



Special Inspector Approval Revocation Procedures

Information Bulletin
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By: Chief Building Official
For Public Use

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Special inspections are an essential step in ensuring buildings are constructed properly and in a manner that protects the health, safety, and welfare of their occupants. In order to ensure proper special inspections are performed, the Building Official or designee may approve or deny the qualifications of Special Inspectors and(or) Special Inspection Agencies per the authority granted in the California Building Code (CBC) Section 202 definition for *Approved Agency* and CBC Section 1703.1.

In some cases, based on poor performance, approvals that have been granted may be revoked. The following procedure explains specific qualifications used to determine approvals and the process for revoking City approval if a Special Inspector and(or) Special Inspection Agency fails to maintain qualifications or fails to perform special inspections at an acceptable standard.

Required Qualifications:

Special Inspection Agency –

- See Information Bulletin IB-009 (Options for Review and Approval of Special inspection Companies) <http://www.cityofconcord.org/DocumentCenter/View/267/Special-Inspection-Information-PDF>

Special Inspector –

- Shall have necessary training, experience, and resources for each inspection type performed
- **Shall maintain current ICC certification in the type of inspection performed**
- Shall display approved identification from the special inspection agency during inspection

Required Duties:

Special Inspection Agency –

- Provide qualified Special Inspectors, as defined above, for each inspection type performed
- Provide Final Special Inspection Affidavit letter

Special Inspector –

- Require documentation of construction that deviates from the City's approved Jobsite Copy drawings (changes must be approved by designers, not just the contractor. When required by the City Building Inspector, changes must also be submitted to and approved by the City)
- Complete special inspections, including any required corrections, and indicate inspected areas, prior to City inspection
- Provide daily special inspection reports that are available to the City Building Inspector upon request

Cause for Revoking Approval:

Special Inspection Agency –

- Failure to maintain the required qualifications above
- Providing three or more Special Inspectors within a 12 months period who are not qualified or have their City approval revoked

Special Inspector –

- Failure to maintain the required qualifications above
- Failure to perform the required duties above on three or more occasions
- Failure to perform special inspections satisfactorily, resulting in the City Building Inspector discovering incorrect construction that is determined by the City Building Inspector to be of serious nature. Severe cases will not require multiple failures in order to trigger revoking approval (e.g. this could include passing a special inspection for shear wall nailing, after which the City Building Inspector observes none of the field nailing has been installed).

Process of Revoking Approval:

1. Upon failure of the Special Inspector to meet the performance requirements above, the City Building Inspector may issue a Notice of Revoked Approval (NRA) to the Special Inspector and the Special Inspection Agency, notifying them the Special Inspector has failed to meet the requirements for City approval, and he/she is no longer approved to provide inspection services in the City.
2. Upon receiving such notification the Special Inspection Agency must provide a new Special Inspector that is qualified for the inspections.
3. Upon failure of the Special Inspection Agency to meet the performance requirements above, the City Building Inspector may issue a NRA to the Special Inspection Agency, notifying them the agency has failed to meet the requirements for City approval, and they are no longer approved to provide inspection services in the City.
4. **Upon revocation, approval for Special Inspectors and(or) Special Inspection Agencies will be suspended for a period of 1 year, during which they cannot perform special inspections within the City of Concord.**
5. After the 1-year suspension is served, if the Special Inspector and(or) Special Inspection Agency desire to resume work within the City, they must apply for City approval by submitting documentation to the City Building Inspector that demonstrates compliance with the required qualifications and performance standards above.
6. The City Building Inspector will then issue a notice of approval or denial. If the application is denied, the City Building Inspector is to specify the reasons for denial.
7. The Special Inspector and(or) Special Inspection Agency may reapply for approval when they meet the additional requirements stated in the reasons for denial.
8. **Those Special Inspectors and(or) Special Inspection Agencies that are denied approval or do not apply for approval after suspension, will remain unable to perform special inspections within the City of Concord.**

Under Title 24 of the California Code of Regulations, Section 104 of the California Building Code states that the Building Official shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions.