



## **REGULATIONS REGARDING REGISTRATION FOR DEPUTY INSPECTOR**

### **PURPOSE**

The purpose of this bulletin is to clarify the application procedures, minimum level of experience and examination requirements for a registered deputy inspector certification. The procedures for obtaining a certificate of registration (license) as a deputy inspector and the regulations of such inspectors are given in Chapter 17 of the Los Angeles Municipal Code (LAMC). These sections require that the Department of Building and Safety (LADBS) examine and verify each and every applicant with regard to their experience, training and knowledge.

### **I. The Following Abbreviations Identify Licenses Currently Available (as shown in the order found within the code and used in the examination classifications)**

<b>SC</b>	<b>Steel Construction</b> (Structural Steel, Welding, High Strength Bolting, Cold-Formed Steel Framing, Pile Foundation) (Strengthen/Retrofit by Wrapping with Fiberglass or Structural Steel Sheathing and Seismic Inspection of Steel over 160' in height)	<b>SFRM</b>	<b>Sprayed Fire-Resistant Materials</b> (Mastic/Intumescent Fire Resistant Coatings) [Strengthen/Retrofit by Wrapping with Fiberglass or Structural Steel Sheathing]
<b>CC</b>	<b>Concrete Construction</b> (Pile/Pier Driven or Poured Structural Concrete, Strengthen/Retrofit by Wrapping with Fiberglass or Structural Steel Sheathing and Seismic Inspection of Concrete over 160' in height)	<b>MET</b>	<b>Methane</b>
<b>MC</b>	<b>Masonry Construction</b> (Pier Foundation)	<b>SMK</b>	<b>Smoke Control</b>
<b>WD</b>	<b>Wood Construction</b> (Structural Wood, Cold-Formed Steel Framing if by Screw Attachment)	<b>SR</b>	<b>Seismic Resistance</b> (HVAC, Piping, & Mechanical Unit, Electrical Equipment, Exterior Wall Panel & Anchorage, Suspended Ceiling & Anchorage, Access Floor & Anchorage, Steel Storage Racks & Anchorage, Architectural Components, Designated Seismic Systems, Seismic Isolation System)
<b>GR</b>	<b>Grading</b> (Pile/Pier Driven or Poured)	<b>WR</b>	<b>Wind Resistance</b>
<b>ST</b>	<b>Soil Technician</b> (Soils testing as per Table 1704.7 item #1 in <i>controlled fill</i> only and items #3 and #4 only) *Registered Civil/Geotechnical or Certified Engineering Geologist licensed by the State of California are exempt from this requirement	<b>PSC</b>	<b>Prestressed Concrete</b>
		<b>DIA</b>	<b>Drilled-in Anchors</b>
		<b>GU</b>	<b>Gunite / Shotcrete</b>
		<b>EIFS</b>	<b>Exterior Insulation &amp; Finish System</b>

## II. REQUIREMENTS

### A. Complete the **Trade License Application IN.App29 (Rev 11-16-2016)**.

1. Submit a separate completed application for each license with required fees to LADBS Licensing Section. (There is no longer a controlled activity or rider available.)
2. Indicate on the "Examination Title" line, the examination classification and if it is "New" or "Renewal".
3. Complete the attached **Resume Sheet IN.FORM.50.DepExam(Rev. 03-29-2016)**. This sheet must include the last or current employers telephone number. Check Box for **New** or **Renewal** on the top of the application.
4. Submit written **Verification of Experience** from previous and/or current employer on their company letterhead which shall be legibly signed by the owner with a current telephone number. The number of verifications should satisfy the minimum qualifying experience (see page #4).
  - a. **New applicants:** Show at least the minimum experience required.
  - b. **Renewals:** Include work experience for the past three years in the related field.
  - c. **Self employed** applicants must also complete the attached **Self Employment Affidavit IN.FORM.51.DepExam(Rev. 03-29-2016)**.
5. Submit three (3) copies of the Trade License Application (IN.App29) only.

B. Provide two 2" x 2" full-faced passport photos taken within one year of the application date. Instant (Polaroid) type photos are not acceptable.

C. Renewal applications shall be submitted with a copy of the existing license to be renewed.

D. New Grading applicants shall submit a letter attesting to and verifying their qualifications from a Licensed Laboratory or Civil Engineer/Geologist which specializes in soil mechanics and/or geology. The application shall also include your qualifying experience and a copy of your California Engineers or Architects License.

E. New Soils Technician applicants shall submit a letter from an L.A. City Test Agency approved for Soils testing verifying and attesting to their qualifications.

1. Exception:

- a. Registered Civil / Geotechnical Engineer or Certified Engineering Geologist Licensed by the State of California are exempt from this requirement.

F. Provide an ICC wallet card or ICC proctored examination pass-letter for each license (if applicable) as noted in the qualifications and experience sheet attached (see page #4). All classifications are subject to ICC certification when they become available.

1. Exceptions:

- a. Currently not required for new or renewals of MET / SMK / SMK/AB / SR / WR / DIA / GU / EIFS / ST classifications as ICC currently does not offer certification in these disciplines. (Subject to availability)
- b. An ICC certification (if applicable) may be waived for registration **Renewal** applicants who are city employees utilizing the license for city business only. (i.e. Department of Public Works Bureau of Contract Administration, Los Angeles Harbor Department - WORLDPORT L.A., LAWA - Los Angeles World Airport, etc).

2. An ICC certification is required for all **New** applications, including city employees.

G. Provide copies of State, College, Trade school or High School diploma, degree's or certificates.

H. Copies of transcripts may also be submitted.

I. Submit the appropriate fees for each examination.

**III. APPLICATION FEES** (Fees are subject to change)

License Applications	New	Renewal	Calculations
Each	\$528.00	\$482.00	Registration Fee
	15.84	14.46	3% Development Service Center Surcharge Fee
	<u>31.62</u>	<u>28.92</u>	6% Systems Development Fee
	<b>\$575.52</b>	<b>\$525.38</b>	TOTAL

**A. SUBMIT APPLICATION AND REGISTRATION FEES**

**DEPARTMENT OF BUILDING & SAFETY, LICENSING SECTION**  
221 North Figueroa Street, Suite 700  
Los Angeles, CA 90012

Make checks payable to: Department of Building and Safety

APPLICATION	QUALIFICATIONS	EXPERIENCE
STEEL CONSTRUCTION (SC)	High School or Equivalent and current International Code Conference (ICC) wallet card or proctored examination pass letter in Structural Steel Welding and Bolting (see footnote # 1)	<p>Submit a signed, written verification of experience from your previous and/or current employers on their company letterhead to verify that you meet <u>at least one</u> of the minimum qualifications below.</p> <p>New Self Employed applicants must submit the Self Employment Affidavit IN. FORM.51.</p> <p>1. At least 4 years' experience as a Journey level Building Trades related field.</p> <p>2. Have a NICET (1) "Engineering Technical Certification Level II" with minimum of 4 years of experience in related field (i.e. Soils / Grading Tech.).</p> <p>3. A minimum of 2 years related field experience at the level of foreman or supervisor with additional training in the technical requirements of the job.</p> <p>4. A combination of one year college work (minimum 24 semester units) in Inspection Technology with specific technical courses consistent with the type of certificate applied for and one year full time employment by an approved testing agency in the related field.</p> <p>5. A combination of 2 years' college work (minimum 48 units) in Inspection Technology with specific technical courses consistent with the type of certificate applied for.</p> <p>6. At least 2 years' experience as a Building Inspector for a municipality with majority of work in the related field.</p> <p>7. An Engineer or Architect licensed by the State of California.</p> <p>8. ICC Certifications are required as they become available for each category.</p>
CONCRETE CONSTRUCTION (CC)	High School or Equivalent and current ICC wallet card or proctored examination pass letter in Reinforced Concrete (see foot note # 2)	
MASONRY CONSTRUCTION (MC)	High School or Equivalent and current ICC wallet card or proctored examination pass letter in Structural Masonry	
WOOD CONSTRUCTION (WC)	High School or equivalent and current ICC wallet card or proctored examination pass letter as a Residential or Commercial Building Inspector	
GRADING (GR)	High School or equivalent. All associated schooling in this field. Letter from licensed laboratory / civil engineer / geologist and current ICC wallet card or proctored examination pass letter as EC Soils special Inspector	
SOIL TECHNIAN (ST)	High School or equivalent and a letter from an L.A. City Test Agency approved for soils testing verifying and attesting to their qualifications.	
SPRAY FIRE-RESITANT MATERIALS (SFRM)	High School or equivalent and current ICC wallet card or proctored examination pass letter in Spray-Applied Fire Proofing.	
METHANE BARRIER (MET)	High School or equivalent and manufacturer's certification as a qualified special inspector for each approved methane barrier product.	
SMOKE CONTROL (SMK)	High School or equivalent and expertise in Fire Protection Engineering, Mechanical Engineering, or have a NICET Certification "Engineering Technologist CT Grade", or NICET (1) "Engineering Technical Certification Level II", with a minimum of 4 years of experience in the related field.	
SEISMIC RESITANCE (SR)	Engineer licensed by the State of California in the applicable design class; Civil, Structural, Mechanical or Electrical. Or, current registration as licensed Deputy in the appropriate discipline (SC, CC, MC, W D, or W R) to be inspected and approved by the design professional.	
WIND RESISTANCE (WR)	Engineer licensed by the State of California in the applicable design class; Civil, Structural, Mechanical or Electrical. Or, current registration as licensed Deputy in the appropriate discipline (SC, CC, MC, W D, or SR) to be inspected and approved by the design professional.	
PRE-STRESSED CONCRETE (PSC)	Valid L.A. Deputy License for Concrete Construction, current ICC wallet card or proctored examination pass letter in Pre-stressed Concrete, and a letter from a licensed laboratory / civil engineer to verify proof of experience.	
DRILLED IN ANCHORS (DIA)	Valid L.A. Deputy License for Steel, Masonry, Concrete or Wood construction.	
GUNITE / SHOTCRETE (GU)	Valid L.A. Deputy License for Concrete Construction.	
EXTERIOR INSULATION & FINISH SYSTEM (EIFS)	High School or equivalent and EIFS certification from a nationally recognized testing agency (such as AW CI - Association of the Wall & Ceiling Industry) as EIFS Industry Professional - CEP or EIFS Inspector - CEI. And, certification as a qualified applicator for each approved product (if available).	
ALL RENEWAL APPLICANTS	All renewal applicants are required to include work experience and any additional education received during the past 3 years.	

1. ICC wallet card or proctored examination pass letter titled "Structural Steel Welding Special Inspector"
2. ICC wallet card or proctored examination pass letter titled "Reinforced Concrete Special Inspector" is required. ("RCSI examination" and/or "RCSI Associate" certificates are not sufficient.

## I. EXAMINATION

- A. EXAMINERS** - A committee is made up of qualified individuals from the Departments building inspector class, appointed by the Superintendent of Building, who will examine and evaluate each applicant's qualifications for the certificate applied for.
- B. NEW APPLICANT** - (Except for Soils/ Grading applicants, see "D" below) A written examination and an oral interview is given to evaluate experience, knowledge and abilities. The examination of all new Deputy Inspector applicants, (except Soils/Grading applicants) are scored and weighed in two parts. Multiple choice code questions are weighed 50% and the oral evaluation is weighed 50%. A minimum passing score of 70% is required for the written multiple choice code questions. The oral evaluation will only be conducted after passing the written portion.
- C. RENEWAL APPLICANT** - All renewal Deputy Inspector applicants are weighted 100% on the multiple choice written code examination. No oral evaluation is necessary (Exception: SFRM). Expired licenses or significant code changes may require the applicant to be tested as a new deputy inspector.
- D. GRADING DEPUTY NEW AND RENEWAL APPLICANT** - The Soils / Grading examination will be graded and weighed in three parts: Oral Interview to evaluate qualifying experience and knowledge 30%, plan & geotechnical report reading 35%, and multiple choice code questions 35%. The minimum passing score is 70%. Total time to complete exam and interview is 3 Hours.
- E. EXAMINATION NOTIFICATION** - Applicants will be notified of the examination date and location by mail. This is a specially arranged and organized examination and you are required to attend on the date specified. Applications are valid for a period of six months from the cashier's validation date. If the examinations are not taken within that time period, the application and fees are forfeited. If the candidate wishes to pursue the license, a new application must be filed and fees paid.
- F. WRITTEN EXAMINATIONS SHALL BE TIMED AND A MAXIMUM OF TWO HOURS IN LENGTH EACH** - No electronic devices of any type will be allowed in the examination room, i.e.: laptop computers, cameras, cell phones, pagers or any image capturing devices.
- G. FAILURE OF EXAMINATION AND RETESTING** - Every applicant who fails to pass a new or renewal examination shall not be eligible for re-examination until 30-days after taking the previous examination. A new application shall be submitted with the appropriate fees. An expired licensee may not conduct any action as a registered deputy inspector with an expired license.
- H. EXPIRATION OF LICENSES** - All renewal applications shall be submitted 60-days in advance of the expiration date. A licensee may not conduct any inspections as a registered deputy inspector with an expired license. There is no extension of time or rescheduling of renewal examinations for processing by the Department after the 30-day expiration period. Failure to complete the renewal of an expired license within 30-days of the expiration date constitutes abandonment of the license/s. The applicant will be required to resubmit as a new registered deputy inspector candidate.



- I. Every registered deputy inspector is requested to have internet connectivity and maintain a current and valid E-mail address on file with the Licensing Section of the Department. Your information may be submitted in writing. If your mailing address, telephone number or E-Mail address has changed, please notify the Licensing Section immediately. Information will periodically be sent electronically to deputies and it is important that you receive it. FAX machines and U.S. Postal mailings are no longer being used to transmit information.

Mail to: **DEPARTMENT OF BUILDING & SAFETY, LICENSING SECTION**  
221 North Figueroa Street, Suite 700  
Los Angeles, CA 90012

## II. REFERENCE MATERIALS

A list of reference materials is provided on page #8 and #9 that displays what may be utilized for the examination process and are required to be at the immediate use of a Deputy Inspector while taking the examination and while working in a shop or in the field. It is recommended that you bring the following applicable reference books and Information Bulletins with you, on the day of your scheduled examination. Copies of research reports, if used for the examination, (not information bulletins) will be provided during testing. For both the new and renewal examinations you are allowed to use open code books.

- A. 2020 CITY OF LA BUILDING CODE BASED ON 2019 CBC AND 2018 IBC. Volumes I & II.
- B. You must obtain current and updated copies of the LADBS Information Bulletins for the Deputy examinations as listed on the attached summary of code references (page #8 and #9) from the Department's website.
  1. [http://www.ladbs.org/faq/info\\_bulletins.htm#ib3](http://www.ladbs.org/faq/info_bulletins.htm#ib3)
  2. The Department will not provide these to you for the examination.
- C. The summary of code references on page #8 and #9 is not a complete list. You are encouraged to bring with you all code books (ACI , ASTM, AISC, and other reference documents) to answer questions on identification, test methods, practices, classifications and standards for materials utilized in your discipline.
  - a. **Steel Construction & Welding Deputies** shall also have current editions of the following references:
    - (1) Structural Welding Code - Steel AWS D1.1-15
    - (2) Structural Welding Code - Sheet Steel AWS D1.3 -08
    - (3) Structural Welding Code - Reinforcing Steel AWS D1.4-2017

- (4) Filler Metal Specifications and other AWS technical manuals pertinent to the welding operations, procedures or processes being done.
- (5) AISC Manual of Steel Construction - Fifteenth Edition

**D. Required equipment**, depending on the discipline sought [i.e. (1) Weld gauges, (2) Temperature measuring device, (3) Slump cone & rod, (4) Clinometer, (5) Probe, and (6) Etc.] shall be provided by the applicant and made available and maintained.

**E. SOURCES FOR PURCHASE OF REFERENCE MATERIALS**

Builder's Book, Inc. 8001 Canoga Ave. Canoga Park, CA 91304 (800) 273-7375 <a href="http://www.buildersbook.com">www.buildersbook.com</a>	I.C.C. 5360 South Workman Mill Rd. Whittier, CA 90601 (562) 699-0541 <a href="http://www.iccsafe.org">www.iccsafe.org</a>	AWCI 513 West Broad St., Suite 210 Falls Church, VA 22046 (703) 538-1600 <a href="http://www.awci.org">www.awci.org</a>
The Masonry Society 105 S. Sunset St., Suite Q Longmont, CO 80501 (303) 939-9700 <a href="http://www.masonrysociety.org">www.masonrysociety.org</a>	Building News, Inc. 990 Park Center Dr. Suite E Vista, CA 92081 (888) 264-2665 <a href="http://www.bnibooks.com">www.bnibooks.com</a>	HIS Markit 15 Inverness Way East Englewood, CO 80112 (800) 854-7179 or (303) 397-7956 <a href="http://www.global.ihs.com">www.global.ihs.com</a>
American Institute of Steel Construction 130 E. Randolph St., Suite 2000 Chicago, IL 60601-6204 (800) 644-2400 <a href="http://www.aisc.org">www.aisc.org</a>	American Concrete Institute 38800 Country Club Dr. Farmington Hills, MI 48331 (248) 848-3700 <a href="http://www.concrete.org">www.concrete.org</a>	American Society of Civil Engineers 1801 Alexander Bell Drive Reston, VA 20191 (800) 548-6300 <a href="http://www.seintute.org">www.seintute.org</a>

**III. CODE REFERENCES FOR DEPUTY EXAMINATION**

<b>EXAMINATION TYPE</b>	<b>2020 CITY OF LA BUILDING CODE BASED ON 2019 CBC AND 2018 IBC</b>	<b><u>INFORMATION BULLETIN</u></b> Click on link above to locate Info-Bulletins (See notes #2 and #3)
STEEL CONSTRUCTION (SC)	LABC CHAPTERS: 1 (Vol.1) and 17, 22 (Vol.2). AISC 360-16, Part 16 Specs A, J & M (Steel Const Manual 15th Edition). AISC 341-16, AWS D1.1, D1.3, D1.4, A2.4	P/BC 2020-098 P/BC 2020-032, 034, 035, 042, 045, 046 & 058
CONCRETE CONSTRUCTION (CC)	LABC CHAPTERS: 1, (Vol.1) and 17, 19 (Vol.2). ACI 318-14	P/BC 2020-031, 034, 035, 042, 058, 061 & 062
MASONRY CONSTRUCTION (MC)	LABC CHAPTERS: 1 (Vol.1) and 17, 21 (Vol.2). TMS 402-16 (See note #1)	P/BC 2020-034, 035, 042, 058 & 061
WOOD CONSTRUCTION (WC)	LABC CHAPTERS: 1 (Vol.1) and 17, 23 (Vol.2).	P/BC 2020-004, 007, 010, 034, 035, 042, 058, 093 & 098
GRADING (GR)	LABC CHAPTERS: 1 (Vol. 1) and 17, 18, 33, 70 & Excerpt LAMC Sec. 96.02 (Vol. 2).	P/BC 2020-001, 028, 034, 035, 042, 050 & 121
SOILS TECHNICIAN (ST)	LABC CHAPTERS: 1 (Vol. 1) and 17, 18, 33,70 & Excerpt LAMC Sec. 96.02 (Vol. 2).	P/BC 2020-001, 028, 034, 035, 042, 050 & 121
SPRAYED FIRE-RESISTANT MATERIALS (SFRM)	LABC CHAPTERS: 1, 5, 6, 7 (Vol. 1) and 17 (Vol. 2). ASTM STD E 605-93(2015) & E 736-00(2015)e1, AWCI 12-B-14.	P/BC 2020- 034, 035, 042 & 098
METHANE BARRIER (MET)	LABC LABC CHAPTERS: 1 (Vol. 1) and 17, 71 (Vol. 2).	P/BC 2020-101 & 102 P/BC 2020-34 & 35 LADBS Standard Plan: Methane Hazard Mitigation (8 pages)
SMOKE CONTROL (SMK)	LABC CHAPTERS: 1, 9 (Vol.1) and 17 (Vol.2).	P/BC 2020-034 & 035



<b>EXAMINATION TYPE</b>	<b>2020 CITY OF LA BUILDING CODE BASED ON 2019 CBC AND 2018 IBC</b>	<b><u>INFORMATION BULLETIN</u></b> Click on link above to locate Info-Bulletins (See notes #2 and #3)
SEISMIC RESISTANCE (SR)	LABC CHAPTERS: 1 (Vol.1) and 16, 17 (Vol.2). Chapters 3,4,6,& 8; 2020 California Mechanical Code Chapters 3 & 20; 2020 LA Plumbing Code & 2016 NFPA-13; LAMC Article 2, Chapter 9 (2020 LA Elevator Code) & ASME A 17.1- 2004	P/BC 2020-034, 035 & 040
WIND RESISTANCE (WR)	LABC CHAPTERS: 1 (Vol.1) and 16, 17, 24 (Vol.2).	P/BC 2020-016, 034 & 035
PRE-STRESSED CONCRETE (PSC)	LABC CHAPTERS: 1 (Vol.1) and 17, 19 (Vol.2). ACI 318-14	P/BC 2020-015 P/BC 2020-031, 034, 035, 042, 061 & 062
DRILLED-IN ANCHORS (DIA)	LABC CHAPTERS: 1 (Vol.1) and 17, 19, 21, Appendix A1 (Vol.2).	P/BC 2020-092 P/BC 2020-034, 035, 042 & 058
GUNITE/WET MIX SHOTCRETE (GU)	LABC CHAPTERS: 1 (Vol.1) and 17, 19 (Vol.2). ACI 506 R-16	P/BC 2020-014 P/BC 2020-034, 035, 042, 051 & 061
EXTERIOR INSULATION& FINISH SYSTEM (EIFS)	LABC CHAPTERS: 1 (Vol.1) and 17 (Vol.2).	P/BC 2020-034 & 035

1. This book is titled "Building Code requirements and specification for Masonry Structures". You may bring TMS 402 -16.
2. Some of the Information Bulletins P/BC 2020 are yet to be issued, if these are not available use the latest version.
3. All Deputy / Special Inspectors shall become familiar with and know how to obtain copies of L.A. City Research Reports from the L.A. City web site [www.LABDS.org/Publications/ResearchReports](http://www.LABDS.org/Publications/ResearchReports) When copies of Research Reports are utilized in exams they will be supplied at the time of examination and may not be the most current copies.

# INSPECTION BUREAU

## MATERIALS CONTROL DEPUTY PROGRAM

