City of Oceanside
Building Division

Procedures
For
Special Inspection

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(All or Parts) of the requirements of this program may be waived by the Building Official on a case-by-case basis. Special inspections which are not waived by the Building Official are subject to all of the requirements of this program

Special inspection is the third-party monitoring of materials, construction procedures and workmanship while work is in progress as specified in 2007 California Building Code (CBC) Chapter 17. Special inspections are in addition to the inspections performed by the Building Division, which are limited in time and nature. Building Division inspections occur prior to (or during) the commencement of work and are for the purpose of verifying general code compliance at the time of inspection. The requirements for special inspection recognize the need for additional continuous or periodic observation and testing in some cases. As used in this bulletin, the term *special inspection* includes sampling and testing of materials and specimens when required.

Special inspectors, who are retained by the owner or design professional to assist in quality control of construction, are not an extension of the Building Division's inspection services, i.e., they do not perform the same duties and **are not a substitute for Building Division inspection**. The code, however, requires that they be pre-qualified by the building official by demonstrating their expertise in the type of work they inspect, and then perform specific duties as prescribed in the code and as outlined in this document.

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 CBC table 1704.3 to 1704.9, provided the inspection schedule is outlined in the plans, specifications, *Statement of Special Inspections* and approved by the building official.

This bulletin provides specific guidelines with which a project may comply with the special inspection requirements in the 2007 California Building Code. It should be noted, however, that special inspectors should follow the City of Oceanside *Special Inspection Program* as prescribed by CBC Section 1704.1 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 required by code. The scope of inspections that are required of the special inspector in a particular project may very well exceed those outlined in this bulletin.

1.0 STATEMENT OF SPECIAL INSPECTIONS (PROCEDURE PC-20)

CBC Section 1705 requires that when special inspection or testing is required, a *Statement of Special Inspections* shall be submitted by the architect or engineer of record for approval *prior* to issuance of the building permit. The following procedures are provided to meet this requirement:

a. A form approved by the Building Division shall be used for the *Statement of Special Inspections.* The program shall identify all items of work that require special inspection, and whether the special inspection shall be continuous or periodic. The names of individuals or firms who will perform the special inspection shall be listed in the *Statement of Special Inspection*. When a firm is listed, the special inspectors

performing the work must have prior approval by the Building Division as evidenced by being on the current *Special Inspector Registration List*.

b. The *Statement of Special Inspections*, along with a *Structural Observation Program* where applicable, shall be made a part of the approved plans.

c. Substitution of special inspectors subsequent to issuance of the building permit may be requested through the architect or engineer of record and submitted for approval prior to the performance of special inspections.

CBC Section 1704.1 requires that the special inspectors shall be hired by the owner or by the engineer or architect of record acting as the owner's agent. The *Statement of Special Inspections* 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 exceptions to Section 1704.1.

2.0 MINIMUM QUALIFICATIONS OF THE SPECIAL INSPECTOR

CBC Section 1704.1 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.

To be approved as a special inspector in the City of Oceanside, an individual must complete the three page *Special Inspector Registration* form to be approved by the Building Division.

The following criteria establish a minimum competence level by which an individual may be deemed qualified.

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 recognized testing lab or inspection firm alone is not sufficient grounds to qualify an individual as a special inspector. Owners and design professionals may obtain a list of pre-qualified special inspectors from the Building Division when designating special inspectors on the *Statement of Special Inspections*, as described in Section 1 of this bulletin. It is acceptable for a firm, employing one or more pre-qualified individuals to be designated as a special inspector on the *Statement of Special Inspections*. The employee who performs the inspection, however, must meet the criteria described in this section, and be approved by the building official before any inspection.

Design Professional of Record vs. Special Inspector. Except for smoke control and structural-wood-diaphragm inspection, (in most cases) the fact that a person is the architect or engineer of record **does not** qualify them as a special inspector. If the architect or engineer is qualified as a special inspector by demonstrating current certification and satisfactory competence in a particular inspection discipline and is listed on the most current *Special Inspector Registration List,* it is acceptable for the architect or engineer to perform both structural observation and/or special inspection for a project.

The building official may allow the architect or engineer of record to perform periodic special inspections of which they are not specifically certified to perform under the following conditions:

a. The *statement of special inspections* shall include a schedule of each component of the project to be inspected.

b. The *statement of special inspections* shall include instructions for all materials sampling and testing.

c. The *statement of special inspections* shall list the materials testing laboratory used for all required tests.

Certification. Except for smoke control and structural-wood-diaphragm inspection, all special inspectors must be certified in the disciplines for which they provide special inspections. The *Special Inspector Registration* form indicates accepted certifications for each type of special inspection and the recognized agencies who issue such certifications.

Each special inspector must remain on the current City of Oceanside registered special inspector list in order to remain eligible to work in the City of Oceanside.

3.0 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 Division. Notification consists of filling out the special inspector check-in form and mailing or faxing the form to the building division. Special inspectors may also drop off the form in person prior to starting work. This notification shall be made no later than 24 hours preceding such commencement of inspection. If a special inspector is different from the one designated on the approved *Statement of Special Inspections*, the designation shall be revised by the architect or engineer of record and approved by the building official before the special inspector can proceed with the inspection.

b. Observing Designated Work. The special inspector shall observe the work assigned for conformance to the approved plans, specifications and the applicable workmanship provisions of the code. Section 4 of this bulletin describes special inspectors' specific tasks for performing each type of special inspection. Where continuous inspection is required, per chapter 17 tables, and the inspection is specified in the *Statement of Special Inspections*, the special inspector shall inspect the work according to the schedule outlined in the plans and specifications; making sure that the periodic inspection is adequate to satisfy the purpose of a continuous inspection on the particular work. The special inspector shall verify that the work to be special inspected has first been approved by the Building Division inspector.

c. **Reporting**

i. **Discrepancies.** Work not conforming to approved plans, specifications and workmanship provisions of the applicable codes and standards shall be brought to the immediate attention of the contractor for correction.

If any discrepancy is not corrected in a timely manner, the discrepancies shall be brought to the attention of the building division and to the registered design professional in responsible charge prior to the completion of that phase of work. A final report documenting required special inspections and corrections of ANY discrepancies noted in the inspections shall be submitted to the building division prior to the re-start of that phase of work.

ii. **Conforming Work.** If no discrepancies are observed, or all discrepancies are corrected timely, the special inspector shall submit a daily inspection report to the Building Division and distribute copies to the contractor, architect/engineer of record and the owner.

iii. **Final Compliance Report.** The Special Inspection Final Report (see CBC Section 1704.1.2) shall be submitted no later than the business day following the conclusion of work that is under the scope of the subject inspection.

4.0 TASKS OF EACH TYPE OF SPECIAL INSPECTION

Guidelines provided in this section are intended to clarify requirements contained in CBC Sections 1704.2 through 1704.14. These guidelines may serve as minimum criteria for meeting the intent of the code. Conditions do vary from one project to another, and the special inspector's attention should not be limited to the tasks that are listed in these sections.

The architect or engineer of record, based on the need of each particular project may prescribe more stringent quality control requirements. The special inspector must follow the requirements called for in the plans and specifications in addition to the guidelines contained in this bulletin.

4.1 Reinforced Concrete, Shotcrete, Drilled Piers & Caissons, Reinforced Gypsum Concrete and Insulating Concrete Fill

4.1.1 General Requirements

The concrete special inspector shall:

a. Review the approved plans, specifications and *Statement of Special Inspections* to determine the scope of work, specific requirements for the work requiring special inspection, and special circumstances or requirements unique to the job. The special inspector shall inquire of the architect/engineer of record concerning any aspects of the work that are not clear or complete.

b. Check mill certifications for reinforcing steel, and verify with approved plans and specifications.

c. Verify trip tickets from concrete delivery, mix design, concrete quality, mixing, and placing; monitor amount of time elapsed between mixing and placing.

d. Check proper storage and protection of materials, make sure it is protected from exposure to excessive moisture or drying.

e. Check proper procedures for concrete specified as "continuous placement".

f. Observe and document special measures taken during cold or hot weather construction.

g. Coordinate and observe preparation of test panels or specimens.

4.1.2 Continuous Inspection: (CBC table 1704.4)

Continuous inspection is required for the following:

a. Bolts to be installed in concrete prior to and during placement of concrete where allowable loads have been increased.

b. At the time fresh concrete is sampled to fabricate specimens for strength tests, perform slump and air content tests, and determine the temperature of the concrete.

c. Inspection of concrete and shotcrete placement for proper application techniques.

d. Inspection of pre-stressed concrete.

e. During placing of reinforcement for shotcrete, unless exempt per Section 1913.4.

f. During application of shotcrete, including use of rebound, unless exempt per Section 1913.

g. Setup of shotcrete equipment and lines before commencement of application; checking equipment capacity, pressure and proper functioning.

h. Mixing and placing of cast-in-place B gypsum concrete.

4.1.3 Periodic Inspection:

Unless otherwise required by the engineer or architect of record, periodic inspections are permitted for the following per CBC Section 1704.4 and CBC table 1704.4.

a. At the start of and during each phase of the project, ascertain conformity of materials, personnel qualifications as required, and procedures with the applicable codes, plans and specifications.

b. Verify design mix before any concrete is placed; check calibration of equipment and admixture approvals.

c. Verify placement of reinforcement, except for special moment frames, provided inspection is completed prior to the closing of forms or delivery of concrete to the job site.

d. Check preparation of deck surface and placement of reinforcing before placing of insulating concrete fill. Unless otherwise required by the architect or engineer, special inspection for insulating concrete fill may be limited to this initial inspection and the preparation of compression test specimens.

e. Check ground wires or other thickness gauging method for shotcrete.

f. Verify the soils strata during drilling of piers and caissons (soils/geotechnical engineer).

4.1.4 Sampling and Testing:

a. Perform slump per ASTM C143, air content per ASTM C231,173 and unit weight test per ASTM C138.

b. Sample concrete per ASTM C172 and prepare test cylinders in the field according to ASTM C31.

c. Sample and test reinforcing steel per ASTM A615 as required.

d. Prepare shotcrete test panels or in-place samples per Section 1913.5 and ACI 506.

e. Core tests for investigation of hardened concrete per ASTM C42.

4.1.5 Inspection Reporting:

a. *Discrepancy* and *Conformance Report*s.

b. Test reports.

c. Corrective measures for detected deficiencies.

d. Soils engineer's approval for excavation of foundations, drilled piers and caissons.

4.1.6 Special Inspector minimum qualifications:

A special inspector in the category of "reinforced concrete" shall have any combination of the following minimum qualifications.

a. Current ICC certification in reinforced concrete.

b. P.E with one year of documented experience

c. BA degree in Civil or Structural Engineering from a California accredited institution.

4.2 Pre-stressed/Post-tensioned Concrete

4.2.1 Pre-stressed concrete is usually prefabricated off-site, and post-tensioned concrete is mostly constructed onsite.

For pre-stressed concrete fabricated on the premises of a fabricator's shop, periodic special inspection is required per CBC section 1704.2 unless the shop is an *approved fabricator*. The City of Oceanside currently accepts fabricators/ testing/ special inspection agencies that appear on the City of San Diego and City of Los Angeles list of approved fabricators/ testing/ special inspection agencies. A fabricator is also considered approved when recognized and listed by the pre-stressed/ pre-cast concrete institute (PCI), the post tensioning institute (PTI) or the American concrete institute (ACI). A fabricator may also submit proof of equal or better quality assurance criteria, for acceptance by the building official, to eliminate the need for periodic special inspection of off-site fabrication.

Quality control of post-tensioned construction is subject to special inspection in the field.

4.2.2 General Requirements

a. See requirements for Reinforced Concrete.

b. Verify calibration of jacking equipment.

c. Record or verify tensioning data.

4.2.3 Continuous Inspection:

a. See continuous inspections for Reinforced Concrete.

b. During stressing of tendons.

c. During grouting of tendons.

4.2.4 Periodic Inspection:

a. See periodic inspections for Reinforced Concrete.

b. Placing and profile of reinforcing steel and tendons.

c. Curing, handling and testing of test cylinders by the fabricating shop.

d. Erection of prefabricated components in the field.

4.2.5 Sampling and Testing: (table 1704.4)

a. See applicable sampling and testing for Reinforced Concrete.

b. Pre-stressing test of tendons.

4.2.6 Inspection Report:

a. *Discrepancy* and *Conformance Report*s.

b. Testing reports for steel, tendon and concrete.

c. Tendon stress data, including elongation of strand and gauge pressure.

d. Spalled concrete, broken tendons, anchorage slippage and out of tolerance elongation.

e. Corrective measures or design changes for detected deficiencies.

4.2.7 Special inspector minimum qualifications:

A special inspector in the category of “pre-stressed/ post-tensioned concrete” shall have any combination of the following minimum qualifications.

a. Current ICC certification in pre-stressed concrete

b. P.E. and one year of documented experience.

4.3 Structural Masonry

4.3.1 General Requirements

The structural masonry special inspector shall:

a. Review the approved plans, specifications and *Statement of Special Inspections* to determine the scope of work, specific requirements for the work requiring special inspection, and special circumstances or requirements unique to the job. The special inspector shall inquire of the architect/engineer of record concerning any aspects of the work that are not clear or complete.

b. Check mill certifications for unit masonry, reinforcing steel, cement, and verify with approved plans and specifications.

c. Check proper storage and protection of materials so that cement, lime, and masonry units are protected from exposure to excessive moisture or drying.

d. Observe and document special measures taken during cold or hot weather construction.

4.3.2 Continuous Inspection:

Continuous inspection is required for the following, unless exempted per 1704.5 and the design stresses have been adjusted according to Chapter 21 to allow periodic inspection (must be listed in the *Statement of Special Inspections* as periodic):

4.3.3 a. Welding of reinforcing bars that are a part of the masonry structure.

c. Grout placement for compliance with code and construction document provisions.

d. Grouting of pre-stressed bonded tendons.

e. Preparation of any grout specimens, mortar specimens and/ or prisms.

f. Grout space prior to grouting.

g. Placement of grout.

h. Placement of pre-stessing grout.

i. Type, size and location of anchors, including other details of anchorage of masonry to structural members, frames or other construction.

j. Application and measurement of pre-stressing force.

4.3.4 Periodic Inspection:

a. Per tables 1704.5.1 and 1704.5.3

4.3.5. Sampling and Testing: (CBC section 2105)

a. Perform prism test per plans and specifications.

b. Where prism test is not specified on the plans, perform at least one prism test before construction. For designs using full stresses, or where f'_m is greater than 1,500 psi

for CMU and 2,600 psi for clay units, perform at least one prism test for each 5,000 sq. ft. of wall surface area during construction.

c. Sample and test grout per ASTM C1019 for each 5,000 sq. ft. of wall surface area. Test at least three specimen at each age specified for each test in accordance with ASTM C1314.

d. Structural testing for seismic resistance of masonry shall be in accordance with CBC section 1708.

4.3.6 Inspection Report:

a. *Discrepancy* and *Conformance Report*s.

b. Test report for prisms, mortar and grout.

c. Corrective measures for detected deficiencies.

4.3.7 Special inspector minimum qualifications:

A special inspector in the category of “structural masonry” shall have any combination of the following minimum qualifications.

a. Current ICC certification in structural masonry

b. P.E. with one year of documented experience.

c. BA degree in Civil or Structural Engineering.

4.4 Structural Welding

4.4.1 General Requirements

The welding special inspector shall:

a. Become familiar with applicable provisions of governing and referenced codes and specifications, particularly the latest applicable American Welding Society (AWS) D1.1 Structural Welding Code - Steel, D1.3 Structural Welding Code - Sheet Steel, D1.4 Structural Welding Code - Reinforcing Steel, Steel Construction Manual by American Institute of Steel Construction, Inc. (AISC).

b. Review all approved welding procedure specifications (WPS). Check that welding procedures employed at the jobsite meet the provisions of AWS D1.1, 5.1 or are qualified in accordance with 5.2 and 5.5.

c. Ensure that only materials conforming to the requirements of building Code and referenced AWS, AISC or ASTM, and specified on approved plans are used.

d. Check individual welder certification, and verify that each welder is restricted to the specific area of work as qualified.

e. Visually inspect the procedures for preparation and welding, type and size of electrodes and equipment used for compliance to WPS; changes to Procedure Qualification Record (PQR) may require re-qualification.

f. Observe the technique of each welding process for compliance with procedure qualification records (PQR).

g. Inspect joints for proper preparation, including bevel, root face, root opening, new rework, or repairs.

h. Notify the welder and the foreman of any rejected weld (either visually or by nondestructive test), and verify its removal, rework or repair.

i. Verify the use of proper preheat and inter-pass temperatures.

j. Record mill test reports and check heat numbers with materials as received, verify that proper identification of steel is maintained during fabrication.

k. Tag or stamp accepted weldment with the inspector's identification stamp.

l. Maintain a folder or binder on the construction site at all times including the following:

1. A log indicating the special inspector's presence on the site, including date, arrival time, departure time, Name, and daily report number.
2. All daily reports, numbered sequentially to correspond to the log.
3. Copies of all WPS and/or PQR.
4. Copies of all mill certifications.
5. Copies of all welder certifications.

4.4.2 Continuous Inspection:

a. Perform continuous inspections on all welding not done in an approved fabricators shop per CBC table 1704.3, except that periodic inspections shall be allowed per Exception 2 to Section 1704.3, CBC table 1704.3 and section 4.4.3 of this program.

b. Observe multi-pass welds for effective visual inspection of the work performed.

c. Monitor the work for compliance with the requirements of AWD1.1, 5.1, Section 3, workmanship, and 8.15, 9.25, or 10.17 as applicable.

d. Monitor that the size, length and location of all welds conforming to the requirements of this code and to the detail drawings and verify that no unspecified welds have been added without approval.

e. Monitor that electrodes are used only in the positions and with the type of welding current and polarity for which they are classified.

f. In accordance with AISC 341 and 2007 CBC table 1704.3.

4.4.3 Periodic Inspection:

The following welding work may be inspected on a periodic basis provided that the special inspector shall, at intervals, observe joint preparation, assembly practice, preheat and inter pass temperatures, the welding techniques, and performance of each welder, welding operator, and tack welder to make certain that the applicable requirements of this code are met:

a. Single pass fillet welds not exceeding 5/16 inch (7.9 mm) in size or when deemed necessary.

b. Floor and roof deck welding.

c. Welded studs in structural diaphragm or composite systems.

d. Cold formed studs and joists.

e. Stairs and railing systems.

f. Reinforcing steel, not larger than No. 5 bars, used for embedment.

g. As otherwise indicated on the approved *Special Inspection Program*.

4.4.4 Sampling and Testing: (CBC 2212A)

a. Sample steel for property testing per project specifications. When steel members are delivered to finish length and no crop ends are available for sample cutting, coordinate cutting and patching requirements with the architect or engineer of record.

b. Non-destructive testing for fully restrained connections in ordinary and special moment-resisting frames by ultrasonic, magnetic particle, radiography or other methods, except the following:

   i. All complete joint penetration groove welds

   ii. All partial penetration groove welds in column splices

   iii. Base metal thicker than 1-1/2 inches (38mm), when subjected to through-thickness weld shrinkage strains.

4.4.5 Inspection Report:

a. *Discrepancy* and *Conformance Report*s.

b. Reports of Nondestructive testing.

c. Reports of sample testing, including the sample number, locations and test data.

d. Records of welders by names, identification numbers or steel marks, and the percentage of rejected welds by each welder.

e. Corrective measures in response to detected deficiencies.

4.4.6 Special inspector minimum qualifications:

A special inspector in the category of structural welding shall have any combination of the following minimum qualifications.

a. Current ICC certification in structural welding.

b. AWS certified welding inspector (CWI).

c. Current ICC certification in structural steel and bolting.

4.4.7 For structural welding components fabricated off-site, periodic special inspection is required per CBC section 1704.2 unless the shop is an *approved fabricator*. The City of Oceanside currently accepts fabricators/ testing/ special inspection agencies that appear on the City of San Diego and City of Los Angeles list of approved fabricators/ testing/ special inspection agencies. A fabricator is also considered approved when recognized and listed by the American institute of steel construction quality certification program and the steel joist institute (SJI).

4.5 **High strength bolting** (CBC 1704.3)

4.5.1 General requirements

The special inspector for high strength bolting shall:

a. Review type of joint specified (i.e. slip critical, pre-tension, snug tight). If the approved plans do not indicate this information, obtain it from the engineer of record.

b. Ensure that only materials conforming to the requirements of building Code and referenced AWS, AISC, or ASTM, and specified on approved plans are used.

c. High strength bolting shall be installed in accordance with the Specifications for Structural Joints Using ASTM A325 or A490 Bolts as approved by the Research Council on Structural Connections of the Engineering Foundation, unless otherwise specified on the approved plans and specification.

d. Maintain a folder or binder on the construction site at all times including the following:

1. A log indicating the special inspector's presence on the site, including date, arrival time, departure time, Name, and daily report number.
2. All daily reports, numbered sequentially to correspond to the log.
3. Mill / manufacturer certifications for steel and bolts.
4. Records of pre-installation verification for bolted joints.

4.5.2 Continuous Inspection: (CBC table 1704.3)

a. Check bolts, nuts, and washers for compliance to project specifications.

b. Review the procedure for installation of bolts. The amount and type of inspection during installation will depend on the method used.

c. Check joint surfaces to verify that they are free of burrs, dirt, etc.

d. Verify installation procedures meet minimum bolt tensions required by code.

e. Check calibration of wrenches for tightening capacity in a wrench calibrator tensioning device.

f. Verify length of bolt shank for non-slip critical joints.

g. Check faying surfaces to verify that they are free of burrs, dirt, etc.

h. When applicable, verified bolt tensioning torque with a tensioning device such as the Skidmore-Wilhelm at least once a day, once a shift and each time a new batch of bolts is opened. Bolts other than the snap-off variety or the direct tension indicator shall have tension/torque verified.

4.5.3 Periodic Inspection: (CBC table 1704.3)

a. At the start of and during each inspection of the project to ascertain conformity of materials, personnel qualifications and procedures with the applicable codes, plans and specifications.

b. Prior to erection of structural steel members, all faying surfaces for all high strength bolted connections are to be verified as required by code (ASD specification for structural joints using ASTM A325 or A490 bolts).

c. During erection of structural steel members at such frequency as necessary to verify all requirements for surface conditions, hole size, bolts, nuts, washers, verification of proper assembly for connections of high strength bolted connections as required by code (ASD specification for structural joints using ASTM A325 or A490 bolts).

d. After erection of structural steel members, all torque testing and visual inspection may be performed on connections assembled by turn of the nut method, calibrated wrench tightening, alternate design bolts or direct tension indicator tightening as required by code (ASD specification for structural joints using ASTM A325 or A490 bolts).

4.5.4 Sampling and Testing: (CBC section 1704.3)

a. Sample high strength bolts, washers, and nuts for testing from the lots in the shop or on the jobsite, according to the plans and specifications.

b. Pre-tensioning test per plans and specifications.

4.5.5 Inspection Report:

a. *Discrepancy* and *Conformance Report*s.

b. Reports of sample materials tests.

c. Reading of tension tests for slip-critical bolts.

d. Corrective measures in response to detected deficiencies.

4.5.6 Special Inspector minimum qualifications:

A special inspector in the category of “high strength bolting” shall have any combination of the following minimum qualifications.

a. Current ICC certification in structural steel and bolting.

b. Current ICC certification in structural welding.

4.6 Soils

4.6.1 General requirements

Soils inspection shall comply with the approved soils investigation which shall comply with the provisions of CBC chapter 18.

The special inspector for soils shall:

a. Inspect the site for existing conditions.

b. Verify site preparation prior to placement of prepared fill material.

c. Verify that fill material and maximum lift thickness meet the requirements of the approved soils investigation report.

d. Verify that in-place densities meet the requirements of the approved soils investigation report.

4.6.2 Continuous inspection:

a. Verification of the use of proper fill material, density and lift thickness during the placing and compaction of controlled fill.

4.6.3 Periodic inspection:

a. Performed in accordance with CBC table 1704.7.

4.6.4 Sampling and testing:

Soil sampling and testing shall be in accordance with generally accepted engineering practices and shall be sufficient to provide adequate test data which confirms all of the requirements of the approved soil investigation report.

4.6.5 Inspection report:

Inspection reports shall be submitted in accordance with the requirements of CBC section 1802.

4.6.6 Special inspector minimum qualifications:

A special inspector in the category of “soils” shall have any combination of the following minimum qualifications.

a. Current license as a geotechnical engineer in the state of California.

b. Certificate of completion from the CPN training course on radiation safety and nuclear gauges or other approved nuclear gauge certification.

c. NICET II, III, IV or CT (geotechnical/ construction or construction material testing/ soils) and a minimum of one year experience.

d. ICC Soils Special Inspector certification

4.7 Driven Piles

4.7.1 General Requirements

Pile foundations shall be inspected for compliance to CBC section 1808 through 1811. CBC Section 1802.2 requires a soils and geological investigation for the design of driven piles. The soils engineer or engineering geologist should be closely involved in the special inspection of pile driving operation to:

a. Verify the type and capacity of pile hammers.

b. Record the blow counts during driving of piles.

c. Observe the load tests.

4.7.2 Continuous Inspection: (CBC table 1704.8)

a. Observe the load testing, when required.

b. During the driving of piles, record steam or air pressure used in the case of steam or air hammer; weight of hammer and length of stroke in the case of dropped hammer.

4.7.3 Periodic Inspection: (CBC table 1704.8)

a. Verify the type and number of exploratory piles as specified.

b. Check angle variations of piles from the batter line specified on plans. Unless specifically approved by the architect or engineer, variations shall be no more than ¼ inch per foot.

c. Record the size and depth of excavations or drilled holes, when applicable, for driven piles.

d. Verify and maintain a copy of penetration log for the last 10 blows of each pile.

e. Check the cutoff and extension of piles. Timber piles shall be cut at precise elevation. Use of shims or splicing shall not be permitted unless specifically approved by the architect or engineer. Concrete piles shall have no spalling or damage after the cutoff.

4.7.4 Sampling and Testing:

a. Number and location of load test to be as specified by the engineer or architect.

4.7.5 Inspection Report:

a. *Discrepancy* and *Conformance Report*s.

b. Load test report.

c. Blow logs.

4.7.6 Special Inspector minimum qualifications:

A special inspector in the category of “driven piles” shall have any combination of the following minimum qualifications.

a. Piling, drilled piers and caissons shall be inspected by the soils engineer or engineering geologist of record in addition to appropriate special inspectors.

b. A Driven Piles Special Inspector certification issued by the City of Long Beach is highly desirable, but not required, for installation of driven piles.

c. Current ICC certification in reinforced concrete

d. NICET III, IV or CT and a minimum of one year of documented experience.

4.8 Pier Foundations within seismic design category C, D, E, or F.

4.8.1 General requirements

Pier foundations shall be inspected for compliance to CBC section 1812. CBC Section 1802.2 requires a soils and geological investigation for the design of pier foundations. The soils engineer or engineering geologist should be closely involved in the special inspection of pier foundation construction to:

a. Observe drilling operations while maintaining complete and accurate records for each pier.

b. Verify placement locations and plumbness, confirm per diameters, lengths, embedment into bedrock and adequate end bearing strata capacity.

4.8.2 Continuous special inspection:

a. Continuous inspection is required during placing of concrete.

4.8.3 Periodic inspection:

a. Periodic inspection is required during placing of reinforcement.

4.8.4 Sampling and testing:

a. Soil sampling and testing shall comply with the approved soil investigation report and with the provisions of CBC chapter 18.

b. Concrete sampling and testing shall comply with CBC section 1905 and with the requirements of the registered design professional.

4.8.5 Inspection report:

Inspection reports for pier foundations shall comply with the requirements of CBC chapter 18 and with the requirements of the registered design professional.

4.8.6 Special Inspector minimum qualifications:

A special inspector in the category of pier foundations shall be ICC certified in reinforced concrete along with any combination of the following other qualifications.

a. Current ICC certification in pre-stressed concrete or structural masonry.

b. Current license as a structural engineer in the State of California.

c. NICET III, IV or CT and a minimum of one year of documented experience.

4.9 Spray-Applied Fireproofing (CBC section 1704.10)

4.9.1 General Requirements

The spray-applied fireproofing special inspector is to inspect structural member surface conditions, application, thickness, density and bond strength of floor, roof and wall assemblies:

a. Verify thickness, density and adhesion/cohesion strength of the sprayed fire-resistive material (SFRM) in accordance with approved plans, specifications and applicable ASTM Standards.

b. Where a fireproofing schedule is not included in the approved plans and specifications, prepare a schedule and submit it to the building department along with inspection reports.

c. Verify that the surface to receive fireproofing is free of dirt, dust, grease, loose material or incompatible materials which affect bond of fireproofing.

d. Verify that clips, hangers, supports, sleeves, and other items required to penetrate fireproofing are in place. The fireproofing needs to be re-inspected if any of these items is installed after the fireproofing.

e. Verify that ducts, piping, equipment or other items which would interfere with application of fireproofing are not positioned until fireproofing work is complete.

f. Document the names of SFRM applicators. Applicators shall be approved by the manufacturers of the materials specified, unless specifically approved by the design professional of record and the Building Department prior to the performance of the work.

g. Verify that the SFRM is as specified.

h. Verify that primer, if required, is of the type recommended by the SFRM manufacturer.

4.9.2 Continuous Inspection:

The following items require continuous inspection:

a. Observe construction of mockup, if required by the design professional of record. Examine the mockup for noticeable shrinkage, cracking, checking, flaking, spalling, separation or blistering.

b. Observe application of primer, if required, per manufacturer's printed instructions.

c. Measure thickness of the SFRM.

d. Take SFRM specimen for density test.

e. Conduct SFRM adhesion/cohesion test in the field.

4.9.3 Periodic Inspection:

The following items may be inspected periodically at an interval adequate to assure the construction quality:

a. Verify substrate preparation before application of SFRM.

b. Observe application of SFRM.

c. Observe temperature of substrate material and surrounding air. Monitor that temperature is within the range as permitted by the SFRM manufacturer.

d. Monitor that ventilation is provided in areas to receive fireproofing during application.

4.9.4 Sampling and Testing:

a. Sample and measure thickness and density per ASTM E605.

b. Sample and conduct adhesion/cohesion test per ASTM E736.

4.9.5 Inspection Reports:

a. *Discrepancy* and *Conformance Report*s.

b. Test reports for thickness, density and adhesion/cohesion.

c. Corrective measures for detected deficiencies.

4.9.6 Special Inspector minimum qualifications:

A special inspector in the category of "spray applied fire proofing" shall have any combination of the following minimum qualifications.

a. Current ICC certification in spray applied fire proofing

b. P.E. and a minimum of one year experience in fire proofing applications

c. BA degree in Civil or Structural Engineering from a California accredited institution and one year of documented experience.

5.0 Smoke Control

5.0.1 General Requirements

The special inspector for smoke control shall:

a. Inspect and pressure test all ductwork and control tubing pertaining to smoke control.

b. Verify equipment and materials to conform to approved plans and specifications.

c. Test equipment and other devices for proper operation, sequencing, and proper function.

d. Pretest all smoke control zones and the smoke control system for proper sequences and operation according to the specified method.

5.0.2 Continuous Inspection:

a. Unless required by the engineer or architect of record, special inspections for the smoke control system may be done on a periodic basis.

5.0.3 Periodic Inspection:

a. During erection of ductwork and prior to concealment, for the purpose of leakage testing and recording of device location.

b. Prior to occupancy and after sufficient completion of the system, for the purpose of system operation testing. See Sampling and testing section for required testing.

5.0.4 Sampling and Testing:

a. Conduct leakage testing on ductwork and control tubing section by section per plans and specifications.

b. Test the smoke or fire-detection and control system.

c. Test the power supply system per Section 905.8.

d. Measure pressure difference, flow velocity or exhaust rate per the approved plans and specifications.

5.0.5 Inspection Reports:

a. *Discrepancy* and *Conformance Report*s.

b. The complete record of all tests reports conducted on the smoke control systems. A copy of the reports shall be kept at the building available at anytime for review.

c. A certification letter from the mechanical engineer or fire protection engineer responsible for the smoke control system design, stating that the system meets the design criteria based on the test data.

5.0.6 Special inspector minimum qualifications:

Special inspection agencies for smoke control shall have expertise in fire protection engineering, mechanical engineering and certification as an air balancer. A team consisting of the mechanical engineer of record and an air balancing technician certified by the National Environmental Balancing Bureau (NEBB) or the Associated Air

Balancing Council (AABC) is deemed qualified as the smoke control system special inspector. The mechanical engineer of record may be substituted with another mechanical engineer approved by the mechanical engineer of record.

5.1 Wood Construction

5.1.1 General Requirements for special inspection of wood structural elements and assemblies shall be in accordance with CBC section 1704.6 and 1707.3 as well as the requirements of this section.

Off-site fabrication:

5.1.2 For wood structural elements fabricated on the premises of a fabricator, periodic special inspection is required per CBC section 1704.2 unless the shop is an *approved fabricator*. The City of Oceanside currently accepts fabricators/ testing/ special inspection agencies that appear on the City of San Diego and City of Los Angeles list of approved fabricators/ testing/ special inspection agencies. A fabricator is also considered approved when recognized and listed by ICC, IAS, TPI, ANSI, NIA, WCLIB, CIA or other approving authority which meets the requirements of CBC section 2306.3.2 for high-load-diaphragms and TPI 1 for metal-plate-connected wood trusses.

Fabricated items: are defined as structural, load bearing or lateral load resisting assemblies consisting of materials assembled prior to installation in a building or structure by means of fasteners such as nails, screws, bolts, rods, light gauge metal or steel plates, gang nail plates, adhesive or other types of approved fasteners. Per CBC section 2303.4.2, metal-plate-connected wood truss design, manufacture and quality assurance shall be in accordance with TPI 1-2002. Metal-plate-connected trusses not in compliance with this standard shall submit evidence of equal or greater acceptance.

Shop fabrication: Fabrication of structural, load-bearing or lateral load-resisting assemblies on the premises of an approved fabricator.

Approved fabricator: An established and qualified person, firm or corporation that is approved by the building official to fabricate structural, load-bearing or lateral load-resisting assemblies on the premises of the fabricator manufacturing facility.

5.1.3 Periodic Inspection:

a. Periodic inspection of fabricators shall be in accordance with CBC section 1704.2.1 and 1707.3 unless recognized as an approved fabricator.

5.1.4 Inspection Reports:

a. Verify fabrication and quality control procedures for completeness and adequacy pertaining to the scope of work.

b. Verify conformance to approved construction documents and referenced standards.

c. Receipt of the certificate of compliance at the completion of work.

On-site fabrication:

5.1.5 General requirements for special inspection of “site-built” high-load diaphragm assemblies shall be in accordance with CBC sections 1704.6.1. A high-load diaphragm is defined as a wood structural panel blocked-horizontal-diaphragm utilizing multiple

rows of fasteners, as designed per CBC section 2305.2, table 2306.3.2 and inspected per CBC section 1704.6.1 and section 6.2 of this program.

Site- built fabrication is allowed subject to the following conditions:

a. Structural drawings showing fabrication details of the wood structural elements, registration stamped, signed and dated by the California licensed structural engineering consultant or the architect of record and approved by the AHJ.

b. Each and every structural component shall be stamped or labeled by the product certification authority (ICC, AITC, APA, IAS).

c. Requirements for special inspection and structural observation are included in the submittal documents.

5.1.6 Continuous inspection:

a. Continuous inspection of fabrication shall be in accordance with CBC section 1704.6.1 and 1707.3 for field gluing operations.

5.1.7 Periodic Inspection:

a. Inspection of fabrication shall be in accordance with 2007 CBC section 1704.6.1 when required by the registered design professional or building official.

5.1.8 Inspection Reports:

High- load diaphragm Inspection reports shall include the following minimum information in order to remain in compliance with this special inspection program per 2007 CBC section 1704.

a. Sheathing grade and thickness as per approved structural drawings.

b. Nominal size of framing members at adjoining panel edges.

c. Nail, staple or other approved fastener diameter and length.

d. Number of fastener lines and fastener spacing at each line and panel edge per approved structural drawings.

e. Species, grade, thickness and moisture content per approved plans.

f. Type of glue, temperature and gluing procedure.

g. Type of metal members and metal plate connectors.

h. Workmanship in conformance to approved plans and specifications.

i. **Each truss shall be stamped by the inspector with an identifying mark after inspection.**

5.1.9 Special Inspector minimum qualifications:

A special inspector in the category of “Wood Construction” shall have any combination of the following minimum qualifications:

a. Certification UBC Building Inspector, IBC Commercial Building Inspector as issued by ICC, current license as a structural engineer or architect in the State of California.

b. AHJ may elect to adopt a certification program provided by ICC when available.

5.2 Mastic and Intumescent fire resistant coatings

5.2.1 General requirements of special inspection for mastic and intumescent fire resistant coatings applied to structural elements and decks shall be in accordance with CBC section 1704.11 and the Association of the wall and ceiling industries (AWCI) procedure 12-B. Special inspections shall be based on the fire resistance design as designated in the approved construction documents.

5.2.2 Continuous inspection determined by registered design professional.

5.2.3 Periodic inspection determined by registered design professional.

5.2.4 Inspection reports will conform to the requirements of AWCI 12-B and section 3C of this document.

5.2.5 Special Inspector minimum qualifications:

A special inspector in the category of "Mastic and Intumescent fire resistant coatings" shall have any combination of the following minimum qualifications:

a. Current ICC certification in spray applied fire proofing

b. P.E. and a minimum of one year experience in fire proofing applications

c. BA degree in Civil or Structural Engineering from a California accredited institution and one year of documented experience.

5.3 Exterior insulation and finish systems (EIFS)

5.3.1 General requirements of special inspection for EIFS shall be in accordance with CBC section 1704.12 and the AWCI EIFS forensic inspection protocol manual (1st. edition).

5.3.2 Continuous inspection determined by the registered design professional.

5.3.3 Periodic inspection determined by the registered design professional.

5.3.4 Inspection reports will conform to requirements as set forth in AWCI EIFS forensic inspection protocol manual (1s. edition), AWCI technical manual 12 and section 3C of this document.

5.3.5 Special Inspector minimum qualifications:

A special inspector in the category of "Exterior insulation and finish systems" shall have any combination of the following minimum qualifications:

a. Certification by AWCI for the type of work inspected.

b. Minimum of one year of practicing experience as an AWCI certified inspector.

c. A letter of recommendation from the project design professional having knowledge of work performed by the special inspector.

5.4 Special cases of special inspection

5.4.1 General requirements for special cases requiring special inspection shall be in accordance with CBC section 1704.13. Special inspection shall be required for proposed work that is, in the opinion of the building official, unusual in its nature, such as, but not limited to:

a. Construction materials and systems that are alternatives to materials and systems prescribed by this code.

b. Unusual design applications of materials described in this code.

c. Materials and systems required to be installed in accordance with additional manufacturer's instructions that prescribe requirements not contained in this code or in standards referenced by this code.

5.4.2 Continuous and periodic inspection determined by the authority having jurisdiction.

5.4.3 Special Inspector minimum qualifications determined by the authority having jurisdiction dependant on the type and scope of work being inspected.

6.0 SPECIAL INSPECTION FOR SEISMIC RESISTANCE PER CBC SECTION 1707

6.0.1 General requirements for special inspection of seismic resistance shall be in accordance with CBC section 1707 for the following: (unless exempted by section 1704.1)

a. Seismic force resisting systems in structures assigned to seismic design category C, D, E, or F.

b. Designated seismic systems in structures assigned to seismic design category D, E, or F.

c. Architectural, mechanical and electrical components in structures assigned to seismic design category C, D, E or F that are required in sections 1707.7 and 1707.8.

The statement of special inspection shall include seismic requirements in all cases per CBC section 1705.3 and shall identify those items in CBC section 1705.3.1.

6.0.2 Structural testing for seismic resistance of masonry materials and assemblies, reinforcing and pre-stressing steel, structural steel, mechanical and electrical equipment and seismically isolated structures shall be performed in accordance with the requirements of CBC section 1708.

6.1 Structural Steel

a. Continuous special inspection is required for structural welding in accordance with AISC 341.

b. Periodic special inspection is required for single pass fillet welds not exceeding 5/16 inch (7.9mm).

c. Periodic special inspection is required for floor and roof deck welding.

d. Refer to section 4.4 and 4.5 of this report for further information

6.1.1 Special Inspector minimum qualifications:

A special inspector in the category of structural steel shall be ICC certified in structural welding along with any combination of the following qualifications:

a. ICC Certification in structural steel and bolting.

b. Current license as a structural engineer.

c. Meet the minimum qualifications of section 2, 4.4 and 4.5 of this program.

6.2 Structural Wood

6.2.1 Continuous special inspection is required for during field gluing operations of elements of the seismic force resisting system.

6.2.2 Periodic special inspection is required for nailing, bolting, anchoring and other fastening of components within the seismic force resisting system, including wood shear walls,

wood diaphragms, drag struts, braces, shear panels and hold-downs where the fastener spacing is 4 inches on center or less.

6.2.3 Refer to section 4.9 of this report for further information.

6.2.4 Special Inspector minimum qualifications:

A special inspector in the category of structural wood shall have any combination of the following minimum qualifications.

a. UBC Building Inspector, ICC certified commercial Building inspector.

b. Minimum of two years as a journey level carpenter in wood construction, two years as an ICC certified building inspector within a government agency or as decided by the AHJ.

c. AHJ may elect to adopt a certification program provided by ICC when available.

6.3 Cold-formed Steel Framing

6.3.1 Periodic special inspection is required during welding operations, screw attachments, bolting, anchoring and other fastening of components within the seismic force resisting system including struts, braces and hold-downs.

6.3.2 Refer to CBC section 2209 and 2210 for further information.

6.3.3 Special Inspector minimum qualifications:

A special inspector in the category of cold-formed steel framing shall have any combination of the following minimum qualifications.

a. ICC certification in structural welding.

b. ICC certification in structural steel and bolting

c. Current license as a structural engineer in the State of California.

d. Meet the minimum qualifications of section 2, 4.4 and 4.5 of this program.

6.4 Storage Racks and Access Floors within seismic design category D, E, or F.

6.4.1 Periodic special inspection is required during the anchorage of access floors and storage racks 8 feet (2438mm) or greater in height.

6.4.2 Special inspection of storage racks shall conform to the requirements of CBC section 2208.

6.4.3 Special Inspector minimum qualifications:

A special inspector in the category of storage racks and access floors shall have any combination of the following minimum qualifications.

a. ICC certification in structural steel and bolting

b. ICC certification in structural welding.

c. Current license as a structural engineer in the State of California.

d. ICC certified reinforced concrete special inspector

e. ICC certified commercial building inspector

6.5 Architectural Components within seismic design category D, E, or F.

6.5.1 Periodic special inspection is required during the erection and fastening of suspended ceiling systems, exterior cladding, interior and exterior nonbearing walls and interior and exterior veneer with the following exceptions:

a. structures 30 feet or less in height.

b. cladding and veneer weighing 5 pounds per square foot or less.

c. interior nonbearing walls weighing 15 pounds per square foot or less.

6.5.2 Special Inspector minimum qualifications:

A special inspector in the category of architectural components shall have the following minimum qualifications.

a. UBC Building Inspector

b. ICC certified commercial Building inspector.

c. Current license as an architect in the State of California or registered design professional.

6.6 Mechanical and Electrical Components

Special inspection of mechanical and electrical components shall be in accordance with the following. Seismic testing and qualification shall occur in accordance with CBC section 1708.5. A certificate of compliance shall be submitted to the building official for approval.

6.6.1 Periodic special inspection is required during the anchorage of electrical equipment for emergency or standby power systems in structures assigned to seismic design category C, D, E or F.

6.6.2 Periodic special inspection is required during the installation of other electrical equipment in structures assigned to seismic design category E or F.

6.6.3 Periodic special inspection is required during the installation of piping systems intended to carry flammable, combustible or highly toxic contents and their associated mechanical units in structures assigned to seismic design category C, D, E or F.

6.6.4 Periodic special inspection is required during the installation of HVAC ductwork that will contain hazardous materials in structures assigned to seismic design category C, D, E or F.

6.6.5 Periodic special inspection is required during the installation of vibration isolation systems in structures assigned to seismic design category C, D, E or F where the construction documents require a nominal clearance of 0.25 inches (6.4mm) or less between the equipment support frame and restraints.

6.6.6 Special Inspector minimum qualifications:

A special inspector in the category of mechanical and electrical components shall be ICC certified in structural steel and bolting along with any combination of the following other qualifications.

a. ICC certified commercial building inspector.

b. ICC certified in structural welding.

c. ICC certified commercial mechanical or electrical inspector

6.7 Designated Seismic Systems Verification

6.7.1 Special inspection of designated seismic systems shall be performed in accordance with CBC section 1707.9.

6.7.2 Special Inspector minimum qualifications:

A special inspector in the category of seismic systems verification shall be ICC certified in structural steel and bolting as well as any combination of the following minimum qualifications.

a. ICC certified in structural welding.

b. ICC certified commercial building inspector.

c. Current license as a structural engineer in the State of California.

6.8 Seismic Isolation System

6.8.1 Periodic special inspection is required during the fabrication and installation of isolator units and energy dissipation devices that are part of the seismic isolation system. Seismic isolation systems shall be tested for seismic qualification in accordance with CBC section 1708.6.

6.8.2 Special Inspector minimum qualifications:

A special inspector in the category of “seismic isolation systems” shall be ICC certified in structural steel and bolting and have any combination of the following minimum qualifications.

a. ICC certified in structural welding.

b. ICC certified commercial building inspector.

c. Current license as a structural engineer in the State of California.

7.0 SUSPENSION AND REVOCATION OF CERTIFICATE

The Building Official may, for sufficient cause, suspend or revoke any certificate of approval as a special inspector, special inspection agency or construction materials testing laboratory. The Building Official may also revoke, for sufficient cause, any documents received from a special inspector, special inspection agency or construction materials testing laboratory. Building Division staff will follow the Quality Control procedures in section 8.0 of this report when deemed necessary.

Sufficient cause for suspension and/or revocation of certificate of approval shall include, but is not limited, to any of the following:

a. If the certificate of approval was obtained by fraud, deceit or misrepresentation of material fact.

b. If any reason existed at the time of certification which would have been a cause for denial of such certification.

c. For violation of any provisions of the 2007 California Building Code, City of Oceanside Municipal code, or any State or Federal law pertaining to your work; to include refusal to correct any such violations.

d. For permitting any other person to use your certificate.

e. For performing special inspections for which the special inspector is not certified or authorized to perform by the City of Oceanside Building Division.

f. For providing special inspections on a project for which a City of Oceanside building permit or approval has not been issued.

g. For providing special inspections on a project prior to properly checking in with the City of Oceanside Building Division.

h. For using construction materials testing laboratories not accredited by the City of Oceanside.

i. For submitting false, incomplete, illegible or inaccurate inspection/ materials testing reports.

j. For performing inspections after the expiration date of qualifying certificates.

Special inspectors who violate any of the above provisions may be removed from the approved list of inspectors and be ineligible to work in the City of Oceanside for a period of 1 year. A grace period of 10 working days will be permitted to allow such violations to be corrected and approved by the Building Official.

8.0 QUALITY CONTROL PROCEDURES:

The Building Inspector shall visit the job site at least once to verify that the Special Inspector is performing his/her duties while work requiring special inspection is in progress. The Building Inspector shall document his/her observation at the job site on the appropriate form. If the Special Inspector is **NOT** performing his/her duties while work requiring Special Inspection is in progress, Building Division staff must follow the procedure as follows:

a. First Occurrence:

Written notice – performed by the Building Inspector

Issued by the Building Inspector on-site identifying the duties/responsibilities the Special Inspector failed to comply with. The notice must include a statement informing the Special Inspector what his/her duties/responsibilities include as related to the duties/responsibilities the Special Inspector failed to comply with. A copy of the notice shall be given to the Special Inspector, Inspection agency (If applicable), Contractor and the owner/ owner's agent.

b. Second Occurrence:

Office Interview – performed by senior Inspector

Senior Inspector meets with the Special Inspector to discuss his/her performance, code requirements and City requirements. This meeting will be conducted to inform the Special Inspector of the potential dismissal from inspection projects In the City of Oceanside if he/she continues to violate procedure.

c. Third Occurrence:

Dismissal – Performed by the Building Official or Deputy Building Official

The Building Official or Deputy Building Official, with the assistance of the City Attorney's Office, notifies the Special Inspector/ Special Inspection Agency in writing that the Special Inspector is no longer authorized to perform Special Inspection on projects in the City of Oceanside for a period of one year. After the one year period has ended, the special inspector may apply for approval to work within Oceanside by filling out the appropriate registration forms and showing proof of certification. The Special Inspector/ Special Inspection Agency may appeal the decision of the Building Official or the Deputy Building Official to the Board of Appeals and Advisors.

9.0 APPEALS PROCESS: General provisions for presenting an appeal to the Board of Appeals.

A special inspector, special inspection agency or construction materials testing laboratory who wishes to appeal a denial or revocation of certification must do so within ten (10) days of the date of mailing of the notification of the denial or revocation of certification. A written request must be presented to the Building Division containing a brief statement of the basis for the appeal. Appeals will be heard by the Oceanside City Council, sitting as the board of appeals, pursuant to Oceanside City Code section 6.2(a). The decision of the board of appeals shall constitute the final decision of the City of Oceanside. Appeals from the Board of Appeals' decision are governed by the provisions of Oceanside City Code section 1.10.

If you have any further questions about this document please refer them to the Building Division at (760) 435 – 3950.