



**County of Los Angeles**  
 DEPARTMENT OF PUBLIC WORKS  
 BUILDING & SAFETY DIVISION  
 Los Angeles Regional Uniform Code Program

**STRUCTURAL OBSERVATION PROGRAM**  
 AND DESIGNATION OF THE  
 STRUCTURAL OBSERVER

PERMIT APPL. NO.: \_\_\_\_\_

|                      |            |
|----------------------|------------|
| Project Address:     |            |
| Description of Work: |            |
| Owner:               | Architect: |
| Engineer of Record:  |            |

| <b>STRUCTURAL OBSERVATION (ONLY CHECKED ITEMS ARE REQUIRED)</b>           |                                   |   |                                     |
|---|-----------------------------------|---|-------------------------------------|
| Firm or Individual to be responsible for the Structural Observation:      |                                   |   |                                     |
| Name:   | Phone:                            | Calif. Registration:                              |                                     |
| FOUNDATION  | WALL                              | FRAME   | DIAPHRAGM                           |
| <input type="checkbox"/> Footing, Stem Walls, 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"/> Caisson, Piles,<br>Grade Beams                   | <input type="checkbox"/> Wood     | <input type="checkbox"/> Concrete Moment<br>Frame | <input type="checkbox"/> Wood       |
| <input type="checkbox"/> Retaining Foundation<br>Hillside Special Anchors | <input type="checkbox"/> Others:  | <input type="checkbox"/> Masonry Wall Frame       | <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 ARCHITECT OR ENGINEER OF RECORD**

(required if the Structural Observer is different from the Architect or Engineer of Record)

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

\_\_\_\_\_  
 Signature License No. Date



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**STRUCTURAL OBSERVATION GENERAL NOTES**

1. Structural observation is required for the structural system in accordance with Section 1704.6 of the Los Angeles County Building Code. Structural observation is the visual observation at the construction stages and the complete structure for general conformance to the approved plans and specifications. Structural observation does not waive responsibility for the inspections required by the building inspector or the special inspector.
2. The owner employs the registered design professional responsible for the structural design, or another registered design professional designated by the registered design professional responsible for the structural design to perform structural observations.
3. The owner or owner's representative shall coordinate and call for a meeting between the engineer or architect responsible for the structural design, structural observer, contractor, affected subcontractors and special inspectors. The purpose of the meeting shall be to identify the major structural elements and connections that affect the vertical and lateral load systems of the structure and to review scheduling of the required observations. A record of the meeting shall be included in the first observation report submitted to the building inspector.
4. The structural observer shall prepare a report of the Structural Observation Report Form for each significant stage of construction observed. The original of the Structural Observation report shall be sealed and signed by the structural observer responsible and sent to the Building and Safety District Office. Copies of the report shall also be given to the owner, contractor, and special inspector. Any deficiency noted on the observation report will become the responsibility of the structural engineer of record to verify its completion by him (her), or by a registered special inspector at the discretion of the Structural Observer.
5. A final observation report must be submitted which shows that all observed deficiencies were resolved and structural system generally conforms with the approved plans and specifications.
6. When the owner elects to change the structural observer of record, the owner shall:
  - a) Notify the building inspector in writing before the next inspection by submitting the completed Structural Observation Program and Designation of the Structural Observer form.
  - b) Call an additional preconstruction meeting
  - c) Furnish the replacement structural observer with a copy of all previous observation reports. The replacement structural observer shall approve the correction of the original observed deficiencies unless otherwise approved by the Building Official.
7. The engineer or architect of record shall address all changes relating to the structural systems. The Building Official shall review and approved all changes to the approved plans and specifications.