



CITY OF OXNARD PROCEDURES FOR SPECIAL INSPECTION

Special Inspection is the monitoring of materials, construction procedures and workmanship while the work is in progress. It is in addition to the regular inspections performed by the City of Oxnard, which focus on code compliance of the end products instead of working procedures and workmanship. As used in this bulletin, the term *special inspection* includes sampling and testing of materials and specimens.

Special Inspectors, who are retained by the owner or design professional to assist in quality control of construction, do not represent an extension of the City of Oxnard's inspection services. The code, however, requires that they be pre-qualified by the Building Official by demonstrating their expertise in the type of work they inspect.

Special Inspection often requires continuous inspection, in which case the Special Inspector must be on site at all times while work is in progress. Some Special Inspections may be made on a periodic basis per Section 1701.6.2, provided the inspection schedule is outlined in the plans and specifications and approved by the Building Official.

This bulletin provides specific guidelines with which a project may comply with the Special Inspection requirements in the 2001 edition of the California Building Code. It should be noted, however, the Special Inspectors should follow the Special Inspection Program and other quality control requirements specified in the construction documents. Based on specific needs of each project the design professionals often prescribe more stringent quality assurance programs than that required by California Building Code. The scopes of inspection that are required of the Special Inspectors in a particular project may very well exceed those outlined in this bulletin.

1. Special Inspection Program

CBC Section 106.3.5 requires that when Special Inspection or Structural Observation is required, an *Inspection and Observation Program* shall be submitted prior to plan approval and signed by the owner. The following procedures are provided to meet this requirement:

- a. City of Oxnard's Special Inspection Program Form or a similar form prescribed by the City of Oxnard, shall be used for the *Special Inspection Program*.
- b. The *Special Inspection Program*, along with a *Structural Observation Program* where applicable, shall be made a part of the approved plans.

CBC Section 1701.1 requires that the Special Inspectors shall be hired by the Owner or by the engineer or architect of record. The *Special Inspection Program* and any subsequent substitution therefore should include a declaration signed by the person who hires the Special Inspectors. The Building Official may waive this requirement for minor construction pursuant to the Exception to Section 1701.1.

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2. Minimum Qualifications of Special Inspectors

CBC Section 1701.2 empowers the Building Official to determine whether an individual is qualified as a Special Inspector based on the person’s competence in a particular type of construction. The following criteria are to establish a minimum competence level by which an individual may be deemed qualified.

- a. **Individual vs. Company.** To determine whether an individual is qualified as a Special Inspector, consideration must be based on the individual’s own merits. Being employed by a reputable testing lab or inspection firm alone is not sufficient ground to qualify an individual as a Special Inspector. The individual who performs the inspection must meet the criteria described in this section, and be approved by the Building Official before any inspection.
- b. **Certification.** Except for smoke control, all Special Inspectors must be certified in their areas of expertise. The following table indicates required certification for each type of Special Inspection and the recognized agencies who issue such or equivalent certifications.

Work Requiring Special Inspection	Required Certification for Special Inspector	Recognized Agencies for required Certifications
Concrete, Reinforcing Steel, Special Concrete Moment Frame	Reinforced Concrete	ACI Joint Program, L.A. City, L.A. County.
Shotcrete	Reinforced Concrete or Shotcrete Controlled Activity	RC: ACI Joint Program, L.A. City, L.A. County; Shotcrete: L.A. City.
Insulating Concrete Fill, Reinforced Gypsum Concrete, Structural Epoxy Injection	Reinforced Concrete or Structural Masonry	RC: ACI Joint Program, L.A. City, L.A. County; SM: ICC, L.A. City, L.A. County.
Bolts installed in Concrete/Masonry (double strength or drilled-in)	Reinforced Concrete/Structural Masonry or Drilled-in/Torque Test Controlled Activity	RC: ACI Joint Program, L.A. City, L.A. County; SM: ICC, L.A. City, L.A. County. Drilled-in or Torque Test: L.A. City.
Structural Masonry	Structural Masonry	ICC, L.A. City, L.A. County.
Pre-stress/Post-tension Steel Tendons	Pre-stressed Concrete or Pre-stressing Controlled Activity	ACI Joint Program, L.A. City, L.A. County.
Structural Welding	Structural Steel & Welding	ICC, L.A. City, L.A. County.
High-strength Bolting	Structural Steel & Welding	ICC, L.A. City, L.A. County.
Spray-applied Fireproofing	Spray-applied Fireproofing	ICC
Piling, Drilled Piers, and Caissons	Reinforced Concrete + Soils Engineer/Engineering Geologist of record	RC: ACI Joint Program, L.A. City, L.A. County.
Smoke-control System	Certified Air Balancing Technician + Mechanical Engineer of Record	Air Balancing: NEBB; AABC.

3. Registration and Approval List

Prospective Special Inspectors shall complete the City’s *Special Inspector Registration Form*. Based on the information above and an interview with the Supervising Building Inspector, qualified inspectors shall be approved. Only approved Special Inspectors will

be permitted within the City of Oxnard. Building Inspection Office shall maintain a list of approved inspectors, with contact information, certification fields, and expiration dates.

4. Responsibilities of the Special Inspector

In addition to any duties that may rise out of a particular service agreement between the Special Inspector and the client, all Special Inspectors shall fulfill the following basic responsibilities:

- a. **Start Work Notification.** Before starting any inspection for a new project, the Special Inspector must notify the Building Inspection Office. This notification shall be made no later than 8:15 a.m. the day of the inspection. The Special Inspector shall fax or hand deliver the *Notification of Special Inspection* to the Building Official using the City of Oxnard's Special Inspection Notification Form.
- b. **Observing Designated Work.** The Special Inspector shall observe the work assigned for conformance to the approved plans, specifications, and the applicable code requirements. Where continuous inspection is required, the Special Inspector shall be present at all times while the work is in progress. Where periodic inspection is specified in the *Special Inspection Program*, the Special Inspector shall inspect the work according to the schedule outlined in the plans and specifications, and make sure that the periodic inspection is adequate to satisfy the purpose of a continuous inspection on the particular work.
- c. **Reporting Discrepancies.** Work not conforming to approved plans, specifications, and applicable code requirements shall be brought to the immediate attention of the Contractor for correction. If any discrepancy is not corrected in a timely manner, the Special Inspector shall submit a *Discrepancy Report* to the Building Official, using the City of Oxnard's Special Inspection Report Form, and distribute copies to the Contractor, Architect/Engineer of Record, and the Owner.
- d. **Filing Conformance Report.** If no discrepancies are observed, or all discrepancies are corrected timely, the Special Inspector shall submit a *Conformance Report* to the Building Official, using the Oxnard's Special Inspection Report Form. Copies shall be distributed to the Contractor, Architect/Engineer of Record, and the Owner. If the duration of the work is longer than five days, a progress *Conformance Report* shall be submitted at an interval of no more than five days.
- e. **Required Inspection Result Documents.** Inspection reports (including material testing reports) shall be submitted on the City's Special Inspection Report Form or if completed on another form shall have all the information requested on that form.
 - **Progress Reports** (*if multiple inspection reports are necessary due to size or scope of project*). Progress inspection documents shall be completed and kept on the job site for review by the Building Inspector at any time.
 - **Final Report.** The completion of work within a category shall be evidenced by the Final Report box being checked, and this report shall be kept on file at the job site. A copy of this report and all the progress inspection reports (including material testing reports) shall be given to the Building Inspectors to bring back to the office.

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5. Responsibility of Building Inspector

The Building Inspector will confirm with the Contractor at the first possible opportunity that all Special Inspectors will:

- Have a city approval number;
- Be hired by the owner, architect, or engineer;
- Provide notification of an inspection to the office prior to 8:15 a.m. the day of inspection;
- Use forms provided by the city or have forms which have all required information; and
- All forms will be provided to the Building Inspector prior to the final inspection.

Further the Building Inspector shall:

- Review all forms for completeness and if any discrepancies are identified, ensure the issues are resolved in a timely manor (it is the responsibility of the Contractor to resolve the issue, but the Building Inspectors responsibility to make sure all issues have been resolved.)
- Prior to performing a final inspections shall verify:
 - Perform a final check of all inspection results;
 - All categories of inspections have been completed; and
 - Ensure that all Special Inspection Reports and required support documents have been turned in;
 - Once reports have been reviewed and accepted the Building Inspector shall initial the report and turn in each package for document imaging; and
 - Sign off the Special Inspection line in the computer.



**CITY OF OXNARD
THE SPECIAL INSPECTION
PROGRAM**

The following Special Inspection Program shall be submitted prior to plan check approval. The special inspection program also must be located on cover sheet of the plan set or first page of the structural plans.

PROJECT ADDRESS _____ **PERMIT/APPL. NO.** _____

Description of Work: _____

Owner _____ **Architect** _____ **Engineer** _____

Phone _____ Phone _____ Phone _____

Fax _____ Fax _____ Fax _____

E-mail _____ E-mail _____ E-mail _____

Items <small>(only checked items are required)</small>	Description <small>(only checked items are required)</small>
<input type="checkbox"/> Concrete	<input type="checkbox"/> All Concrete <input type="checkbox"/> All except _____ Test: _____ per _____ c.y.; _____ @7 days, _____ @28 days, _____ hold.
<input type="checkbox"/> Bolts installed in Concrete	<input type="checkbox"/> Bolts in existing concrete/masonry <input type="checkbox"/> Bolts in shear walls <input type="checkbox"/> Epoxy <input type="checkbox"/> Cast-in-place
<input type="checkbox"/> Special Moment-Resisting Concrete Frame	<input type="checkbox"/> Locations as indicated <input type="checkbox"/> All Concrete frames Test: _____ per _____ c.y.; _____ @7 days, _____ @28 days, _____ hold.
<input type="checkbox"/> Reinforcing Steel and Pre-stressing Tendons	<input type="checkbox"/> Stressing and grouting of tendons Steel placement: <input type="checkbox"/> Periodic Inspection <input type="checkbox"/> Continuous Inspection
<input type="checkbox"/> Structural Welding	<input type="checkbox"/> All welding except Periodic: <input type="checkbox"/> Single pass fillet welds <5/16" <input type="checkbox"/> Cladding connection <input type="checkbox"/> Welded Studs <input type="checkbox"/> Cold formed studs/joist <input type="checkbox"/> Metal Deck <input type="checkbox"/> Stairs & railing <input type="checkbox"/> Reinforcing steel NDT: <input type="checkbox"/> UT <input type="checkbox"/> Rg <input type="checkbox"/> MPT <input type="checkbox"/> PT
<input type="checkbox"/> High-strength Bolting	Snug tight: <input type="checkbox"/> All <input type="checkbox"/> As indicated Pre-tension: <input type="checkbox"/> All <input type="checkbox"/> As indicated
<input type="checkbox"/> Structural Masonry	<input type="checkbox"/> Working Stress Design: <input type="checkbox"/> full-stress <input type="checkbox"/> half-stress <input type="checkbox"/> as indicated; <input type="checkbox"/> Strength Design <input type="checkbox"/> Empirical Design Testing: <input type="checkbox"/> Before <input type="checkbox"/> During Other remarks: Prisms Grout Mortar Units
<input type="checkbox"/> Reinforced Gypsum Concrete	Mixing & Placement: <input type="checkbox"/> Continuous Inspection <input type="checkbox"/> Periodic Inspection <input type="checkbox"/> Test: _____ specimens/5000 ft ² during construction

<input type="checkbox"/> Insulating Concrete Fill	<input type="checkbox"/> Initial inspection <input type="checkbox"/> Periodic Inspection during placing of concrete <input type="checkbox"/> Strength testing
<input type="checkbox"/> Spray-applied Fire-resistive Materials	<input type="checkbox"/> Fireproofing schedule as indicated <input type="checkbox"/> Prepared a fireproofing schedule as an attachment to S.I. Report Spray application: <input type="checkbox"/> Continuous Inspection <input type="checkbox"/> Periodic Inspection
<input type="checkbox"/> Piling, Drilled Piers and Caissons	<input type="checkbox"/> Inspection by Geotechnical Engineer in addition to S.I. <input type="checkbox"/> Load testing Driving: <input type="checkbox"/> Continuous Inspection <input type="checkbox"/> Periodic Inspection Drilling: <input type="checkbox"/> Continuous Inspection <input type="checkbox"/> Periodic Inspection
<input type="checkbox"/> Shotcrete	<input type="checkbox"/> Pre-construction panel testing <input type="checkbox"/> In-place cores testing
<input type="checkbox"/> Special Grading Excavation & Filling	Inspections: <input type="checkbox"/> Continuous <input type="checkbox"/> Periodic Civil Engineer Soils Engineer Engineering Geologist Certified Grading Inspector <input type="checkbox"/> Subgrade tests @ _____ ft ² <input type="checkbox"/> Compaction tests @ _____ ft ² each lift.
<input type="checkbox"/> Smoke-control System	Duct erection: <input type="checkbox"/> Continuous Inspection <input type="checkbox"/> Periodic Inspection Air Testing: <input type="checkbox"/> Differential pressure <input type="checkbox"/> Air velocity <input type="checkbox"/> Exhaust rate <input type="checkbox"/> Power system test <input type="checkbox"/> Detection & Control system test
<input type="checkbox"/> Others	
<input type="checkbox"/> Others	
<input type="checkbox"/> Others	
<input type="checkbox"/> Others	

DECLARATION BY OWNER OR ARCHITECT / ENGINEER OF RECORD

I, the Owner Engineer / Architect of Record (please check item that applies), declare that I will hire the Special Inspector(s) for the fields noted above. I further understand that the inspector must have the prior approval of the City of Oxnard and must provide prior written notice of when the inspections will take place.

 Signature

 Date



**CITY OF OXNARD
SPECIAL INSPECTION
REGISTRATION**

When Completed Return to:
Development Services, Building Inspection
241 W. Second Street, Oxnard CA, 93030
Phone (805)385-7936 Fax (805)385-7920

Name: _____ Registration No.: _____

Company: _____

Phone No. _____ Fax. No. _____

Address: _____

Categories of Registration:

Please check all that apply, provide copy of Drivers License and each Certification.

- Reinforced Concrete
- Structural Masonry
- Structural Welding
- Pre-stressed Concrete/
Concrete/Masonry
- Spray-Applied Fire Proofing
- Other _____

Related Certifications in Good Standing:

ICC

- Structural Steel & Welding
- Structural Masonry
- Spray-Applied Fire Proofing

ACI

- Reinforced Concrete
- Pre-stressed Concrete

LA City

- Reinforced Concrete
- Structural Masonry
- Structural Steel & Welding

- Fire Proofing Controlled Activity

LA County

- Reinforced Concrete
- Pre-stressed Concrete
- Structural Masonry

- Welding & High-strength Bolting

III. Education & Experience:

Please complete the education and experience information on the reverse side of this form.

IV. Declaration

I hereby affirm that all the information I have given herein 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 statement herein will subject me to disqualification anytime.

Special Inspector Applicant:

Signature Date

Supporting documents verified by:

Signature Date

Application for Registration Approved by:

Signature Date
(Please turn over)

EDUCATIONS AND EXPERIENCE

EDUCATION: Circle Last Grade Completed 8 9 10 11 12		DID YOU GRADUATE? YES NO		IF NOT, HAVE YOU PASSED GED? YES NO		
NAME AND LOCATION OF COLLEGES OR TRADE SCHOOLS ATTENDED	DATES ATTENDED	CREDITS COMPLETED		MAJOR	UNITS COMPLETED IN MAJOR	DEGREES OR CERTIFICATES RECEIVED
		SEM. UNITS	QTR. UNITS			
	FROM					
	TO					
	FROM					
	TO					
	FROM					
	TO					
	FROM					
	TO					

EXPERIENCE: Begin with your most recent job. List each job separately. List all jobs and any periods of unemployment in the last 10 years. Include military service. Also list any job you held more than 10 years ago, which relate to the job for which you are applying and indicate the number of months and years that you worked.

DATES		EMPLOYER		DUTIES	
MONTH AND YEAR		NAME OF EMPLOYER		YOUR TITLE	
				DUTIES	
FROM	TO	ADDRESS			
TOTAL					
YEAR	MONTH	PHONE			

DATES		EMPLOYER		DUTIES	
MONTH AND YEAR		NAME OF EMPLOYER		YOUR TITLE	
				DUTIES	
FROM	TO	ADDRESS			
TOTAL					
YEAR	MONTH	PHONE			

DATES		EMPLOYER		DUTIES	
MONTH AND YEAR		NAME OF EMPLOYER		YOUR TITLE	
				DUTIES	
FROM	TO	ADDRESS			
TOTAL					
YEAR	MONTH	PHONE			

DATES		EMPLOYER		DUTIES	
MONTH AND YEAR		NAME OF EMPLOYER		YOUR TITLE	
				DUTIES	
FROM	TO	ADDRESS			
TOTAL					
YEAR	MONTH	PHONE			

ATTACH ADDITIONAL SHEETS AS REQUIRED



**CITY OF OXNARD
SPECIAL INSPECTION NOTICE**

Development Services, Building Inspection
241 W Second Street, Oxnard CA, 93030
Phone (805)385-7936 Fax (805)385-7920
Office Hours 8:00 a.m. – 5:00 p.m.

Complete this form and provide a copy to Development Services by 8:15 a.m. the day of the scheduled inspection. Form may be hand delivered or faxed.

PROJECT ADDRESS _____

PERMIT/APPL. NO. _____

Description of Work: _____

Full Name of Special Inspector: _____

Inspector No. _____

Type of Inspection:

- | | | |
|---|--|---|
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Reinforced Concrete | <input type="checkbox"/> Structural Masonry |
| <input type="checkbox"/> Shotcrete/Gunite | <input type="checkbox"/> Pre-stressed Concrete | <input type="checkbox"/> Reinforced Gypsum Concrete |
| <input type="checkbox"/> Structural Welding | <input type="checkbox"/> High Strength Bolting | <input type="checkbox"/> Bolts in Concrete/Masonry |
| <input type="checkbox"/> Excavation and Fills | <input type="checkbox"/> Insulating Concrete Fill | <input type="checkbox"/> Piling, Piers and Caissons |
| <input type="checkbox"/> Smoke Control | <input type="checkbox"/> Spray-Applied Fire Proofing | |
| <input type="checkbox"/> Other _____ | | |

Date and time of scheduled work:



CITY OF OXNARD
SPECIAL INSPECTION REPORT
 Development Services, Building Inspection
 241 W. Second Street, Oxnard CA, 93030
 Phone (805)385-7936 Fax (805)385-7920

Complete the following and provide a minimum of three copies; one to the owner, one for the field, and one to be assembled with all inspections reports in this category. Once the final report is ready, give a complete set to the Building Inspector.

PROJECT ADDRESS _____

PERMIT/APPL. NO. _____ **ASSESSOR PARCEL NO.** _____

TRACT NO. _____ **LOT NO.** _____

Description of Work: _____

Full Name of Special Inspector: _____

DISCREPANCY

All discrepancies shall be brought to the immediate attention of the Contractor for correction. If corrections are not made in a timely manner, this report shall be used as a discrepancy notice. Submit the original to the Building Department and copies to the Contractor, Engineer/Architect of Record, and Owner.

CONFORMANCE

If work conforms to approved design and code requirements, submit this report to the Building Department and copies to the Contractor, Engineer/Architect of Record, and Owner no later than the business day following the conclusion of the special inspection. For inspections greater than 5 days duration, submit a conformance report at least once every week.

THIS IS A: Progress Report Final Report Page No. _____ of _____

Type of Inspection:

- | | | |
|---|---|--|
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Reinforced Concrete | <input type="checkbox"/> Structural Masonry |
| <input type="checkbox"/> Shotcrete/Gunite | <input type="checkbox"/> Pre-stressed Concrete | <input type="checkbox"/> Reinforced Gypsum Concrete |
| <input type="checkbox"/> Structural Welding | <input type="checkbox"/> High Strength Bolting | <input type="checkbox"/> Bolts in Concrete/Masonry |
| <input type="checkbox"/> Excavation and Fills | <input type="checkbox"/> Insulating Concrete Fill | <input type="checkbox"/> Piling, Piers and Caissons |
| <input type="checkbox"/> Smoke Control | <input type="checkbox"/> Material Testing | <input type="checkbox"/> Spray-Applied Fire Proofing |
| <input type="checkbox"/> Other _____ | | |

Date, Time Arrived, Time Departed, Description and Location of Work Inspected, and Other Comments (attach supporting documents including any material testing results):

I HEREBY DECLARE THAT THE FOLLOWING IS TRUE TO THE BEST OF MY KNOWLEDGE:

- I AM, OR MY COMPANY IS, RETAINED BY THE OWNER OR THE ARCHITECT/ENGINEER OF RECORD TO PROVIDE SPECIAL INSPECTION FOR THE WORK COVERED IN THIS REPORT.
- I HAVE PERFORMED THE REQUIRED INSPECTION DURING THE TIME PERIOD AS STATED ABOVE.
- THE WORK COVERED IN THIS REPORT IS IN CONFORMANCE TO THE APPROVED PLANS, SPECIFICATIONS AND APPLICABLE WORKMANSHIP PROVISIONS OF THE CODE, EXCEPT AS INDICATED OTHERWISE.

For Department Use Only: Reviewed, Accepted and Ready for Imaging:	
_____	_____
Building Inspector	Date

Signature _____ Special Inspector Number _____ Date _____

