



## COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

411 Main Street, 2<sup>nd</sup> Floor | P.O. Box 3420, Chico, CA 95927  
(530) 879-6700 | [www.chicoca.gov](http://www.chicoca.gov)

### Special Inspection Policy

---

Inspection results/daily log must be made available to City Inspector prior to City Inspection.

All Special Inspectors of structures as required per CBC Chapter 17 must be an approved specialist or 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 the [City of Chico 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 \$125.00 will be charged for each applicant and an [Application for Special Inspector Approval](#) will be required for each applicant. The fee charged covers the Building Official's time to verify their qualifications and update the City's list.

[The Approved Special Inspectors List for City of Chico](#) is available on the web under Building Division Forms and Handouts. This list of Pre-Approved Companies and their associated specialists is valid for one fiscal year only (July to July). Therefore, the fee will need to be paid annually for each inspector to be listed on the Pre-Approved list. Each June, all listed companies will be mailed a letter requesting them to renew their employees' Special Inspector status with the City of Chico. Included with the letter will be an Application for Special Inspector Approval and a certification checklist. The letter will instruct them to return the completed packet with accompanying documentation, and a check for \$125.00 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 Angela DeMarco by phone (530) 879-6700, fax (530) 895-4726 or e-mail [angela.demarco@chicoca.gov](mailto:angela.demarco@chicoca.gov) to request the inspector's removal.