



INFORMATIONAL BULLETIN

Bulletin No.: 251

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Effective 05/01/95

Revised: 02/06/07

Revised: 02/16/11

Revised: 01/23/25


Chief Building Official

STRUCTURAL OBSERVATION REQUIREMENTS

Reference: California Building Code (CBC) Section 1704.6

Structural Observations shall be required for the construction of all new buildings, additions to non-residential buildings, and alterations to non-residential buildings where the new work includes elements responsible for 50% or more of the lateral or vertical load resistance for a given wall line. In such case, the owner shall employ a qualified registered design professional to perform structural observation.

For single family dwelling tract construction, the requirement for structural observation shall apply to the construction of the original model dwellings, the construction of the first dwelling of each plan type when a change of framing contractor has occurred, and whenever required by the Chief Building Official.

Structural Observation does not include or waive the responsibility for City inspections and special inspections required by CBC Sections 110 and 1705.

STRUCTURAL OBSERVATION PROGRAM

Prior to permit issuance, a completed City of Irvine Structural Observation Program form shall be made part of the plans. The program as a minimum shall include observations at the following applicable stages of construction and shall occur prior to called inspections associated with a particular stage.

1. Concrete and reinforcing steel: After excavation or forming and placement of reinforcing steel, prior to concrete placement and closing of forms.
2. Steel framing: After steel erection, prior to decking and placement of concrete or fireproofing.
3. Upon completion of shear wall(s) and/or the anchorage system.

4. Before installation of finish material on walls that would cover any structural connections.
5. At completion of the structural system.
6. Other specified stages as required by the Design Professional of Record or the Chief Building Official.

Repetitive Construction: Where a given project includes multiple repetitive structures, or a structure with phased repetitive structural elements, the Design Professional of Record may specify observations for only certain portions of each construction stage provided the following conditions are met:

- Observations shall occur at the initial portion of any phased construction.
- The contractor and or subcontractor and their personnel responsible for the work shall remain constant during the phase or phases considered.

FIELD OBSERVATION AND DOCUMENTATION

The Structural Observer Prior to the project pre-construction meeting, the engineer or architect responsible for performing the structural observation (the structural observer) shall be identified, and shall attend the project pre-construction meeting. The structural observer shall either be a registered engineer or a licensed architect.

Exception: An unregistered or unlicensed person working under the responsible charge of a registered or licensed engineer or architect may perform structural observations on single family homes not exceeding two stories in height.

Documentation shall be provided as follows and shall be left in a pre-designated location at the jobsite for the city inspector and the special inspector as applicable:

1. **Structural Observations** All Structural observations shall be documented using the City of Irvine Structural Observation Report form, or equivalent pre-approved by the Deputy Building Official, and shall be signed by the structural observer. The form shall also be stamped except as provided for in the exception above.

2. **Observed Deficiencies** Any observed deficiencies shall be described on the form; the observer shall also indicate whether a re-observation is required to verify corrective actions have been properly taken or that the corrective actions are deemed verifiable by the special inspector or City inspector prior to inspection approval.
3. **Deficiencies Corrected** An additional Structural Observation Report shall be completed documenting correction of the deficiency, unless the observer specifies that a re-observation is not required. In this case, if the work is subject to special inspection, the special inspector shall include this corrective action in his daily report. If the work is not subject to special inspection, it shall be subject to re-inspection by the City inspector prior to inspection approval.
4. **Project Completion** Upon completion of the project and prior to final inspection and occupancy, the structural observer shall submit to the City inspector a City of Irvine Structural Observation Report form indicating final acceptance. This form shall be signed and stamped by the structural observer. In the case where the observer is unregistered or unlicensed as provided for above, the professional in responsible charge shall stamp and sign the form.

Attachments: [Structural Observation Program](#)
[Structural Observation Report](#)



STRUCTURAL OBSERVATION PROGRAM

PROJECT ADDRESS	PERMIT APPLICATION NUMBER

DESCRIPTION OF WORK

OWNER	ARCHITECT	ENGINEER

STRUCTURAL OBSERVATION (ONLY CHECKED ITEMS ARE REQUIRED)

FIRM OR INDIVIDUAL TO BE RESPONSIBLE FOR THE STRUCTURAL OBSERVATION

NAME	PHONE	CALIFORNIA 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, GRADE BEAM	<input type="checkbox"/> WOOD	<input type="checkbox"/> CONCRETE MOMENT FRAME	<input type="checkbox"/> WOOD
<input type="checkbox"/> STEPPING/RETAINING FOUNDATION	<input type="checkbox"/> OTHER:	<input type="checkbox"/> MASONRY WALL FRAME	<input type="checkbox"/> OTHER:
<input type="checkbox"/> OTHER:		<input type="checkbox"/> OTHER:	

THIS PROJECT IS STRUCTURALLY REPETITIVE IN THE FOLLOWING MANNER: _____

DUE TO THE REPETITIVE NATURE DESCRIBED ABOVE AND SUBJECT TO THE CONDITIONS OF THE CITY OF IRVINE INFORMATIONAL BULLETIN NO. 251, STRUCTURAL OBSERVATION WILL BE PERFORMED AS FOLLOWS:

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

ONLY COMPLETE IF DEFERRING SELECTION: IN CONSIDERATION OF DEFERRING THE SELECTION OF THE STRUCTURAL OBSERVER, THE OWNER ACKNOWLEDGES THAT THE PROJECT CAN NOT COMMENCE UNTIL SUCH SELECTION IS MADE AND DOCUMENTED ON A SUPPLEMENTAL CITY OF IRVINE STRUCTURAL OBSERVATION PROGRAM FORM PROVIDED TO THE CITY INSPECTOR AT OR BEFORE THE PRE-CONSTRUCTION MEETING, WHICH SHALL BE ATTENDED BY THE SELECTED STRUCTURAL OBSERVER.

SIGNATURE

DATE



STRUCTURAL OBSERVATION REPORT

REPORT NO. _____

PAGE NO. _____ OF _____

THIS REPORT INCLUDES ALL CONSTRUCTION WORK THROUGH _____ DAY OF _____, 20 _____

PROJECT ADDRESS		STRUCTURAL OBSERVER OF RECORD (SOR)	PHONE NO. OF SOR
BUILDING PERMIT #		STRUCTURAL OBSERVATION PERFORMED BY	PROFESSIONAL LIC./REG. NO. OF OBSERVER
			PHONE NO. OF OBSERVER

OBSERVED STRUCTURAL ELEMENTS AND THEIR CONNECTIONS

FOUNDATION	WALL	FRAME	FLOOR	PORTION OBSERVED, IF NOT WHOLE
<input type="checkbox"/> FOOTING, STEM WALLS	<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	
<input type="checkbox"/> CAISSON, 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"/> OTHER: _____	<input type="checkbox"/> MASONRY WALL FRAME	<input type="checkbox"/> OTHER: _____	
<input type="checkbox"/> OTHER: _____	<input type="checkbox"/> _____	<input type="checkbox"/> OTHER: _____	<input type="checkbox"/> _____	

FINAL: STRUCTURAL SYSTEMS ARE COMPLETE AND ALL OBSERVATIONS AS REQUIRED BY THE APPROVED STRUCTURAL OBSERVATION PROGRAM HAVE BEEN MADE

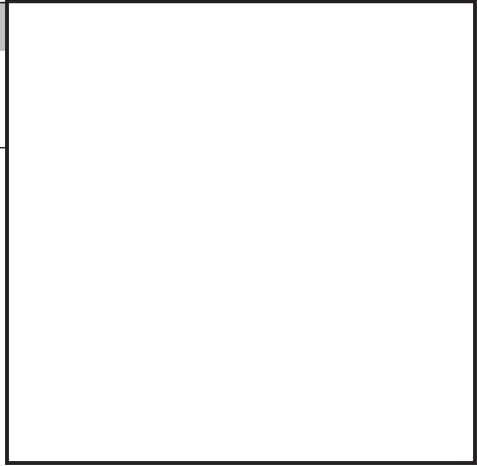
OBSERVED DEFICIENCIES (Use Additional Sheets as needed)

RE-OBSERVATION OF OBSERVED DEFICIENCY(IES) IS/ARE:

- REQUIRED
- NOT REQUIRED BUT MUST BE VERIFIED BY CITY INSPECTOR AND/OR SPECIAL INSPECTOR

I DECLARE THAT THE FOLLOWING STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE:

1. I AM THE ENGINEER OR ARCHITECT RETAINED BY THE OWNER TO BE IN RESPONSIBLE CHARGE FOR THE STRUCTURAL OBSERVATION ACCORDANCE WITH THE REQUIREMENTS OF THE CITY OF IRVINE.
2. I, OR ANOTHER ENGINEER OR ARCHITECT WHO I HAVE DESIGNATED ABOVE AND IS UNDER MY RESPONSIBLE CHARGE, HAS PERFORMED THE REQUIRED SITE VISITS AT EACH SIGNIFICANT CONSTRUCTION STAGE TO VERIFY IF THE STRUCTURE IS IN GENERAL CONFORMANCE WITH APPROVED PLANS AND SPECIFICATIONS.
3. ALL DEFICIENCIES WHICH REMAIN TO BE CORRECTED HAVE BEEN INDICATED ABOVE.
4. I RECOMMEND THAT ACCEPTANCE OF THE STRUCTURAL SYSTEMS BY THE CITY OF IRVINE BE WITHHELD UNTIL ALL OBSERVED DEFICIENCIES ARE CORRECTED.



Stamp of Structural Observer of Record - Required for all final reports, and all interim reports except for interim reports for one or two story single family homes where an unlicensed person working under the responsible charge of the registered or licensed design professional has produced such interim report.

SIGNATURE _____

DATE _____