



# SPECIAL INSPECTOR START WORK NOTIFICATION

Prior to the first day a special inspector is scheduled to be on the job site, he/she must do the following:

1. Notify the Inspection Section of the project, date and approximate time he/she is scheduled to be on the job site, and a phone number that he/she can be reached at (preferably his/her cell phone.) This can be accomplished by either calling in the information or completing this form and faxing it to the Inspection Section. This information is needed to coordinate a time when the City inspector can meet the special inspector on site.
2. Fax a copy of his/her qualifications and current driver license/photo ID to the Inspection Section at: 619-585-5639

The two requirements shown above are also required when a replacement special inspector, other than the originally approved special inspector, takes over the project on a temporary or permanent basis.

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Special Inspector Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Address \_\_\_\_\_ Permit # \_\_\_\_\_  
 First Day on Site; Date \_\_\_\_\_ Time of Day \_\_\_\_\_  
 Telephone # (Preferably cell phone) \_\_\_\_\_  
 Type(s) of Special Inspection \_\_\_\_\_

<b>STAFF USE ONLY</b>	
Were the following documents included?	
Copy of the Inspector's qualification / experience?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of the Inspector's driver license / photo ID?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Received _____	Received by _____