



Required Duties for Special Inspection Agency

The special inspection agency shall provide qualified Special Inspectors who have valid ICC or other approved certificates at the time of inspection.

The special inspector shall be:

- Objective, competent, and independent from the contractor responsible for the work being inspected.
- Shall disclose to the Building Official and the registered design professional in charge of the project possible conflicts of interest so that objectivity can be confirmed.
- Review the **County's stamped** approved plans and verify the issued permits.
- **Notify the County's Inspection Office of the assigned work or project at least twenty-four (24) hours before commencement of work by calling (714) 667-8820. If there is no answer, please leave a voicemail that includes the job address, permit number, scope of special inspection, and the date and time of the special inspection. Please note that a return call should not be expected to commence the special inspection.**
- Review documentation of construction that deviates from the **County's stamped approved drawings**. This document includes a copy of the **County's stamped approval of revisions/deviations**.
- Complete special inspections, including any required corrections, and indicate inspected areas, before the County inspection.
- Provide daily special inspection reports that are available to the County Building Official or his/her designee upon request. These reports shall indicate that" do not cover the work until the County Building inspector inspects the work". The Agency will provide the reports.
- Shall disclose to the Building Official and the registered design professional in charge of the project possible conflicts of interest so that objectivity can be confirmed.
- Shall not sign on the County of Orange's job card.
- Conduct the following inspections: Masonry, Footing, Prestressed Concrete, Structural Steel and Bolting, Concrete, High Load Diaphragm/Shear Wall, Reinforced Concrete, Structural Welding, Fireproofing, Seismic Systems, Epoxy, Shotcrete, Smoke Control System, Driven and cast-in-place piles, or other inspections as authorized by the Building Official.

Cause for Denial or Revoking Approval:

- Failure to maintain the required qualifications above.
- Failure to perform the required duties above on two or more occasions.
- Failure to perform special inspections may lead to the County Building Inspector discovering significant construction errors deemed serious in nature. In severe cases, approval may be revoked without multiple failures for negligently passing incomplete work.
- Conducting unauthorized inspections.

Process of Revoking Approval:

1. Upon failure of the Special Inspector to meet the performance requirements above or the requirements of the Construction Codes approved by the County, the County Building Official 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 County approval, he or she is no longer approved to provide inspection services in the County. The Special Inspector may appeal against the decision of the Building Official to the Director of the Development Services within fifteen (15) days of the date of mailing of the Building Official's decision. The Special Inspector has the right to appeal against the decision made by the Director of Development Services.



2. Upon receiving such notification, the Special Inspection Agency must provide a new Special Inspector who is qualified for the Inspections (submit a new application to the County of Orange for approval of the new Special Inspector).
3. If the Special Inspection Agency fails to meet the specified performance requirements, the Building Official of the County of Orange may issue a Notice of Recall (NRA) to the agency. This notice will inform the agency that it has not met the necessary criteria for County approval and is no longer authorized to provide special inspection services in the unincorporated areas of Orange County. The Special Inspection Agency may appeal to the Director of the Development Services within fifteen (15) days of the date of mailing of the Building Official's Decision. The Special Inspection Agency has the right to appeal against the decision made by the Director of Development Services.
4. Upon revocation, approval for Special Inspectors and(or) Special Inspection Agencies will be suspended indefinitely or as determined by the Building Official, during which they cannot perform special inspections within the Unincorporated areas of the County of Orange.
5. If a suspension period is served, and if the Special Inspector and/or Special Inspection Agency desires to resume work within the County of Orange, they must apply for County approval by submitting documentation to the County's Building Official that demonstrates compliance with the required qualifications and performance standards outlined in these guidelines.
6. The County Building Official will issue a notice of approval or denial. If the application is denied, the official will provide specific reasons.
7. 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 Unincorporated areas of the County of Orange indefinitely.

I have read and understand the guidelines above and will adhere to them.

Responsible for Inspection Agency: _____ Date: _____
(print name, position, and sign)