



**City of Moorpark**  
**Division of Building and Safety**  
**Policies and Procedures**

**Special Inspector Registration**

**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.



**CITY OF MOORPARK**  
**DIVISION OF BUILDING AND SAFETY**  
**SPECIAL INSPECTION REGISTRATION**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE/FAX/E-MAIL: \_\_\_\_\_

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

- |                                                             |                                                                   |                                               |
|-------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Reinforced Concrete                | <input type="checkbox"/> Structural Steel & Bolting               | <input type="checkbox"/> Pre-stressd Concrete |
| <input type="checkbox"/> Structural Masonry                 | <input type="checkbox"/> Spray Applied Fire Proofing/Mastic       | <input type="checkbox"/> Structural Welding   |
| <input type="checkbox"/> Exterior Insulation/Finish Systems | <input type="checkbox"/> Wood Construction                        | <input type="checkbox"/> Smoke Control        |
| <input type="checkbox"/> Soils                              | <input type="checkbox"/> High Strength Bolting (structural steel) | <input type="checkbox"/> Special Cases _____  |
| <input type="checkbox"/> Other _____                        |                                                                   |                                               |

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

- |                                                      |                                                            |                                                     |
|------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Reinforced Concrete         | <input type="checkbox"/> Structural Steel & Bolting S.I.   | <input type="checkbox"/> Pre-stressed Concrete S.I. |
| <input type="checkbox"/> ICC Combination Inspector   | <input type="checkbox"/> Master of Special Inspection      | <input type="checkbox"/> Structural Welding S.I.    |
| <input type="checkbox"/> Spray Applied Fire Proofing | <input type="checkbox"/> ICC Commercial Building Inspector | <input type="checkbox"/> AWCI EIFS                  |
| <input type="checkbox"/> NEBB/AABC Smoke Control     | <input type="checkbox"/> AWCI Certified (mastic)           | <input type="checkbox"/> Soils Special Inspector    |
| <input type="checkbox"/> 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.

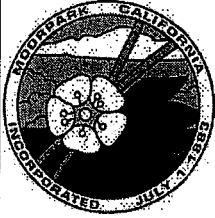
I understand that any false statements herein will subject me to disqualification.

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				
Application for Registration Approved by:	Name	Initials	Date	Expiration Date
Application for Registration Denied by:	Name	Initials	Date	
Reason for Denial:				



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

# 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**

Job Address		Permit No.	Plan Check No.	Date
Owner	Contractor		Architect/Engineer of Record	
Full Name of Special Inspector	Company Name		Phone/ E-mail	
Date to arrive on the job site		Estimated Duration of Special Inspection Work		
<b>Note: Lapses in Work Exceeding One Week Require New Check-In</b>				

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

- |                                                                         |                                                                        |
|-------------------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Reinforced Concrete                            | <input type="checkbox"/> Welding                                       |
| <input type="checkbox"/> Pre-Stressed/Post Tensioned Concrete           | <input type="checkbox"/> High Strenght Bolting                         |
| <input type="checkbox"/> Structural Masonry                             | <input type="checkbox"/> Piles/Caissons                                |
| <input type="checkbox"/> Spray Applied Fireproofing                     | <input type="checkbox"/> Epoxy Anchors                                 |
| <input type="checkbox"/> Wood Construction                              | <input type="checkbox"/> Exterior Insulation and Finish Systems (EIFS) |
| <input type="checkbox"/> Mastic and Intumescent Fire Resistant Coatings | <input type="checkbox"/> Designated Seismic Systems Verification       |
| <input type="checkbox"/> Storage Racks and Access Floors                | <input type="checkbox"/> Smoke Control Systems                         |
| <input type="checkbox"/> Mechanical and Electrical Components           | <input type="checkbox"/> 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 fo 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:
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**City of Moorpark**  
 Division of Building and Safety  
 799 Moorpark Ave.  
 Moorpark, Ca. 93021  
 Phone: 805.517.6272

# Special Inspectors Report

Dates Covered in Report

Consecutive Report No.

1 of \_\_\_\_\_

Job Address

Permit No.

Plan Check No.

Owner Name

Architect/Engineer of Record

Project Name

General Contractor

Lab Receiving & Testing Material Samples

Subcontractor Doing Reported Work

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

- |                                                           |                                                     |                                                     |
|-----------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Reinforced Concrete (fc= _____)  | <input type="checkbox"/> Welding                    | <input type="checkbox"/> Piles/Caissons (fc= _____) |
| <input type="checkbox"/> Prestressed Concrete (fc= _____) | <input type="checkbox"/> High Strength Bolting      | <input type="checkbox"/> Driven Piles               |
| <input type="checkbox"/> Reinforced Masonry (fm= _____)   | <input type="checkbox"/> Spray-applied Fireproofing | <input type="checkbox"/> Other _____                |

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

Insp. Date	Arr. Time	Dep. Time	Detailed Report of Work Inspected	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.

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