



**CITY OF SANTA CLARITA
BUILDING & SAFETY DIVISION
23920 Valencia Boulevard, Suite 140
Santa Clarita, CA 91355 (661) 255-4935**

Structural Observation is Required for this Project

The following information must be included as part of the final drawings. Please add the following information to the plans. The Architect or Engineer responsible for the structural design shall complete this form as part of the construction documents.

Per chapter 17 of the California Building Code as amended by the City of Santa Clarita, structural observation by the architect or engineer responsible for the structural design is required. Structural observation means the visual observation of the structural system for general conformance to the approved construction documents. Structural observation shall be performed at significant construction stages and at completion of the structural system.

Name of person responsible to perform the required structural observation:

NAME: _____ LICENSE OR REGISTRATION #: _____

TITLE: _____

ADDRESS: _____ PHONE #: _____

Preconstruction Meeting

A preconstruction meeting is recommended to identify the major structural elements that affect the vertical and lateral load systems of the structure, and to review scheduling of the required observations. A written list of required structural observations shall be prepared and distributed. All required special inspections should also be identified during this meeting. The owner or owner's representative shall coordinate and call this meeting. The meeting should include the following:

- Owner or Owner's Representative
- Engineer or Architect responsible for the structural design
- Structural Observer (if different from above)
- General Contractor
- Affected Sub-Contractors
- Deputy Inspectors, (if required of the project)
- The City Building Inspector

Structural Elements Requiring Observation

The following structural elements require structural observation: (Engineer or Architect shall indicate those that apply)

- Foundation** - footings, grade beams, caissons or piles, reinf. steel, anchors, holdowns, structural or p.t. slabs
- Vertical Load Supporting Elements** - beams, columns, walls, connections
- Shearwalls (Wood)** - anchor bolts, holdowns, sheathing, nailing, shear transfer elements
- Shearwalls (Concrete or Masonry)** - steel reinforcement (vertical, horizontal, boundary)
- Structural Steel** - cantilevered columns, moment frames, braced frames, connections
- Floor & Roof Diaphragms** - sheathing, nailing, drag struts, shear transfer elements
- Other (identify)** - _____

Written Verification of Structural Observation

A Structural Observation Report Form prescribed by the City of Santa Clarita shall be completed by the structural observer at each significant construction stage. Observed deficiencies, where found, shall be reported in writing upon said form. Copies of all Structural Observation Report Forms shall be submitted to the following:

- City Building Official (original with wet signature)
- Owner or Owner's Representative
- General Contractor
- Special Inspector (if applicable).

NO BUILDING DEPARTMENT INSPECTIONS WILL BE PERFORMED PRIOR TO SUBMITTAL OF THE STRUCTURAL OBSERVATION REPORT FOR THAT STAGE OF CONSTRUCTION.

STRUCTURAL OBSERVATION DOES NOT WAIVE THE REQUIREMENT FOR SPECIAL OR DEPUTY INSPECTIONS, OR CITY BUILDING DEPARTMENT INSPECTIONS AS REQUIRED BY THE BUILDING CODE.