



## SPECIAL INSPECTOR REGISTRATION INSTRUCTIONS

316 N. 26th St. 5th Floor

Billings MT 59101

PH: 406.657.8277

[specialinspections@billingsmt.gov](mailto:specialinspections@billingsmt.gov)

**The City of Billings Building Division requires that all special inspection agencies, fabricators, and special inspectors be registered and approved by the Building Division.**

### **Registration Process:**

- Agencies, fabricators, and special inspectors requesting to be registered and approved for work in the City of Billings shall meet the minimum requirements specified by the International Code Council.
- Qualified applicants shall make request by completing the applicable Building Division registration form.
- Registration requests shall be submitted to the Building Division email [specialinspections@billingsmt.gov](mailto:specialinspections@billingsmt.gov). It shall be accompanied by any additional documents stated on the application.
- The Building Division will review applications and approve or deny based on the provided information. Applicants will be notified of reasons for denial, or if additional information is needed.
- Upon approval, the applicant will be notified via email that they are registered and publicly listed to provide their respective services in the City of Billings.
- Registration shall be valid for one (1) year and will require annual renewal with the Building Division.

Please note, special inspection agencies, fabricators, and special inspectors shall be hired by the building owner or their representative other than the contractor. The contractor may not hire, pay, manage, or direct the work of any special inspection agency or special inspector unless they are also the property owner. Agencies shall disclose any possible conflict of interest between the contractor and themselves to the Building Division immediately. Failure to meet the requirements of, or to enforce provisions of the IBC, ICC Special Inspection Manual, Special Inspections Agreement or any other City adopted code or policy may result in suspension or permanent revocation of approval to provide special inspections in the City of Billings. Only special inspection reports and documents provided by agencies, fabricators, or special inspectors registered with the City of Billings Building Division will be accepted.