



**COUNTY OF LOS ANGELES PUBLIC WORKS
BUILDING AND SAFETY DIVISION
900 SOUTH FREMONT AVENUE, ALHAMBRA, CA 91803
TELEPHONE (626) 458-3170**

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

The purpose of this document is to clarify the application procedures and the minimum experience requirements to be certified 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 fee payment for each discipline. Currently, the following four disciplines are available for Certificates of Registration: Reinforced Concrete (C), Prestressed Concrete (P), Structural Masonry (M), and Welding and High Strength Bolting (W).
3. Applicants shall create an online account on EPIC LA at <https://epicla.lacounty.gov/SelfService/#/home> to process online payment(s).
 - a. Instructions to create an online account on EPIC LA:
 - (1) <https://epicla.lacounty.gov/SelfService/#/home>
 - (2) Log in or Register.
 - (3) Click the "Register Here" field.
 - (4) Provide your e-mail address (this will be your log in).
 - (5) A verification e-mail will be sent to the e-mail address provided (if not found in your Inbox, please check your spam or junk mail).
 - (6) The link in the e-mail will lead you to the remaining steps of registration, please complete accordingly.
4. Applicants shall have a high school diploma or equivalent.
5. Applicants shall meet the following minimum experience requirements:
 - a. A minimum of 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 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, a copy of certification(s) from ICC Verify Professional Information at <http://verify.iccsafe.org>, or ICC proctored examination pass letter as applicable for each application.
 - a. Applicants for Reinforced Concrete "RCSI examination" and/or "RCSI Associate" certificates will **not** be accepted.
 - b. Applicants for Welding and High Strength "Structural Steel and Bolting Special Inspector" wallet cards will **not** be accepted.
 - c. Applicants for Prestressed Concrete shall hold a current County of Los Angeles Certificate of Registration for Reinforced Concrete.
7. Applications for Reinforced Concrete and Prestressed Concrete may be submitted concurrently. The Prestressed Concrete registration will not be issued until the applicant has been issued a registration for Reinforced Concrete.
8. Applicants shall provide a separate letter of reference on company letterhead for verification of experience and qualifications from each of the three referenced individuals listed on the application. Each letter shall provide complete contact information for the person of reference and must include an address and phone number. Applications without three references and missing a separate reference letter from each referred person specified are considered incomplete and will be returned to applicant.
9. Applicants shall sign, date, and return the "Special Inspector Guidelines and Acknowledgement Form" before their scheduled interview.
10. Completed applications, including three letters of reference, ICC Verify Professional Information, and the Special Inspector Guidelines and Acknowledgment Form will be reviewed. If accepted, an e-mail will be sent notifying the applicant that an invoice has been created and is ready to be paid online. Once the invoice is paid the applicant will be notified by e-mail to appear for an online interview. Interviews will be scheduled periodically throughout the month. 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.

11. Failure to appear for the interview, or cancellation or postponement without 24-hour notice, may result in forfeiture of fees.
12. Upon passing, a notification letter with interview results will be sent and a PDF ID card will be e-mailed within 1 week of the interview.
13. Qualified applicants who pass the interview will be granted registration as a Special Inspector. All registrations expire on even numbered years dated June 30th. The renewal fee for each type of construction certification will be listed in your renewal notification. Please update your online EPIC LA account for any changes in your e-mail and/or mailing address as this will assure timely receipt of our biennial renewal notice.
14. Applicants who fail to pass an examination shall be ineligible for re-examination for a period of 30 days. Applicants who fail to pass an examination for a second time shall be ineligible for re-examination for a period of 180 days, at which time a new application and fee shall accompany the request for re-examination.

Please e-mail completed application(s) to:

BSD-SpecialInspector@dpw.lacounty.gov