



**COUNTY OF LOS ANGELES • DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION
900 SOUTH FREMONT AVENUE, ALHAMBRA, CA 91803
(626) 458-3188**

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**INSTRUCTIONS TO APPLICANTS FOR
QUALIFICATIONS AS SPECIAL INSPECTOR**

1. Please print in ink or type the information requested on application.
2. **A separate application and a separate fee of \$153.10 are required for each type of inspection work.** Certificates of Registration are issued for Reinforced Concrete, Structural Masonry, Structural Steel Bolting and Welding, and Pre-stressed Concrete. Make checks payable to **DEPARTMENT OF PUBLIC WORKS**. A receipt will be mailed to you. A fee is to accompany each application.
3. Include experience in the specific field or type of construction for which you are requesting qualification and all inspection experience. Applicants with experience in more than one type of construction, during the same time period, must indicate the percentage of time spent in each specialty.
4. Applicants must have at least three years of experience in the type of construction for which you are requesting qualification as a Special Inspector, one year of which must have been as a practicing Special Inspector in that type of construction. Prior inspection experience will also be taken into consideration.
5. Applicants must show evidence of having a current International Code Council (ICC) certificate in the type of certification being applied for. **For these purposes, current means a certificate issued by ICC based on the 2006 International Building Code.** If you obtained your ICC Certificate under the 1997 Uniform Building Code (UBC) you will be required to take the 2-hour Proctored Exam based on the 2006 IBC and enclose a copy of your passing letter with your application. **Applications will not be accepted without a copy of the required ICC wall certificate.** Applicants for Pre-stressed Concrete must also be currently registered as a Special Inspector for Reinforced Concrete with the County of Los Angeles. Copies of all pertinent wallet certificates and licenses must also be included.
6. Letters will be sent to the references listed on the application for verification of experience and qualifications. Please show complete addresses including zip codes. Applications are not considered complete until responses from all three (3) references have been received.
7. The application, when complete, including references, will be reviewed and, if accepted, notification will be sent scheduling the applicant to appear for an oral

interview. The interview will assess actual experience and expertise in the specific field of construction, as well as knowledge of the current County of Los Angeles Building Code and familiarity with procedures and responsibilities within the County of Los Angeles Building and Safety system. The oral examinations are given the 2nd Thursday of the month.

8. Failure to appear at, or cancellation of or postponement of oral examination without 48-hours notice may result in forfeiture of fees.
9. Notification of the results of exam and certificate of having passed interview is mailed within one week of the examination.
10. Upon passing the oral interview, applicants will be granted registration as a Special Inspector. All registrations expire on June 30 of even numbered years. The renewal fee for each type of construction certification will be listed in your renewal notification. Please let us know of any change in your mailing address to assure timely receipt of our biennial renewal notice.
11. Candidates failing the oral interview may reapply without any additional waiting period. Candidates failing the oral interview a second time must wait 6 months before reapplying and show additional inspection experience.

Please return completed application(s) to:

County of Los Angeles
Department of Public Works
Building and Safety Division
Attn: Special Inspector Testing Program
900 South Fremont Avenue, 3rd Floor
Alhambra, CA 91803