



## 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)

### Application for Agency / Special Inspector Approval

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#### SPECIAL INSPECTION AGENCY INFORMATION

Agency / Inspector Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_

City of Chico Business License No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

#### Requirements for building official approval

A firm or individual seeking approval as a special inspector for projects in the City of Chico shall submit the following to the building official, electronically email documents to [buildingdocs@chicoca.gov](mailto:buildingdocs@chicoca.gov).

1. A letter from the agency or individual on which disciplines are sought for approval
2. Copy of a valid photo identification of each inspector
3. A resume including work history and experience
4. An organizational chart depicting the responsible licensed professional and staff they supervise.
5. A copy of all current certifications for each inspector
6. The firm submits the supplied GRID or certification guide to include all certified personnel to be reviewed for city approval.
7. An example of each report and form for each discipline the firm is seeking special inspection / lab approval.

#### Agency Accreditation

The building official may utilize any reasonable criteria for approval of a special inspection agency. An agency may submit required information to the building official as requested to determine suitability for the special inspection tasks to be undertaken. As an alternate, the agency may consider the International Accreditation Service (IAS) Special Inspection Agency Accreditation Program. The program requires special inspection agencies to operate under a quality management system that is documented in a manual and also requires the agency to be assessed in the field to determine if it is competent to perform specific inspections or types of inspections. IAS accreditation is based on the assessment of a special inspection agency's inspection procedures, the competence of its inspection staff, and its reporting procedures.

Agency / Inspector Name \_\_\_\_\_

**Approved Laboratory**

To become an approved construction materials testing lab in California, follow these steps:

- 1. **Obtain Accreditation:** Ensure your lab meets the accreditation requirements set by recognized agencies such as AASHTO, CCRL, or ASTM.
- 2. **Meet Testing Standards:** Your lab must adhere to the latest testing standards and procedures as outlined by the relevant agencies.
- 3. **Conduct Quality Assurance:** Implement a rigorous Quality Assurance Program to verify the calibration of all test equipment and ensure consistent testing results.
- 4. **Provide Training:** Offer training for your staff on the latest testing methods and procedures to maintain proficiency and compliance.
- 5. **Maintain Compliance:** Regularly update your lab's practices to comply with industry standards and regulations.

The Application Fee covers the Building Official or Plan Examiner’s time to verify the applicant’s qualifications and update the City’s list of Pre-Approved Special Inspectors.

If you should have any questions regarding the procedures for qualifying Special Inspectors, or for Special Inspection Application fee payment procedures, please call the Building Division (530) 879-6700 and ask for the Special Inspection Coordinator or email [buildingdocs@chicoca.gov](mailto:buildingdocs@chicoca.gov).

**Special Inspector #** \_\_\_\_\_ **Name** \_\_\_\_\_

**Special Inspector Signature** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Special Inspector #** \_\_\_\_\_ **Name** \_\_\_\_\_

**Special Inspector Signature** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Special Inspector #** \_\_\_\_\_ **Name** \_\_\_\_\_

**Special Inspector Signature** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Requested by:**

**Company Representative**

\_\_\_\_\_  
Print Name Signature Date

Agency / Inspector Name: \_\_\_\_\_

**Special Inspector #** \_\_\_\_\_ **Name** \_\_\_\_\_

Special Inspector Signature \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**Special Inspector #** \_\_\_\_\_ **Name** \_\_\_\_\_

Special Inspector Signature \_\_\_\_\_ Phone \_\_\_\_\_

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Special Inspector Signature \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

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### **Building Division Use**

Fee Paid \$ \_\_\_\_\_ Date \_\_\_\_\_ Record # \_\_\_\_\_

Application Reviewed \_\_\_\_\_ Approved \_\_\_\_\_

**To be filled out by agency or inspector to accompany special inspection application**

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