



# CITY OF COSTA MESA

## ECONOMIC AND DEVELOPMENT SERVICES DEPARTMENT BUILDING DIVISION

77 Fair Drive | P.O. Box 1200 | Costa Mesa, CA 92626

[www.costamesaca.gov](http://www.costamesaca.gov) | (714) 754-5273

### Structural Observation Report

Project Address:	Report Date:	Inspector Name:	Permit #:
Building Owner Name:	Owner's Mailing Address (if different from site):	Owner's Telephone #:	Plan Check #:
Full Name of Structural Observer (SO):	SO E-mail Address:	SO Telephone #:	SO License / Reg. #:

**PLEASE INDICATE STRUCTURAL ELEMENTS AND CONNECTIONS OBSERVED (check applicable boxes)**

FOUNDATIONS	SHEAR WALLS	FRAMES	DIAPHRAGMS (Floor/Roof)	INDICATE LOCATION(S) OBSERVED	DATE OBSERVED
<input type="checkbox"/> Conventional Footings & Slab	<input type="checkbox"/> Concrete	<input type="checkbox"/> Steel	<input type="checkbox"/> Concrete		
<input type="checkbox"/> Mat Foundation, Prestressed Concrete	<input type="checkbox"/> Masonry	<input type="checkbox"/> Concrete	<input type="checkbox"/> Steel Deck		
<input type="checkbox"/> Caissons, Piles, Grade Beams	<input type="checkbox"/> Wood or Manuf. Shear Panels	<input type="checkbox"/> Masonry	<input type="checkbox"/> Wood		
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:		

ITEMS CHECKED ABOVE ARE APPROVED AND WITHOUT DEFICIENCIES.

OBSERVED DEFICIENCIES AND COMMENTS:

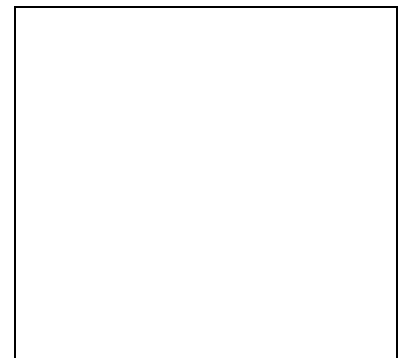
<input type="checkbox"/> REPORT CONTINUED ON ATTACHED PAGES.
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FINAL STRUCTURAL OBSERVATION REPORT:

**The structure generally complies with the approved construction documents, and all observed deficiencies were corrected.**

I declare that the following statements are true to the best of my knowledge:

1. I am the licensed design professional retained by the owner to be in responsible charge of the structural observation;
2. I, or another licensed design professional whom I have designated above and is under my responsible charge, have performed the required site visits at each significant construction stage to verify that the structure is in general conformance with the approved construction documents;
3. I understand that all deficiencies which I have documented must be corrected, prior to final acceptance of the structural systems by the City of Costa Mesa, Building Division.



STAMP OF STRUCTURAL OBSERVER

\_\_\_\_\_  
SIGNATURE OF STRUCTURAL OBSERVER OF RECORD      DATE

**STRUCTURAL OBSERVATION DOES NOT WAIVE ANY REQUIREMENTS FOR BUILDING INSPECTION BY AUTHORIZED EMPLOYEES OF THE CITY OF COSTA MESA.**

## **STRUCTURAL OBSERVATION REPORT INSTRUCTIONS**

When structural observation is required for a project, the structural observer shall perform site visits at significant construction stages throughout the progress of the work. Site visit frequency shall allow for correction of observed deficiencies without substantial effort or uncovering of the completed work. Structural observation site visits shall be performed for each construction stage identified on the approved construction documents.

The structural observer may utilize the City of Costa Mesa "Structural Observation Report" form, or a similarly formatted report, to record the required observation visits. If the City's form is not used the alternate report shall be on the structural observer's letterhead, state the site address, plan check and permit numbers, stages and elements observed, date observed, and complete contact information for the structural observer. All structural observation reports, regardless of form used, shall include the license stamp and wet signature of the structural observer responsible for the project.

### **OBSERVED DEFICIENCIES**

When a deficiency is noted, the structural observer shall give copies of the completed structural observation report to the owner or owner's representative, project contractor, and the Chief Building Official or designee.

The contractor shall resolve all deficiencies prior to final inspection or acceptance of the structural work by the Chief Building Official, or designee.

### **FINAL STRUCTURAL OBSERVATION REPORT**

The structural observer shall submit a final structural observation report to the Chief Building Official, or designee, upon completion of the structural system. The final structural observation report shall state that the structural system conforms to the approved construction documents and that all previously observed deficiencies have been corrected. Final inspection or other acceptance of the structural system by the Chief Building Official, or designee, will not occur until the final structural observation report is received.