



**CITY OF NEWPORT BEACH  
COMMUNITY DEVELOPMENT DEPARTMENT**

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## Policy Memorandum – ADMIN 1705

**To:** Building Division Staff

**From:** Samir Ghosn  
Deputy Community Development Director/Chief Building Official

**Effective Date:** **March 10, 2020** (*Replaces ADM 306.2 UAC, Original Effective Date: February 2, 1999*) and (*Combines Admin 306.2, Original Effective Date: April 1, 1999 / revised August 23, 2002*)

**Regarding:** **Special Inspector Acceptance Criteria, Special Inspection Reports, Disciplinary and Appeal Procedure**

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### **Special Inspector Acceptance Criteria**

The special inspector shall be a qualified person approved by the building official of the City of Newport Beach or their designated representative. The special inspector shall furnish continuous inspection on construction elements and work requiring their employment as prescribed in the applicable code. The special inspector shall report to the building official in writing, noting all code violations and other information as required on forms, prescribed or approved by the City of Newport Beach.

Each person applying for listing/registration as a special inspector for the City of Newport Beach shall possess a valid certification from a certifying agency approved by the building official, as a special inspector for each classification for which they apply. The building official may administer testing procedures, which they may find appropriate.

Each person applying for registration, as a special inspector for the City of Newport Beach, shall pay a registration fee as set forth in the City Council Fee Resolution, payable with the application.

A registration card shall be issued to each such special inspector who qualifies. A renewal fee as set forth in the City Council Fee Resolution for each classification shall be charged on July 1 of each year thereafter at which time the special inspector may be subject to re-examination.

The building official may, in writing, suspend or revoke any special inspector's certificate of registration for due cause. This notice shall set forth the time and place evidence would be submitted to show cause why the certificates of registration should not be revoked. Failure to appear at such hearing by the special inspector may result in immediate revocation of said certificates. Special Inspector's qualification registrations are to be given only for the execution of

work done under the California Building Codes in the City of Newport Beach or for work specifically authorized by the building official.

### **Special Inspection Reports**

Per the abovementioned. Newport Beach Building Division will accept reports only from the special inspectors, licensed by the City of Newport Beach. The license must be current and in good standing and the inspector must have their valid identification card in their possession at all times when at the job site. No report will be accepted unless it is executed on the Newport Beach Building Department prescribed form.

If work is performed without a City of Newport Beach special inspector's license in effect, the following remedies shall apply:

1. If the special inspector involved meets the City's testing criteria for special inspector in that category, they may make application and, upon successful completion of the City's written examination, be certified. They must then redo their testing or reinspect the work and produce new reports.
2. The engineer of record (EOR) may submit a written report that approves all work in question. The EOR report must be worded in a manner satisfactory to the Building Official.

### **Special Inspector Disciplinary and Appeal Procedure**

When, in the judgment of a Principal Building Inspector, a Special Inspector has violated the terms of the Newport Beach Special Inspector's Manual, **a 60 days suspension will be required**, for the following first offences:

- Providing a special inspection when no approved plan is available on site or if no permit for the work exists.
- Allowing work to continue when the Special Inspector is aware that the work does not conform to the approved plan.
- When a Special Inspector has multiple instances of failing to notify the Building Department when he/she intends to be on one of our job sites.
- Multiple instances where the Special Inspector fails to provide reports on the Building Department prescribed form in a timely manner.
- Claiming that the Special Inspector was continuously present for inspection when the Building Department finds evidence to the contrary.
- Overstepping the Special Inspector's authority and providing inspection that should be performed by the City Building Inspector without permission in advance.
- Failure to comply with any other provisions of the Special Inspector Manual.

The above disciplinary remedies are to be used for a first offense only. Further violations or repeat of the same violation will result in further discipline as

determined by the Principal Inspector but in no case shall be less than **180-day suspension**. The Principal Building Inspector will weigh the severity and circumstance of the second or repeated violation and decide the appropriate discipline up to and including **revocation of Special Inspector privileges**.

A disciplinary action against a Newport Beach Special Inspector may be appealed in the following manner:

The Special Inspector may make a written request within 10 days of notice to appeal the disciplinary action. This request must include reasons for appeal. A hearing will be scheduled before the Principal Building Inspector within 10 days of the appeal receipt.

In the event a hearing before the Principal Building Inspector does not resolve the appeal, the Special Inspector may make a written request to appeal the Principal Building Inspector's decision to the Building Official. Another hearing will be scheduled within 10 days and the Building Official's decision shall be final.

**PLUMBING DRAWINGS ARE REQUIRED FOR ANY ITEMS LISTED BELOW:**

1. Installation of hydronic heating systems
2. Installation of drainage systems relying on sump pumps located inside the structure to lift water discharge to grade level
3. Installation of sewage ejector systems
4. Installation of a hot water boiler system exceeding 120 gallons capacity or 400,000 B.T.U. input
5. Installation of natural gas systems exceeding 750,000 B.T.U.
6. Installation of natural gas systems with pressure exceeding 14 inch water column [ $\frac{1}{2}$ " psi]
7. Installation of vehicle compressed natural gas [CNG] fueling systems
8. Installation of a Gray Water system Cistern rain water harvesting systems
9. Installation of alternate plumbing methods or material requires submittal of alternate method and materials request