



COUNTY OF LOS ANGELES • DEPARTMENT OF PUBLIC WORKS  
BUILDING AND SAFETY DIVISION  
900 SOUTH FREMONT AVENUE, ALHAMBRA, CA 91803  
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**SPECIAL INSPECTOR**

Special Inspectors, required by Section 1701 of the 2002 Los Angeles County Building Code, are qualified for this work by the International Code Council (ICC) certification plus an oral examination, which is given by this Division's office of Research Engineer. Each inspector that passes the examination is issued an identification card, indicating the type of inspection work for which he is qualified and an identification number.

Special Inspectors shall keep the following in mind while making inspections:

1. A Special inspector serves the dual role of representing the interests of the project owner and the County of Los Angeles, Department of Public Works, Building and Safety Division. The inspector is not to be employed by the contractor or any subcontractor.
2. Special Inspectors are responsible to this Division for assuring compliance with approved plans and specifications and the Los Angeles County Building Code. All discrepancies shall be brought to the immediate attention of the contractor for correction, then, if not corrected, to the proper design authority and to the building official.
3. Their immediate superior in this Division, while employed as a Special Inspector, is the District Engineer or Office Manager of the District (or contract city) in which the job is located. On the inspector record card at each site is stamped the address and phone number of the local District office (or contract city office).
4. Special Inspectors shall notify the District Engineer by reporting in person or by telephone to the District office having jurisdiction before reporting to the job, or immediately after their office opens at 8:00 a.m. (some offices open at 7:00 a.m.). It will be necessary to give the District office all the information required on "Job Assignment for Registered Inspectors" form.
5. Should any emergency arise that requires the Special Inspector to be absent from the job while work is in progress, he/she must notify the person in responsible charge of the work (owner or contractor) and also notify the District Engineer of the District office having jurisdiction. Work requiring special inspection must be stopped until the owner has obtained the services of a substitute Special Inspector. Any substitute shall also be registered with the County, report his/her presence at the job site to the District office and be responsible for reporting on his/her inspection in the same manner as all Special Inspectors.

6. Special Inspectors shall consult freely with the District Engineer, or the local office County Building Inspector assigned to the job, to clarify any questions regarding the approved plans and specifications, Building Code requirements, or inspection responsibility between the Special Inspector and the Building and Safety Division Inspector.
7. The original copy of all weekly and final reports must be signed by the Special Inspector and be submitted promptly to the District office.

Inspectors employed by testing laboratories may use the letterhead from the laboratory for these reports, provided all the information required on the County report form is included thereon. An original copy signed by the Special Inspector must be submitted to the District office.

8. Instructions for each type of inspection are as follows:
  - a. **Concrete (and shotcrete)** – Special Inspectors are required to certify that the reinforcing steel, forms and concrete comply; therefore, all work must be inspected before it is concealed. The Special Inspector must be present while the concrete is being mixed (transit-mixed excepted) and placed. When making cylinders, note on the test report the location in the structure of the particular batch.
  - b. **Masonry** – Special Inspectors are required to certify that the reinforcing steel, masonry units, mortar, grout and their placement comply; therefore, they must be present to inspect the placement of all reinforcing steel (including dowels which will be concealed by masonry), masonry units, mortar, grout, bolts, anchors, inserts, etc., which will be in masonry work.
  - c. **Structural welding** - Special Inspectors are required to certify that the steel members and welding technique comply and the welders are certified by the American Welding Society (AWS) for the type of welding to be done; therefore, inspectors must be present while all structural welding is being done.
  - d. **High-strength bolting** – This type of construction must be inspected by a certified welding inspector. Special Inspectors are required to certify that the proper type and size of bolts, nuts, and washers and tightening techniques are used at the required connections. Inspectors must be present during the tensioning of the bolts (with exceptions).

- e. **Pre-Stressed concrete** – Special inspectors are required to certify that the forms, concrete, pre-stressing tendon protection, tendon placement, and tendon stressing complies. Therefore, all work must be inspected before it is concealed. The special inspector must be present while the concrete is being mixed (transit-mixed excepted) and placed, and during the tendon stressing procedure.
  
- f. **Cast-in-place reinforced gypsum concrete** - This type of construction may be inspected by either a certified concrete or masonry inspector. Special Inspector are required to certify that reinforcement, forms or supports and gypsum comply; therefore, all work must be inspected before it is concealed. The Special Inspector must be present while the gypsum is being mixed and poured in place.
  
- g. **Spray-applied fireproofing** – This type of construction must be inspected by a certified welding inspector. Special Inspectors are required to certify that the proper thickness and density and placement comply. Inspectors must be present during the placement of the fireproofing (with exceptions).