



**CITY OF FOSTER CITY**  
 Community Development Department  
 Building Division  
 610 Foster City Blvd, Foster City, CA 94404  
 Phone: 650-286-3227 | Email: [building@fostercity.org](mailto:building@fostercity.org)

## Structural Observation Program and Designation of the Structural Observer

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

<b>STRUCTURAL OBSERVATION</b> (ONLY CHECKED ITEMS ARE REQUIRED)			
Firm or Individual to be responsible for 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"/> Casson, Piles, Grade Beams	<input type="checkbox"/> Wood	<input type="checkbox"/> Concrete Moment Frame	<input type="checkbox"/> Wood
<input type="checkbox"/> Retaining Foundation	<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 or individual is hired by me to be the Structural Observer.

\_\_\_\_\_  
 Signature Date

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

\_\_\_\_\_  
 Signature Date

**STRUCTURAL OBSERVATION GENERAL NOTES**



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1. Structural observation is required for the structural system in accordance with Section 1709 of the California 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 the responsibility for the inspections required of the building inspector or the special inspector.
2. The owner shall employ 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 sent to the building inspector's office and shall be signed and sealed (wet stamp) by the responsible structural observer. Copies of the report shall also be given to the owner, contractor, and deputy 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 and that of the registered special inspector 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 develop all changes relating to the structural systems. The Building Official shall review and approved all changes to the approved plans and specifications.