



**POST AT JOB SITE WITH PERMIT**  
(General Requirements and Instructions on the backside of form)

**TO BE COMPLETED BY REGISTERED DESIGN PROFESSIONAL**

Project Name:	Project Address:	Permit No.
		Plan Log No.
Project Owner/Owner's Agent Name:	Mailing Address:	Phone No.
Registered Design Professional of Record Name:	Mailing Address:	Phone No.
Firm Name:	Email Address:	Fax No.

As the Registered Design Professional, I hereby affirm that I am familiar with the design of this project and have been designated by the Owner/Owner(s) Agent as the registered design professional responsible for conducting the Structural Observation Program required by the Phoenix Building Construction Code Section 110.3.10 and 1704. I have determined that the items checked below require Structural Observation. I understand and agree to inform the project owner, the contractor(s), and the City of Phoenix Structural Inspector about all Structural Observation requirements.

(Seal, Sign & Date)

Y E S		N O ✓		<b>ITEMS REQUIRING STRUCTURAL OBSERVATION</b> (Attach Supplement if Necessary)	
				Structure classified as Risk Category IV	Structure is > 75 ft above grade plane
				Structure is a high-rise building	Structure > three stories above grade plane
				Req.'d by RDP responsible for the structural design	Elevated post-tensioned concrete structures
				Required by the Building Official	Structural prefab deferred units & connections

**Certificate of Compliance**  
I certify to the best of my knowledge the Structural requirements of the Phoenix Building Construction Code and approved plans and specifications have been complied with insofar as the portion of the work requiring Structural observation is concerned, except for those deviations that have been previously reported. A guarantee that the contractor has constructed the building in full accord with the plans and specifications is neither intended nor implied.

(Seal, Sign & Date)

## CERTIFICATE OF STRUCTURAL OBSERVATION PROGRAM

The following are general requirements and instructions for processing the Structural Observation Program form and general information for persons responsible for the special inspections.

### **GENERAL REQUIREMENTS:**

Phoenix Building Construction Code (PBCC) Sections 110.3.10 and 1704 require Structural Observation Inspections for the items specified in Section 1704.6 Structural Observation includes, but are not limited to, visual observation of the Structural system for conformance with the approved plans and specifications, at significant construction stages and at completion of the Structural system, and submission of appropriate observation reports to the City of Phoenix Structural Inspector. See the PBCC and PBCC Regulations/Interpretations for additional information and requirements.

The Structural Observer shall be a qualified person who demonstrates competence to the satisfaction of the building official for the items requiring Structural Observation. Competence shall be demonstrated by licensure as a Professional Structural Engineer in the State of Arizona. These individual(s) shall be responsible for performing the Structural Observation tasks and reports required by the PBCC and PBCC Regulations.

**The Structural Observer(s) must be 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 the Structural observation.**

### **INSTRUCTIONS**

**REGISTERED DESIGN PROFESSIONAL:** Complete all information requested on this form. Indicate the ITEMS requiring Structural Observation. Seal, sign and date the form. Submit to the city with the permit application whenever the code requires Structural observations. This form may be reproduced in the construction plans in lieu of submitting separate sheets.

**PLAN REVIEWER:** Review the Structural Observation Program form for accuracy and ensure that it identifies all work requiring Structural Observation. Complete any missing information (i.e., project and/or permit numbers) if known and indicate on the permit(s) "Structural Observation Required". The Structural Observation form shall be processed before permit issuance.

**CITY STRUCTURAL INSPECTOR:** Review the Structural Observations Program form for the name of the registered design professional responsible for the Structural Observation Program. Address any Structural Observation concerns of the Structural Observer(s). Attend any necessary job conference related to Structural Observation procedures. Review all required Structural Observation and final reports.

**STRUCTURAL OBSERVATION:** The registered design professional responsible for the Structural Observation shall complete a signed written report after each site visit requiring Structural Observation. The Structural Observer(s) shall ensure that all reports are posted with the permit at the job site and are available to the City of Phoenix Structural Inspector for review. All deviations from the approved plans or specifications shall be brought to the immediate attention of the contractor for correction and, if uncorrected, to the responsible registered design professional and to the City of Phoenix Structural Inspector.

The Structural Observer shall submit a final signed report to the registered design professional and to the City of Phoenix Structural Inspector providing final test results and stating whether the items requiring Structural observation were, to the best of the observer's knowledge, in compliance with the approved plans and specifications and applicable workmanship provisions of the code. Final inspections approval and/or issuance of the Certificate of Occupancy will not occur until all Structural Observation reports have been received and accepted by the City of Phoenix Structural Inspector.