspector

Date

Revised July 16, 2009