



INFORMATION BULLETIN

IB-065

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Deputy Inspector Program

The intent of this publication is to explain the expectations and qualifications required of special inspectors who register to work within the City of Long Beach. It is expected that special inspectors familiarize themselves with this document before commencing inspections within the City.

The Long Beach Building and Safety Bureau (LBBSB) currently includes the “Types of Work” found in the current California Building Code (CBC) Section 1705. More detailed information on the various disciplines is found in PART TWO, section II of this bulletin.

DEFINITIONS AND ABBREVIATIONS

ACI: American Concrete Institute.

AISC: American Institute of Steel Construction.

ANSI: American National Standards Institute.

APPROVED AGENCY (AGENCY): An established and recognized agency that is regularly engaged in conducting tests or furnishing inspection services, where such agency has been approved by the building official.

ASTM: American Specifications for Tests and Materials.

AWS: American Welding Society.

BED JOINT: The horizontal layer of mortar on which a masonry unit is laid.

BOTTOM OF FOOTING: The lowest elevation of excavation at a given location, prior to fill; where a footing will be placed.

BUILDING OFFICIAL: The officer or other designated authority charged with the administration and enforcement of Building codes, or a duly authorized representative.

CMU: Concrete Masonry Unit.

CITY INSPECTOR: LBBSB Inspector assigned by the building official to oversee local projects.

DEPUTY INSPECTOR (DEPUTY): A deputized (registered) special inspector who has registered with the LBBSB and has been approved by the building official to perform special inspections.

FINAL INSPECTION: The last inspection verifying and certifying that all construction work requiring deputy inspection is completed, inspected, approved and the building is ready to be occupied. This Final Inspection authorizes the issuance of a Certificate of Occupancy once LBBSB has approved the use of the premises.

HEAD JOINT: Vertical mortar joint placed between masonry units within the wythe at the time the masonry units are laid.

ICC: International Code Council.

INTUMESCENT FIRE-RESISTANT COATINGS: Thin film liquid mixture applied to substrates by brush, roller, spray or trowel which expands into a protective foamed layer to provide fire-resistant protection of the substrates when exposed to flame or intense heat.

MASONRY:

- I. **MASONRY:** A built-up construction or combination of building units or materials of clay, shale, concrete, glass, gypsum, stone, or other approved units bonded together with or without mortar or grout or other accepted methods of joining.
- II. **GLASS UNIT MASONRY:** Masonry composed of glass units bonded by mortar.
- III. **PLAIN MASONRY:** Masonry in which the tensile resistance of the masonry is taken into consideration and the effects of stresses in reinforcement are neglected.
- IV. **REINFORCED MASONRY:** Masonry construction in which reinforcement acting in conjunction with the masonry is used to resist forces.
- V. **SOLID MASONRY:** Masonry consisting of solid masonry units laid contiguously with the joints between the units filled with mortar.
- VI. **UNREINFORCED (PLAIN) MASONRY:** Masonry in which the tensile resistance of masonry is taken into consideration and the resistance of the reinforcing steel, if present.

PRIMARY MEMBERS: Structural columns, beams and cross members that make direct connections with columns.

SECONDARY MEMBERS: The following structural members shall be considered secondary members and not part of the primary structural frame:

- I. Structural members not having direct connections to the columns;

- II. Members of the floor construction and roof construction not having direct connections to the columns; and
- III. Bracing members other than those that are part of the primary structural or moment frame.

SHEAR WALL: A wall designed to resist lateral forces parallel to the plane of a wall.

SHEAR WALL PERFORATED: A wood structural panel sheathed wall with openings, that has not been specifically designed and detailed for force transfer around openings.

SHEAR WALL SEGMENT: A section of shear wall with full-height sheathing that meets the height-to-width ratio limits of Section 4.3.4 of AWC SDPWS.

SPECIAL INSPECTION, CONTINUOUS: The inspection of construction or work that requires special inspection in accordance with the statement of special inspections and, due to the nature of the work, is inspected by an approved special inspector who is continuously present in the area when and where the construction or work is being performed.

SPECIAL INSPECTION, PERIODIC: The inspection of construction or work that requires special inspection in accordance with the statement of special inspections and, due to the nature of the work, is inspected by an approved special inspector who is intermittently present in the area when and where the construction or work has been or is being performed.

SPECIAL INSPECTION: Inspection of construction requiring the expertise of an approved special inspector to ensure compliance with current code and the approved construction documents.

SPECIAL INSPECTOR: Certified person having the competence necessary to inspect a particular type of construction requiring special inspection.

SPRAYED FIRE-RESISTANT MATERIALS: Cementitious, intumescent or fibrous materials that are sprayed to provide fire-resistant protection of the substrates.

STATEMENT OF SPECIAL INSPECTIONS (SSI): Per LBMC Chapter 18.05.010 a statement of special inspections is part of the submittal package illustrating the requirements for structural observations, special inspections and testing (2022 CBC section 1704.3.1).

STRUCTURAL OBSERVATION: The visual observation of the structural system by a registered design professional for general conformance to the approved construction documents.

GENERAL PROGRAM GUIDELINES

Special inspection is the monitoring of the materials and workmanship which are critical to the integrity of the building structure. It is the review of the work of the contractors and their employees to assure that the approved plans and specifications are being followed, that relevant codes and ordinances are being observed. The deputy furnishes continuous inspection at all times that construction requires their presence. While deputy inspectors are deputized to act on behalf of the City of Long Beach when performing special inspections, the special inspection process is in addition to those conducted by the City Inspector and by the engineer or architect of record as part of periodic structural observations.

A deputy inspector is a person who has been approved by the building official to perform certain types of inspections. The use of deputy inspectors is reserved for complex installations requiring highly developed inspection skills in one or more construction crafts. These generally include: concrete placement and testing, ductile moment-resisting concrete frames, reinforcing steel and pre-stressing steel, welding, erection of structural steel members, high-strength bolting, structural masonry, reinforced gypsum concrete, spray-applied fireproofing, driven or drilled piles, piers and caissons, shotcrete, special grading, excavation and filling.

PART ONE- EMPLOYMENT AND DUTIES OF A DEPUTY

EMPLOYMENT

The deputy or/agency that deputy works for shall not be employed by the contractor, subcontractor or material supplier as this would constitute conflict of interest. Section 18.07.080A of the Municipal Code (LBMC) "When required. In addition to the inspections to be made by the Building Official as specified in this Chapter, the owner or the owner's authorized agent, **other than the contractor**, shall employ one (1) or more special inspectors who shall provide inspections during construction on the types of work listed in Chapter 17 of the California Building Code adopted in LBMC 18.40. The special inspector shall be qualified under Subsection 18.07.080.B."

CBC section 1704.2.1 " The registered design professional in responsible charge and engineers of record involved in the design of the project are permitted to act as the approved agency and their personnel are permitted to act as special inspectors for the work designed by them, **provided they qualify as special inspectors.**"

QUALIFICATIONS

LBMC section 18.07.080.B states "Qualifications of special inspector. The registered special inspector shall be a qualified person who shall demonstrate their competence pursuant to Subsection 18.07.080.C, to the satisfaction of the building official, for inspection of the particular type of construction or operation requiring special inspection".

Per LBMC section 18.07.080C.1 "Requirement. Any person desiring to be registered as a deputy inspector shall first qualify by passing a written or oral examination or both, given by the Building Official. Upon application for such examination, such person shall pay to the City a nonrefundable registration fee as set forth in the schedule of fees and charges established by City Council resolution".

Renewal of the certificate shall be done on an annual basis; no inspection(s) shall be performed on an expired certificate. The certificate may be renewed up to 30 days after expiration without penalty. After 30 days and up to 60 days, the certification may be renewed however, a penalty fee will be applied. Certificates expired more than 60 days shall not be renewed, a new application, non-refundable fee and re-examination will be required (LBMC 18.07.080.C.3.)

I. CERTIFICATION CARD

A certification card is issued once one qualifies as a City of Long Beach deputy inspector, though issued to the deputy the card remains property of the City of Long Beach. The deputy is expected to have their card in their possession at all times inspection is being performed, copies shall not be acceptable proof of certification. Lost or stolen cards must be reported immediately. A request for replacement should be submitted to LBBSB if a card becomes damaged or illegible. This card is to be presented upon request by city inspectors or building official. Failure to be in possession of your proof of certification is grounds for disciplinary action.

II. NOTIFICATION

The building official shall be notified prior to the commencement of any special inspection activity and prior to issuing a final report. The notification should be made to the City no later than 3:00 p.m. of the previous working day of the job assignment by completing the online form on the City website linked below:

[On-Site Inspection Notification Form](#)

Failure to comply with notification requirements will result in disciplinary action.

Be prepared to provide the following information:

- a) Your name and phone number (cell phone preferred), and email.
- b) City of Long Beach Deputy certification number.
- c) The ten-digit permit number for the project to be inspected i.e. BRMD123456. (If it is known)
- d) The project address.
- e) Type of work to be inspected.
- f) The date(s) and time(s) you will be on the job site.

NOTE: If an inspection is to be interrupted for more than one day, the job must be reported in the same manner as a new job assignment.

III. DUTIES & RESPONSIBILITIES

The deputy inspector shall promptly submit daily/weekly written reports to the building official and the engineer or architect of record, as well as any other persons designated by the building official. Any deputy who is on a job for one week or less shall file an LBBSB report form upon the conclusion of their tenure on that job, certifying to everything they have inspected and approved during employment there. The reports should be provided no later than three (3) days following the inspection for the day/week that the inspection occurred. For long term projects coordinate the submittal of the report(s) with city Inspector.

- 1) The deputy shall report, as directed, to the project superintendent all violations of the code and any other information as may be required (See section V below).
 - a) Nothing shall preclude the building official from requiring daily inspection reports or for each significant portion of the project.
 - b) All non-compliant items shall be brought to the attention of building official and project superintendent before it becomes incorporated in the work.
- 2) When the placement of steel reinforcement bars or tendons in concrete slabs is inspected by one deputy and the placement of concrete is to be inspected by another deputy, the first deputy shall fill out a LBBSB report form detailing that portion of work that is approved. Any nonconformance, noncompliance or violations shall be noted for the follow-up deputy and the building official shall be notified. A copy shall be posted on the job in the construction site office in which the approved plans are kept. The original shall be sent to LBBSB.
- 3) If the first deputy does not leave a report on the job, either because the work was not completed or was improperly done, the subsequent deputy must first notify LBBSB inspector, then inspect area in question.
- 4) All work requiring inspection by a deputy must be certified by a deputy. If it is observed that work is being performed without deputy inspection as required under chapter 17 of the CBC; report to the project superintendent, the necessity for inspection (Escalate to the registered design professional and LBBSB if necessary). Each deputy must certify the work that has been personally inspected and approved by said deputy. There must be no gaps in compliance in cases in which one deputy succeeds another or in which two or more deputies share inspection responsibilities in any designated area.

IV. DEPUTY DAILY INSPECTION REPORT

The daily inspection report(s) shall be in writing, on LBBSB forms, as required by the building official. The report must reflect the scope of work being inspected, the progress of the work, any deviations, defects, delays, materials, working conditions and other matters which may in any manner affect the structural safety and strength of the building. These reports shall be furnished to the building official, the registered design professional in responsible charge and other designated persons.

LBBSB Deputy Report. The deputy report may be downloaded in an electronic fillable format at: [CLICK LINK TO DOWNLOAD DEPUTY REPORT](#) or see Figure 1 of this Bulletin. When submitting the results of the daily/weekly inspection to the City of Long Beach, this is the only form that will be accepted. No other Deputy Inspector

Certificates of Compliance, including copies and computer forms by test labs, will be accepted in place of the most current LBBSB form.

When filling out the LBBSB report form, fill it out completely and carefully, reading over and checking each of the entries. The deputy shall date, sign and print the name, provide permit number and deputy registration number in a readable and legible manner.

The requirements in completing the report are as follows:

- 1) When completing the form type, print or write legibly being clear and concise in describing the work performed, problems, etc.
- 2) Provide the correct address and permit number of the project (listed on the permit, posted Inspection Card and/or the approved plans).
- 3) A given daily report may only represent one permit. If the deputy inspector is on a project with multiple permit numbers, the deputy inspector shall write a separate report for each permit. Daily reports for multiple permits will be rejected
- 4) Describe inspections and tests performed giving specific locations on the job site or grid lines.
- 5) Estimate the percentage of deputy-inspected work that has been completed for the craft you are inspecting **NOTE:** 100% means all inspection for that discipline on the **entire project** is complete and must be co-signed by the city inspector.
- 6) Itemize changes authorized by architect/engineer of record and approved by the Building Bureau.
- 7) List nonconforming items, parties notified and method of notification.
- 8) Indicate closure of nonconforming items and how they were resolved (i.e. RFI).
- 9) For non-conformances not corrected, or about to be incorporated in the work, proceed with non-conformance procedure (see below section VI).
- 10) At the bottom of the form, print your name, sign and enter your Long Beach deputy license number clearly and legibly.
- 11) Upon completion of your tenure on the job, or upon completion of the job issue a final report.

ALL FINAL REPORTS STATING 100% COMPLETION MUST BE COSIGNED BY THE CITY INSPECTOR.

V. **NON-CONFORMANCE PROCEDURES** (CBC Section 1704.2.4)

When a deputy inspector observes non-conforming construction occurring (or about to occur), they must take the following steps:

- 1) Notify the contractor or their representative of the discrepancy and what the code or approved plans require.
- 2) If the contractor then chooses to proceed without correction of the discrepancy, attempts to cover, conceal, patch or insufficiently correct any defect of materials or workmanship; per LBMC Section 18.07.080.E.4: the deputy must do the following.

- a) Immediately notify the City Inspector by telephone or other means of the nature of the discrepancy.
- b) Notify the owner and engineer or architect of record.
- c) Generate and distribute a Non-compliance Notice per section VI.

VI. NON-COMPLIANCE PROCEDURES

The deputy inspector non-compliance form is available on the department web site: use link [NON-COMPLIANCE FORM](#) or see Figure 2 of this Bulletin. This form must be used (no other correction form shall be used). The deputies are responsible for tracking non-compliances and should monitor them to final resolution by either correction or LBBSB approved modification by the registered design professional. This information should also be noted on the daily report. The notice shall contain as a minimum the following information about each non-compliant item:

- 1) Description and exact location of each non-compliance.
- 2) Reference to applicable detail of approved plans and/or specifications and/or building code.
- 3) Document the non-compliance in your daily report.

When the Deputy Inspector encounters conditions where the contractor does not want to address the violation/s, the deputy should notify in writing (e-mail) the following people:

- 1) City Inspector/Building Official
- 2) Job engineer or architect responsible for the design of the inspected project or the geologic or soils engineering firm providing technical design data for the inspected project.
- 3) Superintendent and subcontractor that performed the work in violation

RESOLUTION OR CORRECTIVE ACTION

Upon resolution or corrective action, fill out and distribute Record of Correction Form available on the City website [CLICK LINK PROVIDED](#) (this is page two of the non-compliance notice, FIGURE 3 of this Bulletin). Furnish the record of correction to the same distribution list as the non-compliance and attach a copy to the related non-compliance to the permit.

PART TWO- PERFORMANCE GUIDELINES & DISCIPLINE

I. PERFORMANCE GUIDELINES

1. The deputy inspector is expected to remain on the job at all times that a continuous inspection is required. Should an emergency arise that requires the deputy to leave the job site, the deputy shall notify the person in charge of work. Unless the owner can obtain a substitute deputy, it will be necessary to cease

work until a substitute is on site or the deputy returns from their emergency. The returning or replacing deputy shall report to the Building Official as indicated in Part One, section II & III above.

2. The deputy shall possess copies of the current adopted code applicable to the discipline being inspected.
3. Inspections of the jobsite will be made by a city inspector, the deputy is expected to give city inspectors his/her full cooperation. The deputy must report to the city inspector any unusual condition or information that would be a concern to the city.
4. Plans shall be LBBSB approved plans, any deviation or revision of those plans must have been approved by LBBSB.
5. The deputy shall observe pedestrian safety as specified in CBC section 3306 and report violations or unsafe conditions to the city inspector.
6. The deputy shall not accept gratuities of any kind from a contractor, sub-contractor or owner/contractor including but not limited to: materials, labor, lunches, gifts etc. The deputy is expected to observe the utmost discretion and integrity in this area.
7. A deputy shall not perform or be compensated for any work on the job site other than the inspection duties for which he is employed.

II. DISCIPLINES

The following is a guideline of the deputy's duties, responsibilities and tests that must be performed. Each discipline is unique to a specific type of construction. Regardless of the discipline being practiced, it is the duty of the deputy to assure that compliance has been obtained. Be aware of and report work being performed without required deputy inspection.

In all disciplines, the deputy inspector should arrive on the job in sufficient time to:

- Report to the project superintendent and acquire telephone numbers and email addresses for the contractor, subcontractor, the City Inspector and the registered design professional in responsible charge.
- Verify the permit information.
- Verify drawings are approved by LBBSB
- Become familiar with the plans, shop drawings and specifications.
- Establish an understanding of the testing and inspection requirements necessary to comply with the Statement of Special Inspections (SSI) for the assigned discipline.
- Review applicable sections of referenced codes for the discipline to be inspected.
- Check for prior inspections and/or approvals by the City Inspector.
- Review reports and non-compliances issued by previous deputy.
- Check the quality of all materials.

NOTE 1: The employment of a deputy shall not relieve the contractor of the responsibility for formal progress or called inspections made by city inspectors.

NOTE 2: The deputy inspector shall not assume the duties of or perform inspections required by LBBSB unless authorized by the building official.

1. CONCRETE

Concrete testing and specimen taking can be done by ACI certified technicians.

- a. All materials shall conform with the American Specifications for Tests and Materials (ASTM) shown in Section C 33 and C 150.
- b. Foundation bottoms and zoning inspection shall be approved by LBBSB before placement of reinforcement in concrete in footings; plumbing, groundwork and electrical must be approved by LBBSB prior to placement of concrete. These inspections should be verified in advance to avoid unnecessary delays to the contractor. **ALL FOOTINGS MUST BE APPROVED BY LBBSB PRIOR TO REINFORCEMENT INSTALLATION.**
- c. Reinforcing steel (rebar): Verify reinforcing steel mill test reports (when required) for mill markings and test data. Acquire sample material for tests directly from unopened bundles when required by specifications.
- d. Inspection includes the proper identification of the type, grade, spacing, ties, cleanliness, bend radius, laps, supports, construction joint locations, and clearances. Verify reinforcement steel and embedments are secure and will not move during concrete placement. Specifications for reinforcing steel are in ASTM A 615, A 706 and A 996. Check general dimensions of formwork as well as embedment size, location and spacing.
- e. Any welding of reinforcement steel shall be inspected by a structural steel and welding deputy under AWS D1.4.
- f. Verify locations of construction joints comply with approved plans, specifications and building code.
- g. Check forms for cleanliness and proper treatment prior to placement.
- h. Acquire copy of the concrete mix design.
- i. Verify that delivery slips or trip tickets from the batch plant match the approved mix design and monitor batch/placement times comply with code. The trip ticket is required to have specific information, see ASTM C 94. The mix design designation should appear on the ticket as well as the weights of the cement, fine and coarse aggregates and total water (including free moisture). The maximum water allowed in a mix may not be exceeded unless specifically authorized by the engineer responsible for the mix design.
- j. Admixtures must be strictly monitored for acceptability by the building code.
- k. Mixing and placing equipment shall be in good condition and inspected to assure that the concrete is thoroughly mixed, conveyed to the location of final deposit, placed without segregation and properly consolidated. Visually estimate the slump of each batch delivered and request adjustment when necessary. Concrete with coarse aggregates will require the use of a tremie when drops over six feet are involved. Inspect proper curing techniques are used including hot or cold weather measures as needed for protection of concrete and grout. Locations of possible cold joints shall be noted in deputy inspection report.

- l. Note form blow-outs, shoring movement or other events during concrete placement in the deputy daily report and notify registered design professional.
- m. Observe samples and tests are properly executed by ACI Concrete Field Technician Grade I, and in accordance with plans and specifications. Concrete samples shall be taken at the point of discharge from the mixer in conformance with ASTM C 172, Concrete slump tests performed per ASTM C 143. specimens for compressive strength cylinders shall be fabricated and stored per ASTM C 31 Samples shall be handled and cured properly in a safe location. For other tests required by project documents and minimum frequency of strength specimens of concrete and its components refer to American Concrete Institute (ACI) 318, section 5.6.2.

2. CAST IN DRILLED HOLE (CIDH) PILES

This classification is currently part of the Reinforced Concrete certification, however CIDH observation requires experience with soil and rock identification and with interpretation of design soil and embedment requirements. As such, the deputy should endeavor to work closely with the geotechnical engineer.

- a. Note and record equipment being used on site.
- b. Observe drilling operations and maintain complete and accurate records for each pier. Verify locations of piers and verify plumb is in tolerance. Confirm pier diameters, bell diameters (if applicable), lengths, keep a log of soil types and depth of changes as well as embedment depth into bedrock (if applicable).
- c. During concrete placement assure concrete guidelines are met.
- d. For piers requiring bentonite slurry, monitor viscosity of drilling mud and observe that fill level does not fall below the waterline noted on the geotechnical report. During concrete placement assure that a tremie is used. Verify by soundings that the tremie remains below top of concrete, slurry should be pumped out of the CIDH and retained in baker tanks. Slurry shall not be permitted to enter catch basins or storm drains.

3. DRIVEN PILES

- a. Monitor the condition of soil when/if pilot holes are drilled.
- b. Verify that concrete piles were fabricated in the shop of an approved fabricator or have been fabricated under Long Beach deputy inspection.
- c. Verify that pile materials, sizes and lengths comply with project requirements.
- d. Determine capacities of test piles and conduct additional load tests, as required under supervision of the design geotechnical engineer
- e. Inspect condition of piles prior to driving and monitor straightness is as specified. Verify that leads, hammer type and size, cushioning and other equipment used during driving operations are in compliance with reports and recommendations.
- f. Observe driving operations and maintain complete and accurate records for each pile. Including number of blows per foot of penetration, also tip and butt elevations.
- g. Verify terminating blow count at refusal and/or pile tip elevation are as specified.
- h. Verify horizontal and vertical locations, plumbness and orientation are as specified.

- i. Note damage, defects or variations. A daily log verifying the inspections shall be maintained and a copy kept at the job site.
- j. For specialty piles, perform additional inspections as determined by the registered design professional in responsible charge.

4. GRADING

- a. Review and become familiar with the geotechnical reports, approved plans and department approval letters. Check the survey map, verify property lines and boundaries with respect to cut and fill areas. Zoning and property line setbacks shall be inspected and approved by LBBSB prior to placement of fills or beginning construction of piles or walls. Notify the City Inspector of all bottoms before fill and foundation bottoms before reinforcement is installed.
- b. Note and record equipment being used on site.
- c. Verify materials below footings are consistent with geotechnical report.
- d. Verify excavations are extended to proper depth and have reached proper material.
- e. Perform and record soils classification and testing of controlled fill materials.
- f. Verify use of proper materials, densities, and lift thicknesses during placement and compaction of controlled fill.
- g. Prior to placement of controlled fill, observe subgrade and verify that site has been prepared properly.
- h. Sample and verify that the following materials are delivered to the materials engineering laboratory for any required testing:
 - i. Subgrade materials;
 - ii. Native-fill materials;
 - iii. Imported Materials; and
 - iv. Additive materials (lime, cement, sand, pozzolan, etc.)
- i. Perform soils classification and properties tests as required on native and/or fill materials.
- j. Perform laboratory moisture-density relationship tests or other structural property tests as required.
- k. Where applicable, conduct a laboratory testing program to determine soils' properties resulting from admixtures such as cement or lime.
- l. In the field, conduct in-place field density and moisture tests using procedures specified in the contract documents. Frequency of testing should be pre-determined to allow for representative coverage of each lift, while interfering as little as possible with earthwork operations schedule.
- m. Conduct testing in a timely manner to avoid having to retest previously covered work. Similarly, test methods should be pre-determined to take into account the contractor's procedures and soils types.
- n. Periodically sample materials in the field to verify continued compliance with specifications requirements (recommended).
- o. On mass grading projects: monitor and/or verify volume and condition of soil during import or removals. Observe scarification and condition of all bottoms. Check condition of fill for deleterious materials and large rocks and have removed. Monitor fill placement, lift thicknesses, compaction and testing. Verify

- grades and pad or slope gradients, monitor placement or construction of erosion control devices (temporary or permanent).
- p. On shoring systems: monitor volume and condition of material being removed during drilling, angle of boring, progress of temporary cuts, testing of anchor rods and notify the engineer of any condition that is not consistent with the geotechnical reports and recommendations. Placement of high strength concrete (over 2500 psi) requires a deputy for concrete placement. When the deputy holds a dual registration, they may not inspect concrete placement and grading at the same time unless authorized to do so by the city inspector.
 - q. On gravity wall construction (such as crib walls): verify all prior approvals from geotechnical consultant and notify city inspector of footing bottom and angle.
 - r. Fabricated concrete units shall be from an approved fabricator, inspect condition of concrete units (cracked or broken units shall not be used), monitor erection of wall for compliance with design for specific conditions (asphalt shingles may be used as shims or spacers if they provide full bearing contact), monitor placement and compaction of soil within the wall units.
 - s. On slot cut inspection: verify sequence of construction prior to the first slot cut, check width and depth of cuts, inspect soil condition for conformance with geotechnical report, check back drains and gravel prior to placement of fill, monitor compaction and testing of fill, verify backfill of "A" slots before proceeding with "B" and/or "C" cuts.
 - t. Upon completion of work the deputy shall file a final report per PART 1, Section V, note 5 to LBBSB certifying that the requirements of the project documents have been met.

5. MASONRY

- a. All structural masonry requires a prism test to be completed at least 28 days prior to the beginning of construction or a record of 30 prism tests approved by the building official. The exception is if the design engineer has used the "Unit Strength Method" or the design is adjusted for half stress.
- b. Establish high lift or low lift procedures have been approved and documented for use.
- c. Verify surface preparation of foundations and vertical dowels are clean and per specification/tolerance.
- d. Assure all materials shall conform with material standards required in the plans and specifications. Collect, and verify mill test certificates for unit masonry, cement, reinforcement steel and embedded anchors are as specified by the registered design professional.
- e. Acquire and/or observe preparation of samples as required by the SSI, CBC section 1705.4, TMS 402/ACI 530/ASCE 5 and TMS 602/ACI 530.1/ASCE 6 as applicable. Sample brick or block, aggregates, cement for mortar and grout. Assure reinforcing steel sampling and testing if required. Verify delivery of same to the laboratory for testing.
- f. Verify that construction materials are stored and handled in a manner that protects them from contamination and damage.

- g. Verify potable water is used in fabrication of grout and mortar, verify containers used with water do not introduce contamination to water (water from other sources should be tested for unacceptable levels of acid, alkali or organic substances before use).
- h. Additives (including colors) and admixtures (including air entrainment) shall not be used without prior approval from LBBSB and registered design professional. Antifreeze compounds and aluminum grouting equipment are prohibited.
- i. General construction requirements for masonry are found in CBC section 2104. Section 2105 describes quality assurance and testing. Specific requirements for various masonry types and seismic site classification A, B, C, D, E, and F shall be reviewed, determined and compared with site conditions. If soils reports are not available, class D is used. See section 1613.2.2.
- j. Inspect reinforcement as laid out in the project documents. Be mindful of laps and staggering for bond beams.
- k. In filled cell construction, the continuity of cells to be filled is critical and must be maintained. When walls are not solid grouted and offsets in cells occur the effectiveness of the reinforcement is eliminated. Care should be taken when grouting to assure full coverage of both horizontal and vertical reinforcement.
- l. All grout shall be consolidated and re-consolidated, using mechanical vibration equipment during placing before loss of plasticity. Suitable methods shall be used to secure reinforcement to prevent displacement during grouting. When cleanouts are used they shall be at the bottom of all cells containing reinforcement and large enough to permit removal of all debris. Cleanouts shall be effectively sealed after inspection and before grouting.
- m. Note occurrence of blowouts during grouting operations, note corrective action taken.
- n. Note locations and requirements for shear walls.
- o. Implement hot/cold weather protection of masonry when necessary due to ambient temperature.

6. METHANE MITIGATION SYSTEM

The Methane Mitigation Systems Deputy shall be knowledgeable about the proposed system and capable of inspection of all methane mitigation system components. Such systems shall be in conformance with the LBMC Chapter 18.79 and the City's Information Bulletin BU-055. Additionally, the recommendations of the membrane manufacturer and the Qualified Professional Engineer, not in contradiction with the City's minimum standards, shall be observed. However, before any Methane Mitigation Systems components are installed, the Deputy shall verify the installer's certification issued by the membrane manufacturer. The Deputy to inspect the listed items below as a minimum requirement:

INSTALLER MEMBRANE MANUFACTURER'S CERTIFICATION

- a. Contractor
- b. Contractor's workers

SUBSLAB INSPECTION

Trench

1. Underground Vent
2. Underground horizontal to vertical vent transition assembly
3. Under membrane protection
4. Membrane
5. Methane barrier leak testing inspection (Smoke Test)
6. Over membrane protection

VERTICAL RISER

- a. Riser valve
- b. Testing Port
- c. Vent riser signage
 - a. Placards and or Labels
- d. Vent supports (per 2019 CA Plumbing Code, Table 313.3)
- e. Air Test on vent risers (per 2019 CA plumbing Code, section 712.3)
- f. Venter Riser Termination
 - a. Active system
 - b. Passive System

ALARM TESTING FOR ACTIVE SYSTEMS

- a. Audible
- b. Visual

GAS MEMBRANE NOTIFICATION PLACARD (Shall be located at the main building entry)

7. POST INSTALLED ANCHORS AND DOWELS (Formerly "Epoxy")

The deputy shall be City reinforced concrete approved and ACI certified for post installed anchors.

- a. Acquire the ICC Evaluation Service Report (ESR) or manufacturer instructions if ESR is unavailable for each approved anchor system. Note requirements for minimum embedment, edge distance and anchor spacing. Verify anchor is correct type and material for the substrate and weather conditions i.e. galvanized or stainless.
- b. Report anchor brand, type, dimensions (if epoxy: expiration date, anchor material and ambient temperature and moisture condition at the time of injection).
- c. Report substrate type, design strength and age if known, as well as orientation of the hole (beveled washer or epoxy retention cap may be required).
- d. Report drill method, bit type and dimension meet manufacturer specifications. Observe that the bit is straight and sharp (bent or dull drill bits will drill an oversized hole, which negatively effects the strength capacity of the anchor). Check hole diameter, depth, cleanliness and spacing for compliance. Reinforcement steel shall not be drilled or cut without approval of the registered design professional and approved by LBBSB. Anchor locations in post tensioned structures must be established by means of X-ray, GPR or compatible scanning as not to damage tendons under stress.
- e. Torque controlled expansion anchors shall only be installed with a torque wrench.

PROOF LOADING OF ANCHORS

- f. Verify type, testing frequency, and tension requirements for each anchor system requiring inspection. **The deputy is not authorized to determine the test values, the engineer should be contacted to provide test values if not specified.**
- g. Record proof load equipment being used and certification/expiration dates thereof. The certification will note the identification of the gauge and ram.
- h. Record the anchor brand, type, dimensions, locations, purpose, quantity; how the anchor was isolated, and method of grip used. Record quantity and percentage tested, load applied, quantity of failures and their locations.
- i. Mark failed anchors for replacement, identify who was notified of results and include remarks indicating planned corrective measures.

8. POST TENSION

- a. Verify concrete mix designs, tensioning data and calculations for stressing have been approved by the engineer of record.
- b. Check conformance of all materials to project specifications. Acquire mill test reports for post-tension steel and reinforcing steel, verify mill markings and tags.
- c. Verify reinforcing steel drawings have been coordinated with the stressing drawings.
- d. Verify reinforcement steel and post-tensioning steel supplied to the job are properly identified and mill test reports show conformance to project specifications.
- e. Sample and schedule pickup by the testing laboratory: Prestressing strand, rods or wire, reinforcing steel, steel used for structural inserts.
- f. Steel Fabrication: deputy shall possess Structural Steel and Welding certification. Visit fabrication plant, verify that welders are qualified, and that welding is in accordance with AWS structural welding code. Verify qualified welding procedures are being used.
- g. Observe welding operations and the finished product for defects, verify corrections are made if necessary.
- h. Inspect general layout, size, spacing, inserts, embedded items, blockouts for reinforcing steel, post-tensioning steel profiles, locations, supports, hairpins and anchorages.
- i. Generate stressing logs **Note: special attention should be payed to double ended pulls as crossed strands can result in erroneous elongation measurements.**
- j. Verify current calibration data on the proposed stressing equipment and that the jack, pump and gauge match the calibration report.
- k. Observe concrete testing and sampling is properly performed per the statement of special inspections.
- l. Inspect placement and consolidation of concrete and report any damage or misalignment of any embedded components (with particular emphasis at end anchorages).
- m. Verify concrete has achieved minimum compressive strength prior to stressing.
- n. Check the stressing sequence and verify required post-tensioning forces.
- o. Notify the engineer of any out of tolerance discrepancy in force-elongation relationship, spalled concrete, broken tendons or anchorage slippage.

- p. When using bonded tendons, observe grouting procedure. Note and report any water evacuated during grouting operations to the engineer of record immediately.

9. PRE-STRESS

- a. Verify concrete mix designs, tensioning data and calculations for stressing have been approved by the engineer of record.
- b. Verify that jacking equipment has been calibrated and that the jack, pump and gauge match the calibration report.
- c. Check conformance of all materials to project specifications. Acquire mill test reports for prestressing steel and reinforcing steel, verify mill markings and tags. Verify cement mill test reports and certification.
- d. Inspect fabricator's test facility and reporting of tests performed under fabricator's quality control program.
- e. Verify welder qualifications when fabricating structural steel. If not a structural steel and welding deputy, report need for a registered welding inspector.
- f. Verify bed layout and form cleanliness, location of inserts and embedded items, quantity and spacing of reinforcement and profile, quantity and spacing of stressing steel.
- g. Observe tensioning of prestressing elements. Measure and record elongations and gauge pressures.
- h. Perform batch plant operations, air, slump and unit weight tests. Request adjustments as necessary. Cast compression test specimens.
- i. Observe placement and consolidation of concrete in forms as well as finishing, curing procedures, temperatures and curing cycles.
- j. Monitor compressive strength results for specified release strength.
- k. Witness stress transfer and identify member by component and cast date.

10. SHOTCRETE

This classification is currently part of the Concrete certification.

- a. Verify crew qualifications (nozzleman qualifications for shooting positions are critical to the type of installation required). Acquire a copy of the nozzleman's ACI certifications and attach to your report.
- b. Review the approved plans, mix design, specifications and contractor's submittal for application process.
- c. Preconstruction test panels (when required) shall be representative of the most congested area specified in the structural design and shot at the same angle, with the same equipment and nozzleman (new test panels will be required for changes in equipment and/or additional or replacement nozzlemen). Establish thickness control methods that will be used i.e. ground wires. Hold a pre-construction review of mixing and placing procedures with crew before commencement of work.
- d. Review test methods, sample procedure, type, quantity, size and frequency of tests on fresh and hardened concrete. Check that an adequate quantity of test molds are available for the days' production. Mark panels with specimen

identification, protect for curing period and arrange for transportation to the testing laboratory.

- e. Verify main and auxiliary equipment for proper functioning, compliance, pressures and capacity.
- f. Check for weather limitations and precautions.
- g. Inspect reinforcement for type, grade, size, hooks, spacing, profiles, supports and location/length of non-contact laps. Assure that reinforcement is free of dirt oil and rust.
- h. Verify reinforcement is sufficiently supported or secured.
- i. Verify hooks, bends, stirrups ties and supplemental reinforcement are fabricated and placed as specified.
- j. Ensure all welds of reinforcing steel and other weldments are as specified and have been inspected and approved by a registered welding inspector.
- k. Inspect formwork is of proper size, shape and location of all construction joints and penetrations.
- l. Verify shotcrete minimum cover of completed product using ground wires or other thickness gauging method.
- m. Verify proper installation of mechanical connections, bolts, penetrations and embeds.
- n. Observe proper shooting angle and technique consistent with methods used for test panels.
- o. Verify proper curing techniques and hot/cold weather protection are implemented.

Rebound shall not be permitted to be incorporated into the work.

11. SPRAYED FIRE-RESISTANT MATERIALS (SFRM)

CBC Section 1705.15 requires a special inspection shall be performed for sprayed fire-resistant materials applied to structural elements and decks. These materials are a part of the entire fire resistance system being adopted for a given structure. It is the responsibility of the inspector to understand how the fire-resistance and smoke protection system interacts with the fireproof coating being applied.

- a. Review the submittal for manufacturer's instructions for fire resistance system being used and preparation and application requirements.
- b. Verify shop drawing recommended coating thicknesses is per the manufacturers' requirement for member size and rating. Inspection to be performed in conformance to: CBC sections 403.2.4 704.13 1705.15 and AWCI 12-a for cementitious fireproofing; CBC sections 703.2, 1705.15 1705.15 and AWCI 12-B for Intumescent and mastic coatings.
- c. Verify substrate condition and ambient temperature. Verify product expiration date, proper storage and condition. Observe mixing, wet densities and application techniques
- d. Monitor post application ambient temperatures, humidity and ventilation.
- e. Perform thickness and density testing for SFRM type per CBC section 1705.15.3 and ASTM E605. Mark locations deficient of required thickness. Inform foreman of corrections required.

- f. Re-inspect areas repaired due to insufficient thickness or damage by sampling, trade damage, panel replacement, rain etc.
- g. Perform adhesion/cohesion testing per ASTM E736
- h. Verify all repairs and finished condition of SFRM complies with required fire resistance rating in approved construction documents.

12. STRUCTURAL STEEL WELDING & BOLTING

- a. Check structural steel fabricator to determine if it is currently a licensed fabricator. If not, shop inspection will be required. Proper identification of steel is to be maintained during fabrication and erection. Identification of materials used in offsite fabrication should be verified according to section 2202 of the CBC and compared to the approved plans and specifications. Department standards require an approved fabricator to label each piece with the shop name and license number.
- b. Inspection of fabricated material, for an onsite deputy, may include visual checking of shop welds, joint preparation, faying surfaces, review of mill test reports and check heat numbers with materials as received, excessive mill scale or lamination, and dimensional conformity with the plans.
- c. When required by project specifications, acquire samples, mark sample location with steel stamp on each piece tested, record sample number and location, maintain sample identification as samples are delivered to and tested by the laboratory. When no crop ends are available as delivered; coordinate cutting and patching requirements with the architect/engineer and the fabricator.
- d. Structural steel shall be erected in conformity with regulations established by the American Welding Society (AWS) and American Institute of Steel Construction (AISC) as adopted by the Building Code.
- e. Review all welding procedures (qualified AND prequalified) per governing code.
- f. Onsite inspection before any welding begins, includes but is not necessarily limited to: joint preparation, fit-up, condition of surfaces to be welded, correct storage and use of electrodes, current license of all welders, and correct voltage/amperage of welding machines.
- g. Inspect joints for proper preparation, including bevel, root faces, root opening, etc.
- h. During welding the deputy shall provide continuous inspection particularly on root passes and multiple pass welds to assure that each pass has been prepared correctly, preheat and interpass temperatures are maintained and that finished welds are of the proper size without flaws, cracks, undercuts, inclusions or porosity.
- i. Periodically observe welder technique with the use of a welding inspection shield.
- j. Weld joints not conforming to Chapter 3 of A.W.S. D1.1 (structural steel) and D1.3 (sheet steel) are not pre-qualified will require a welding procedure specification (WPS/PQR). All welding of reinforcing steel, except fillet welds, requires procedure qualification per A.W.S. D1.4. The welding procedure must be tested by an approved testing agency and accepted by both the design engineer and LBBSB before the weld is performed.

- k. Upon detection of a rejectable weld, the inspector will notify the foreman for verification of defect. The inspector will observe removal of defective weld and re-inspect for compliance. Keep a written record of all welders by name, identifying steel mark, and percentage of rejectable welds.
- l. High strength bolting inspection includes verification of type and size of bolts and washers, checking mill certificates for all materials, acquiring and tracking testing of samples of high strength bolt assemblies as required by the Statement of Special Inspections (SSI).
- m. High strength bolting should begin with a review of pre-installation testing and calibration procedures. The evaluation of the contract documents to identify the requirements of each connection.
- n. Acquire samples of each fastener assembly including mill test reports for each lot. Record sample information from each lot and check that sample identification is maintained as samples are delivered to the laboratory for testing as required by the SSI.
- o. Inspection of faying surfaces to see that they are free of burrs, scale, rust, grease or anything that may inhibit full contact.
- p. Inspection and compliance with tensioning procedures.
- q. Connections using high strength bolts and welding are permitted, under specific conditions, however a sequence of erection may be required. Welding and/or preheating of high strength bolts may affect the bolt's strength and should only be done with the approval of the architect or engineer.
- r. Washers are always installed under the turned element, except A-490 bolts which require washers under both elements. See A.I.S.C. Part 16 regarding size and shape of bolt holes.
- s. Materials not listed in Chapter 22 of the CBC are not permitted without specific approval of the engineer of record and LBBSB. Steel having dual ASTM designation shall be clearly identified on the plans for the location where it is to be used.

13. WOOD

The CBC is now requiring special inspection during the construction of the wood structural panel sheathing (plywood) shear walls and floor systems used as high load (shear) diaphragms. These are critically important elements to the structural integrity of the building and are therefore considered appropriate for special inspection. This guideline is intended for use in site-built structural wood assemblies. Prefabricated wood structural elements and assemblies require special inspection as specified in CBC Section 1704.2. The Statement of Special Inspections, prepared by the responsible design professional, will define the special inspection task(s) required. Qualified deputy who diligently perform the duties listed below while under the direct supervision of the materials engineering laboratory can best achieve this objective.

OBSERVATION DUTIES

a. Documents

1. Review the approved plans, specifications, and other appropriate project documents.
 2. Review applicable sections of referenced codes and standards, particularly the Timber Construction Manual by the American Institute of Timber Construction (AITC) and the CBC.
 3. Review previous deputy reports, verify concrete and epoxy anchors were inspected
- b. Materials
1. Verify material grades.
 2. Verify nail type and size.
- c. Sampling of Materials
1. Sample and deliver to the laboratory for testing the following materials when required by project specifications:
 - I. Structural panel sheathing (i.e., plywood, gypsum, fiberboard, or particleboard)
 - II. Framing lumber
 - III. Fasteners used in attaching the sheathing including nails and screws.
- d. Observation Procedures
1. Check nail spacing, penetration, and edge distance, and verify nail size.
 2. Check for proper plywood thickness and grade.
 3. Check for installation of blocking, when blocked edges are required.
 4. Check the receiving members for spacing, size, and resistance to splitting.
 5. Check for proper plywood layout per project requirements.
 6. Check for "shiners" (nails penetrating structural panel sheathing only).
 7. Verify that critical members have received the nail specified.
 8. Verify framing hardware and seismic transfer hardware installed per plan.
 9. Check hold downs are located per plan (for multi-story structures, verify hold down system, take up devices and dragstraps)
- e. Gluing Operations
1. Materials
 - I. Verify certifications on lumber grading, adhesives, and preservatives.
 - II. Verify lumber grade marks on the pieces being used.
 2. Observation Requirements - Preliminary
 - I. Verify that spacing of joints meets job and code requirements.
 - II. Measure moisture content of lumber and verify with acceptance range specified.
 - III. Check appearance grade requirements.
 - IV. Verify preservative treatment requirements.
 3. Observation of Sub-Assemblies
 - I. Verify lumber grade at end joints.
 - II. Gluing and curing procedure, verification of following:
 - Lumber moisture, temperature, and cross-section
 - Workroom humidity and temperature
 - Adhesive certification, lot, and
 - temperature

- Joint match and separation
- Assembly temperature, pressure, and time
- 4. Laminating (Gluing)
 - I. Recheck lumber grades, combinations and faces, moisture, and temperature.
 - II. Record workroom temperature and humidity.
 - III. Adhesive certification, lot verification, and temperature.
 - IV. Gluing and curing:
 - Observe glue spread and check for skips.
 - Record open time prior to clamping.
 - Record clamping pressure.
 - Record curing temperature and time.

f. Reports

1. Submit written progress reports describing the tests and observations made and showing the action taken to correct nonconforming work. Itemize any changes authorized by architect/engineer. Report all uncorrected deviations from plans or specifications.

14. EXTERIOR INSULATION AND FINISHING SYSTEMS

PART THREE- CONDUCT

A deputy inspector has the responsibility to the agency and the building owner to be knowledgeable in current building requirements and codes. To diligently, conscientiously and professionally perform their duties. Deputy quality assurance is frequently the only thing standing in the way of a contractor delivering a substandard product to an unsuspecting owner. Due to the structural nature of the trades inspected, the most important impact of the deputy's job is fire, life, safety. For example, a steadfast fireproofing deputy can be the difference between a firefighter having time to successfully rescue a citizen from a burning building or lives being lost in the attempt.

I. MAKING A FALSE STATEMENT TO LBBSB

LBMC Title 18.09.60 states, "Any person, firm or corporation who willfully or knowingly, with the intent to deceive, makes a false statement or representation, or knowingly fails to disclose a material fact in any documentation required by the Building Official to ascertain facts relative to this title, including any oral or written evidence presented, may be guilty of a misdemeanor as determined by the legal counsel of the City."

II. CONFLICT OF INTEREST

A conflict of interest is a condition where the inspector is in a position to benefit personally from their decision. It may be in the nature of:

- Personal or family relations.

- Friends or associates that are developers, designers, contractors, property owners or trades workers that are in some way effected by the regulations and decisions of the building official.
- Accepting work, favors, materials, gifts, money or even lunch from any of the above.

Though the deputy inspector may have the best intentions to act fairly and objectively, such situations should be avoided to preserve the credibility of the Deputy Inspector and the department. Preserving the public trust should be paramount over all other interests. Should there even be a small concern of the appearance of impropriety, the deputy inspector should declare the conflict to the city inspector and let the building official assist in further assessment of the conflict. Whether a conflict of interest or fraud, accepting compensation for favorable rulings as a public official is against the law.

III. DILIGENCE

During the execution of the work, the deputy inspector shall not undertake or engage in any other task or occupation which will interfere with the proper performance of the duties of such inspection (this may include other disciplines of inspection simultaneously performed within the same project)."

The provisions of the code which requires the presence of deputy inspector states that the inspector shall provide continuous inspection. As such, the deputy should not allow themselves to be otherwise engaged, employed or to act in a manner that would not allow full concentration of the task at hand.

All registered deputies are required to be knowledgeable of and abide by the Bureau's policy on deputy monitoring and discipline.

PART FOUR- DISIPLINARY ACTION

LBMC Section 18.07.080D: Revocation of registration. The Building Official may revoke the registration of any Deputy or the assignment of such Deputy to any particular building or structure, for incompetency or failure to conscientiously carry out their duties as specified in LBMC Subsection 18.07.080.E, in which event the Building Official may stop all further work upon the building or structure involved until some other person has been qualified, registered and assigned thereto by the Building Official.

FIGURE 1, PAGE 1



Registered Deputy Daily Inspection Report and Certificate of Compliance

Department of Development Services | Building & Safety Bureau
411 W. Ocean Blvd., 2nd Floor, Long Beach, CA 90802
(562) 570-7648 longbeach.gov/lbds

To: Building Official _____ Date: _____

1. Job Address _____ Project # _____

2. Piling Footing Reinforcing Steel Concrete Gunite Masonry
 Structural Steel/Welding Seismic Epoxy Other: _____

3. Owner _____ Contractor _____
Architect _____ Engineer _____

4. Job Description: (Type of Building/Construction, etc.) _____

5. Approximate percentage of deputy work completed: _____

6. Test (type, number and dates made):

7. Do plans match work? Yes No
Are Engineering Changes needed? Yes No
If yes, explain: _____

8. Welding Inspection – Please record the following:
Fabricator: _____ Welding Machine: _____
Rod or Wire: _____ Certified Welders: _____

9. High Strength Bolts (record specification and sized of bolts/washer used; method of tightening, i.e. Ft. Lbs. Torque/turns applied, etc.):

10. Give brief description of work inspected this date:

I have represented the owner or his agent (other than the contractor). I have had sufficient time to inspect the reinforcing steel prior to placing concrete. I certify that the work listed above was inspected by me and complies with The California Building Code, local codes, and is in compliance with the approved project plans and specifications.

Print Name Signature LB Cert

FIGURE 1, PAGE 2

WORK INSPECTED LAST WEEK

	Date	Hours	Work Inspected
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

REMARKS

OUTSTANDING VIOLATIONS

FIGURE 2

NOTICE OF NON-COMPLIANCE



**Development Services
Building & Safety Bureau**
411 West Ocean Blvd., 2nd Floor
Long Beach, CA 90802
562.570.PMIT(7648) | longbeach.gov/lbds

NON-COMPLIANCE REPORT NO.
PERMIT NO.
TIME:
DEPUTY CERTIFICATION NO.

To: Superintendent of Building and Safety

DEPUTY NAME (Last, First, Middle)		DATE
JOB ADDRESS (Street, City, State, Zip)		
OWNER	ENGINEER OF RECORD:	
GENERAL CONTRACTOR	SUB-CONTRACTOR	
TYPE OF INSPECTION		
AREA INSPECTED		
CORRECTIONS REPORTED DAILY REPORT NO.	CORRECTIONS REPORTED DATE	

DESCRIPTION OF NON-COMPLYING ITEM AND/OR CONDITION:

NON-COMPLIANCE LOCATION(S)

REFERENCE PLAN SHEET, DETAIL, SPECIFICATION OR CODE

NOTIFICATION GIVEN TO:	METHOD OF TRANSMITTAL:	TIME:	INITIAL IF DELIVERED BY HAND:
<input type="checkbox"/> BUILDING OFFICIAL	_____	_____	_____
<input type="checkbox"/> ENGINEER	_____	_____	_____
<input type="checkbox"/> CONTRACTOR	_____	_____	_____

Signature	DATE	DEPUTY PHONE NO.
-----------	------	------------------

Post adjacent to the building permit

DO NOT REMOVE THIS NOTICE

FIGURE 3

Record of Correction



**Development Services
Building & Safety Bureau**
411 West Ocean Blvd., 2nd Floor
Long Beach, CA 90802
562.570.PMIT (7648) | longbeach.gov/lbds

NON-COMPLIANCE NO.
PERMIT NO.
TIME:
DEPUTY CERTIFICATION NO.

To: Superintendent of Building and Safety

DEPUTY NAME (Last, First, Middle)		DATE
JOB ADDRESS (Street, City, State, Zip)		
OWNER	ENGINEER OF RECORD:	
GENERAL CONTRACTOR	SUB-CONTRACTOR	
TYPE OF INSPECTION		
AREA INSPECTED		
CORRECTIONS REPORTED DAILY REPORT NO.	CORRECTIONS REPORTED DATE	

LIST OF NON-COMPLIANT ITEMS CORRECTED

METHOD OF CORRECTION

PLAN PAGE, DETAIL, ENGINEERS LETTER OR RFI (ATTACH COPY)

I declare that to the best of my knowledge, the above-described work is in conformance to the approved plans, specifications and the applicable provisions of the code.

Signature	DATE	DEPUTY PHONE NO.
-----------	------	------------------

Attach to Notice of Non-Compliance

DEPUTY INSPECTION PROGRAM

(Pre-printed text shall not be changed except when done by an authorized Building and Safety Bureau employee.)

I certify that I have read, understand and agree to abide by the minimum rules and requirements of this bulletin appertaining to: Notification prior to commencement of work, possession of certification card, possession of pertinent code books, verification of permit before commencing inspection, requirement for approved contract documents for inspection, all documentation must be on city forms, prompt and accurate reports, city inspector cosigned 100% final reports, protocols for nonconforming and noncompliant work. I understand that failure to comply with the guidelines of this Bulletin may result in disciplinary action.

Full Name

(Please type or print)

Signature

(Signature)

Dated this

day of

, 20

FOR DEPARTMENT USE ONLY:

MUST BE APPROVED BY BUILDING AND SAFETY BUREAU EMPLOYEE

APPROVED BY _____

DATE _____

(Print Name)

(Signature)



Long Beach Development Services
411 W. Ocean Blvd., 2nd Floor
Long Beach, CA 90802

Visit us at longbeach.gov/lbds
Email us at lbds@longbeach.gov



To request this information in an alternative format or to request a reasonable accommodation, please contact the Development Services Department at longbeach.gov/lbds and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.