



DUTIES AND RESPONSIBILITIES OF THE SPECIAL INSPECTOR

1. The Special Inspector must call the Building & Safety Division 24 hours prior to arriving at the job location (951) 826-5697. Waiver of this requirement is subject to the approval of the Building Official.
2. The Special Inspector shall observe the work assigned to be certain it conforms to the **City Approved Plans**. The approved plans shall be available when work is in progress. The Special Inspector shall not accept any deviation from approved plans unless the revision has been approved by the Building & Safety Division.
3. The Special Inspector shall furnish inspection reports on approved report forms (attached) to the Building and Safety Division, the Engineer or Architect of Record, and other designated persons in a timely manner. **All discrepancies** shall be brought to the immediate attention of the contractor for correction, then, if uncorrected, to the proper design authority and to the Building & Safety Division.
4. Notify the Building & Safety Division, if any emergency arises and you are to be absent from the job while work is in progress, and then notify the person in responsible charge of work. Work requiring a Special Inspector must be stopped unless the owner has obtained an approved substitute Inspector, licensed by this City.
5. The Special Inspector shall submit a **Final Report** (attached) to the Building & Safety Division, stating whether the work requiring special inspection was to the best of their knowledge, in conformance with the approved plans and specifications and the applicable workmanship provision of this code.
6. Your presence on the job does not excuse the project from the other formal inspection made by the regular inspection force of the City. Concrete shall not be placed on any job until approval to do so has been granted by the City Building Inspector.

In clarifying the role of the Special Inspector, it is important to remember that the inspections you will perform are required **in addition to** the inspections performed by the City Building Inspectors. Therefore, you are **not** authorized to assume the role or responsibility of the City Building Inspectors; rather, you should work closely with them to ensure code compliance.

If you have any questions regarding the performance of duties and responsibilities, please contact the Building & Safety Division at (951) 826-5697.

Note: Failure to comply with these policies and procedures may result in the revocation of your City of Riverside Special Inspector License.