



Special Inspector Guidelines and Acknowledgement Form

The Check in Process:

When possible, Special Inspectors are to contact the Building and Safety Field Office before performing site inspections. For inspections request made outside of normal working hours the inspector will contact the Field Office as soon as possible and provide the following information:

- Special Inspector's name
- Special Inspector ID No.
- Location of site
- Time and date on site
- Type of project (Commercial, Industrial, or Residential)

While on site you represent Los Angeles County and the owner of the property.

Arriving on Site:

Ensure you have sufficient time to familiarize yourself with the approved plans prior to making your inspection.

Always review and inspect the project as per the Los Angeles County Building and Safety approved plan.

Making the Inspection and Follow Up:

Verify that the County inspector has signed the job site inspection record card.

When the construction deviates from the approved plans?

Verify that the Engineer of Record has signed the change and it has been stamped and approved by Building and Safety.

All field and lab reports must be signed by the Registered County Special Inspector.

Always review the dailies on a job you have been asked to inspect.

Always carry the Los Angeles County Registration along with the ICC pocket certification and a valid identification card on all inspection sites.

If you have any issues on site, please contact the County inspector for help or assistance.

I acknowledge that I have read and understand the Special Inspector Guidelines.

Signature

Print Name

Date