



# HOW TO BECOME REGISTERED AS AN Approved Special Inspector

City of San Diego  
Development Services Department

TECHNICAL  
BULLETIN  
BLDG-17-1

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This information bulletin establishes the requirements and the process for becoming a registered special inspector with the City of San Diego. Inspectors employed to perform special inspections as specified in Chapter 17 of the governing California Building Code are required to be registered by the City of San Diego. Registered inspectors are authorized to perform special inspections in the category of their registration.

### Documents referenced in this Information Bulletin

- **Application for Special Inspector Registration, [DS-320](#)**

## I. SPECIAL INSPECTION REGISTRATION CATEGORIES

The Development Services Department issues registrations in the following categories:

- A. Structural Masonry;
- B. Structural Steel and Bolting / Structural Welding;
- C. Spray-applied Fireproofing;
- D. Reinforced Concrete;
- E. Prestressed Concrete;
- F. Pile Driving (driven);
- G. Structural Wood; and
- H. Exterior Insulation & Finish System (EIFS).

All special inspections are required to be performed in accordance with the provisions of the governing California Building Code and Standards as adopted by the City of San Diego.

## II. QUALIFICATION REQUIREMENTS

**A.** An International Code Council (ICC) certification with a valid expiration date is required for all categories, except for Pile Driving, Structural Wood, and EIFS as ICC currently does not offer certification in these categories. Refer to Table-1 in this bulletin for a summary of minimum registration requirements.

**B.** Additionally, each applicant is required to have accumulative total of eight (8) points of education and experience, except for Pile Driving, Structural Wood, and EIFS. Refer to Table-2 in this bulletin for points assigned to education and experience.

## III. APPLICATION SUBMITTAL REQUIREMENTS

Applicants shall submit to Inspection Services Division, the following forms and documents for registration and renewal as special inspector in each category. In addition, refer to Section IV, In-Person Interview, for additional documents required to be submitted.

### A. Application

A typed or printed copy of the Application for Special Inspector Registration, Form DS-320.

### B. Education/Experience

Proof of education and technical competence (not required for renewal of registration):

1. Copies of State, College, Trade school or High school diploma, degrees or certificates.
2. Copies of transcripts may be submitted in lieu of diplomas or degrees.

### C. Certification

Proof of certification issued by the International Code Council (ICC) or American Concrete Institute (ACI) as applicable with a valid expiration date. Refer to Table-1 for a summary of registration requirements.

### D. Application Fee

Refer to section VI-Fee schedule.

**IV. IN-PERSON INTERVIEW**

After application, documents, and fees are received and approved, a letter of notification will be mailed or e-mailed to schedule an in-person interview. Applicants must bring the following to the interview:

**A. Registration Fee**

Refer to Section VI- Fee schedule.

**B. Photos**

Two 2" X 2" full-faced passport photos taken within one year of the application date.

After the interview, a registration card will be issued. Registration cards are not transferrable. Registration cards must be carried by the Special Inspector when engaged in special inspection assignments and presented to City authorized personnel upon request.

**V. RENEWAL OF REGISTRATION**

The issued registration card is valid for a maximum of three years or upon adoption of governing California building code. Failure to renew any registration cards is a cause for suspension or revocation of the special inspector registration.

All renewal applications shall be submitted within 6 months of the expiration date. A registered inspector may not conduct any inspections with an expired registration. There is no extension of time for renewal processing by the Department after the expiration date. Failure to complete the renewal of an expired license within 6 months after the expiration date constitutes abandonment of the registration card. The applicant will be required to resubmit as a

new special inspector candidate.

**VI. FEE SCHEDULE**

A non-refundable application fee must be included at the time application is submitted. Check or money order is accepted. Cash or credit cards are NOT accepted. Please make checks or money orders payable to: City of San Diego-Treasurer.

**VII. COMMUNICATION AND CHANGE OF INFORMATION**

Every registered special inspector is requested to have Internet connectivity and maintain a current and valid e-mail address on file with the department. If your mailing address, telephone number or e-mail address has changed, please notify the department immediately.

Information will periodically be sent electronically to registered special inspectors and it is important that you receive it. Such information will be e-mailed to the e-mail address on file.

**VIII. ADDITIONAL INFORMATION**

For more information regarding the registration as a special inspector contact:

City of San Diego  
 Development Services Department  
 Inspection Services Division  
 Tel.: (858) 492-5070 Fax: (858) 492-5098  
 web: [www.sandiego.gov/development-services](http://www.sandiego.gov/development-services)

To obtain special inspector ICC Certification, visit ICC website at [www.iccsafe.org/certification/](http://www.iccsafe.org/certification/)

APPLICATION FEE	First category of special inspection work	\$ 230.67
	Each additional category of special inspection work (submitted with the same application)	\$ 68.35
REGISTRATION FEE	Each category of special inspection work	\$ 230.67
RENEWAL FEE	Registration of each category of special inspection work Note: For re-registration, the application fee is waived.	\$ 230.67

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**Table 1- MINIMUM REGISTRATION REQUIREMENTS**

CATEGORY	ICC CERTIFICATION	ADDITIONAL REQUIREMENTS	EDUCATION & EXPERIENCE POINTS
Structural Masonry	Required	N/A	8
Structural Steel and Bolting / Structural Welding	Required Structural Steel and Bolting (S1) and Structural Welding (S2)	N/A	8
Spray-applied Fire-Proofing	Required	N/A	8
Reinforced Concrete	Required	ACI - Concrete Field Technician-Grade I	8
Prestressed Concrete	Required	City of San Diego Reinforced Concrete Special Inspector	8
Pile-Driving (driven)	N/A	City of Los Angeles-Department of Building and Safety (LADBS), Deputy Inspector card in the category of "Grading" (pier driven/pile)	0
Structural Wood	As noted	One of the following is required: 1. A current and valid Deputy Inspector card issued by the City of Los Angeles-Department of Building and Safety (LADBS) in the category of "Wood Construction"; or 2. ICC Certification as a Building Inspector or Combination Inspector with minimum two years experience performing journey-level carpentry; or 3. Minimum two years of employment as Building Inspector or a Combination Inspector with a municipality (City, County, State); or 4. A Civil Engineer, Structural Engineer, or an Architect licensed to practice in the State of California with minimum two years experience in structural design on wood construction.	0
EIFS	N/A	One of the following is required: 1. City of Los Angeles-Department of Building and Safety (LADBS) Deputy Inspector Card in the category of 'EIFS'; or 2. EIFS registration from a nationally recognized testing agency (such as AWCI-Association of the Wall & Ceiling Industry) as EIFS Industry Professional – CEP or EIFS Inspector – CEI. And, certification as a qualified applicator for each approved product (if available).	0

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**Table 2- POINTS ASSIGNED TO EDUCATION AND EXPERIENCE**

<b>EDUCATION</b>	<b>POINTS</b> A minimum of 3 points is required. A maximum of 5 points is allowed.
1. Graduation from High School or a High School Equivalency Certificate	(3) Points
2. Graduation from an accredited college or university with a Degree in Geology, Engineering or Architecture (130 Semester units minimum).	(2) Points
3. Completion of a formal apprenticeship program in the category of work for which registration is requested (3 years minimum).	(2) Points
4. Graduation from an accredited Community or Junior College with an Associate Degree in Building Inspection, Building Technology, or Engineering Technology (60 Semester units minimum).	(1.5) Points

<b>EXPERIENCE</b>	<b>POINTS</b>
1. Licensed Civil Engineer or Architect in the State of California.	(3) Points
2. Licensed Engineering Geologist in the State of California.	(3) Points (For Pile Driving Registration applicants only).
3. Employed as an on-site supervisor of construction work in the category for which registration is requested within the last ten years.	(1.5) Points/Year
4. Employed as an apprentice and/or journeyman doing the category of work for which registration is requested within the last ten years.	(1.25) Points/Year, (0.75) Points/Year for apprenticeship
5. Employed as a Laboratory Engineering /Field Technician by a recognized materials testing laboratory with a major portion of his/her work related to the category of work for which registration is requested within the last 10 years.	(1.25) Points/Year
6. Building Inspector with a recognized enforcing agency with a substantial portion of his/her inspection work performed in the category of work for which registration is requested within the last 10 years.	(1.25) Points/Year
7. Registered and has worked as a special inspector in other recognized jurisdictions in the category for which registration is requested within the last 10 years.	(2) Points/Year
8. Registered by the City of San Diego and worked as a special inspector in an inspection discipline other than that for which registration is requested within the last 10 years.	(2) Points/Year

**Note:** Subject to the limitations stated above, the experience categories may be combined to obtain the required total points needed to be considered for registration. Points cannot be accumulated in more than one category of experience for any given period of time.