



COMMUNITY DEVELOPMENT DEPARTMENT

411 Main Street - 2nd Floor **BUILDING**
P.O. Box 3420 (530) 879-6700
Chico, CA 95927 Fax (530) 895-4726
<http://www.ci.chico.ca.us>

SPECIAL INSPECTION POLICY

All Special Inspectors of structures required per CBC 1704, 1707 & 1708 must be an approved specialist/design professional.

- Each Project requiring Special Inspection must have a [Special Inspection Form](#) completed and submitted to the Building Division, specifying the types of special inspections required for that project and who the special inspector(s) will be.
- If the Special Inspector(s) to be used for the inspections is/are already listed on our Pre-Approved List of Special Inspectors, no fee will be charged.
- If the Special Inspector(s) to be used for the inspections is/are NOT listed on our Pre-Approved List of Special Inspectors, a fee of \$77.00 will be charged for each applicant and an [Application for Special Inspector Approval](#) will be required for each applicant. The fee charged covers the Plan Check Engineer's time to verify their qualifications and adding the inspector to the City's list.

The list of Pre-Approved Companies and their associated specialists is good for one fiscal year only (July to July). Contact the Building Division at (530) 879-6700 for the current list. Therefore, the fee will need to be paid annually for each inspector to be listed on the Pre-Approved list. Each June, these companies will be mailed a letter reminding them that they need to renew their employees' Special Inspector status with the City of Chico. Included with the letter will be an Application for Special Inspector Approval. The letter will instruct them to return the completed packet with accompanying documentation, and a check for \$77.00 made out to the City of Chico, to be qualified for any special inspections for the next fiscal year.

If at any time during the year a Pre-Approved Company needs to add an inspector to the Pre-Approved list, they will need to fill out an Application for Special Inspector Approval and pay the associated fee. To remove any Pre-Approved Inspector from the list, the Pre-Approved Company will need to contact Plan Check Engineer Jerry Kotysan by phone (530) 879-6711, fax (530) 895-4726 or e-mail jerry.kotysan@chicoca.gov to request the inspector's removal.