



COUNTY OF LOS ANGELES • DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION
900 SOUTH FREMONT AVENUE, ALHAMBRA, CA 91803
TELEPHONE (626) 458-3169

**INSTRUCTIONS TO APPLICANTS FOR
CERTIFICATION AS A REGISTERED SPECIAL INSPECTOR**

The purpose of this document is to clarify the application procedures and minimum level of experience for certification as a County of Los Angeles registered special inspector.

1. Applications shall be typed or completed in blue or black ink and have an original (wet) signature.
 2. Applicants shall provide a separate application and payment of applicable fees for each discipline. Check here to view [fees](#). Currently, the following four (4) disciplines are available for Certificates of Registration: Reinforced Concrete (C) Prestressed Concrete (P) Structural Masonry (M) and Welding and High Strength Bolting (W).
 3. Checks shall be made payable to **DEPARTMENT OF PUBLIC WORKS**.
 4. Applicants shall have a high school diploma or equivalent.
 5. Applicants shall meet the following minimum experience requirements:
 - a. A minimum of four (4) years of experience at a journeyman level in the field of construction for which you are requesting registration.
 - (1) One year of experience as a special inspector in the discipline applied for may be substituted for each year of construction experience required.
 - (2) One year of college education (minimum of 24 semester units) in Inspection Technology with specific courses consistent with the type of certificate applied for may be substituted for each year of construction experience required.
- OR
- b. A minimum of two (2) years of experience as a Building Inspector for a municipality with a majority of work in the related field.
6. Applicants shall provide a copy of a current ICC wallet card or ICC proctored examination pass letter as applicable for each application.
 - a. Applicants for Reinforced Concrete shall provide current ICC wallet card or ICC proctored examination pass letter for Reinforced Concrete Special Inspector. "RCSI examination" and/or "RCSI Associate" certificates will **not** be accepted.
 - b. Applicants for Welding and High Strength Bolting shall provide current ICC wallet card or ICC proctored examination pass letter for Structural Welding Special Inspector. "Structural Steel and Bolting Special Inspector" wallet cards will **not** be accepted.
 - c. Applicants for Prestressed Concrete shall provide a copy of a current ICC wallet card or ICC proctored examination pass letter for Prestressed Concrete Special Inspector **and** hold a current County of Los Angeles Certificate of Registration for Reinforced Concrete.

7. Applications for Reinforced Concrete and Prestressed Concrete may **not** be submitted concurrently.
8. Applicants shall provide a separate letter of reference on company letterhead for verification of experience and qualifications from each of the three (3) referenced individuals listed on the application. Each letter shall provide complete contact information for the person of reference including address and phone number. Applications are considered incomplete, and will be returned, without three (3) references and a separate letter of reference from each person referenced.
9. Complete applications, including letters of reference, 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. Oral interviews are conducted on the 2nd and 3rd Thursdays of the month.
10. Failure to appear for the oral interview, or cancellation or postponement of, **without 48-hour notice** may result in forfeiture of fees.
11. Notification of the results of the oral interview and, upon passing, a Certificate of Registration will be mailed within one week of the interview.
12. 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.
13. 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.

**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**