



STRUCTURAL OBSERVATION PROGRAM

(All references are per the 2021 International Building Code)

Project Name: _____

Project Address: _____

Building Permit Number: _____ Date Issued: _____

Description of Work:

Owner: _____ Engineer of Record: _____

Structural Observations <i>[Only checked items are required]</i>			
Firm or Individual to be responsible for the Structural Observation: Name: _____ Phone: () - _____ Professional License No: _____			
FOUNDATION	WALL	FRAME	DIAPHRAGM
<input type="checkbox"/> Footings & Piers	<input type="checkbox"/> Concrete	<input type="checkbox"/> Steel Moment Frame	<input type="checkbox"/> Concrete
<input type="checkbox"/> Mat Foundation	<input type="checkbox"/> Masonry	<input type="checkbox"/> Steel Braced Frame	<input type="checkbox"/> Steel Deck
<input type="checkbox"/> Deep Foundations	<input type="checkbox"/> Wood	<input type="checkbox"/> Concrete Moment Frame	<input type="checkbox"/> Wood
<input type="checkbox"/> Stepped Foundation	<input type="checkbox"/> Others:	<input type="checkbox"/> Masonry Wall Frame	<input type="checkbox"/> Post-tensioned deck
<input type="checkbox"/> Grade Beams		<input type="checkbox"/> Others:	<input type="checkbox"/> Others:
<input type="checkbox"/> Others:			

Declaration by Owner

I, the Owner of the project, declare that the above listed firm or individual is hired by me to be the Structural Observer.

Signature

Date

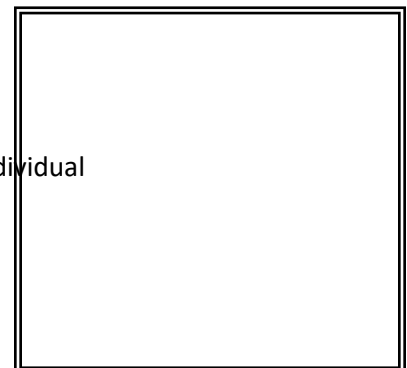
Declaration by Engineer of Record

[Required if different from the listed Structural Observer]

I, the Engineer of Record for this project, declare that the above listed firm or individual is designated by me to be responsible for the Structural Observation.

Signature

Date



(SEAL)



STRUCTURAL OBSERVATION PROCEDURES

1. Submission of the Structural Observation Program

Structural observations are required for projects within City limits, per Section 1704.6 of the 2018 IBC, where one or more of the following conditions exist:

- a) The structure is included in Risk Category III or IV;
- b) The height of the structure is greater than 75 feet above the base;
- c) The structure is in Seismic Design Category 'E' and is greater than two stories;
- d) When so designated by the registered design professional in responsible charge of the design;
- e) When such observation is specifically required by the building official.

For all projects meeting this requirement, the City's "Structural Observation Program" form must be submitted by the Engineer of Record (EOR) prior to issuance of the building permit. The observation program should state what observations are required for the project. All of the main seismic-force-resisting elements of the structure shall be included in the scope of the observations. The Structural Observation Program shall be made a part of the approved plans, and be placed in a conspicuous location, such as the first page of the plans or the first page of the structural plans.

2. The "Structural Observer of Record" and persons who perform the structural observation

The Structural Observer of Record (SOR) is the individual or firm responsible for the structural observation. The SOR must meet all of the following conditions:

- a) It must be a person or firm licensed in the State to practice structural engineering.
- b) It must have a direct contractual relationship with the owner to provide the structural observation service.
- c) It must be either the EOR for the structural design, or another engineer designated by the EOR.

The person who actually performs the structural observation in the field may be either the SOR, or an engineer under the responsible control of the SOR.

3. Submission of Structural Observation Reports

The SOR is responsible for submitting "Structural Observation Reports" to the City at each significant construction stage and at the completion of the structural system, whether any deficiency is observed. The person who performs the observation may fill out a draft report, noting any observed deficiencies. The draft report shall be reviewed, completed, stamped, and signed by the SOR, who takes responsibility for the report. Whenever a structural observation is performed by someone other than the SOR, that person's name and professional license number shall be identified in the report. Deficiencies observed must be reported in writing to the owner's representative, relevant special inspectors, the contractor, and the City. **All reports submitted to the City shall be sent to the address provided in the letterhead and the envelope should explicitly state the Project Address and Permit Number of the project.**