



## Structural Observation and Special Inspection Reports

(Required information)

To all interested parties:

When documents are submitted to our Division to fulfill the requirements for Structural Observation and/or for Special Inspection (as defined by section 1702 of the CBC) they need to incorporate the following elements:

1. The letter must be produced on the Professional's letterhead, which should include the full personal name, professional business name, address, phone number, fax number and other pertinent data of the engineering Professional.
2. The letter must be addressed to the plan checker for the specific project in our office and reference the address of the project **and** the permit number of the project.
3. The letter must have a direct statement similar to the following: "In accordance with Section 1704 of the CBC (for special inspections) and/or Section 1710 of the CBC (for structural observation reports), we (I) have provided special inspection and/or structural observation for the following:"
4. The letter should then specify that all structural elements in general (e.g., structural frame and hardware) and specific individual items (special inspection items) were inspected to ensure their compliance with the approved design drawings and the CBC requirements (e.g., drilled piers, driven piles, concrete over 2500 psi compressive strength, shotcrete, welding, high strength bolting, epoxy bolting, post-tension slabs, soil compaction as required, etc.)
5. The letter must conclude with a direct statement similar to the following: "Based upon inspections performed and our (my) substantiating reports, it is our (my) professional judgment that, to the best of our (my) knowledge, the inspected work was performed in substantial conformance with the approved plans, specifications, and applicable workmanship provisions of the California Building Code."
6. The letter must be wet-signed by the responsible professional accompanied by his/her wet-stamped professional seal.
7. Any substantiating reports or other documents should accompany the letter or have been previously forwarded to our office.