BUILDING DEPARTMENT

MINIMUM INSPECTION REPORT PROCEDURAL GUIDELINES FOR BUILDING'S STRUCTURAL/ELECTRICAL RECERTIFICATION

INSPECTION COMMENCED DATE _____

INSPECTION COMPLETED DATE _____

INSPECTION MADE BY:
SIGNATURE _____

PRINT NAME _____

TITLE: _____

ADDRESS: _____

1. DESCRIPTION OF STRUCTURE
a. Name of Title:
b. Street Address:
c. Legal Description:
d. Owners Name:
e. Owner's Mailing Address:
f. Folio Number of Building:
g. Building Code Occupancy Classification:
h. Present Use:
i. General Description, Type of Construction, Size, Number of Stories, and Special Features
Additional Comment:

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STRUCTURAL INSPECTION
2. INSPECTIONS
a. Date of notice of required inspection
b. Date(s) of actual inspection
c. Name and qualification of individual submitting inspection report:
d. Description of any laboratory or other formal testing, if required, rather than manual or visual procedures
e. Structural repair note appropriate line:
1. None required
2. Required (describe and indicate acceptance)
3. PRESENT CONDITION OF STRUCTURE
a. General alignment (not good, fair, poor, explain if significant)
1. Bulging
2. Settlement
3. Defections
4. Expansion
5. Contraction:
b. Portion showing distress (Note, beams, columns, structural walls, floors, roofs, other)
c. Surface conditions – describe general conditions of finishes, noting cracking, spalling, peeling, signs of moisture penetration & stains.
d. Cracks – note location in significant members. Identify crack size as HAIRLINE if barely dissemble; FINE if less than 1 mm in width: MEDIUM if between 1 and 2 mm in width; WIDE if over 2 mm.
e. General extent of deterioration – cracking or spalling of concrete or masonry; oxidation of metals; rot or borer attack in wood.

f. Previous patching or repairs
g. Nature of present loading (indicate residential, commercial, other estimate magnitude).
4. FOUNDATION
a. Type
b. Condition
1. Settlement
2. Defections
c. Cracks
5. Contraction:
5. MASONRY BEARING WALL = Indicate good, fair, poor on appropriate lines:
a. Concrete masonry units
b. Clay tile or terracotta units
c. Reinforced concrete tile columns
d. Reinforced concrete tile beams
e. Lintel
f. Other type bond beams
g. Masonry finishes - exterior
1. Stucco
2. Veneer
3. Paint only
4. Other(describe)
h. Masonry finishes - interior
1. Vapor barrier
2. Purring and plaster
3. Paneling
4. Paint only
5. Other (describe)
i. Cracks:
1. Location - note beams, columns, other

2. Description
j. Spalling:
1. Location - note beams, columns, other
2. Description
k. Rebar corrosion-check appropriate line:
1. None visible
2. Minor-patching will suffice
3. Significant-but patching will suffice
4. Significant-structural repairs required
l. Samples chipped out for examination in spall areas:
1. No
2. Yes - describe color texture, aggregate, general quality
6. FLOOR AND ROOF SYSTEM
a. Roof:
1. Describe (flat, slope, type roofing, type roof deck, condition
2. Note water tanks, cooling towers, air conditioning equipment, signs, other heavy equipment and condition of support:
3. Note types of drains and scupper and condition of cooling towers, air condition:
b. Floor systems(s)
1. Describe (type of system framing, material, spans, condition)
c. Inspection – note exposed areas available for inspection, and where it was found necessary to open ceilings, etc. for inspection of typical framing members.

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7. STEEL FRAMING SYSTEM
a. Description
b. Exposed Steel - describe condition of paint & degree of corrosion:
c. Concrete or other fireproofing – note any cracking or spalling, and note where any covering was removed for inspection d. Elevator sheave beams & connections, and machine floor beams – note condition:
8. CONCRETE FRAMING SYSTEM
a. Full description of structural system
b. Cracking
1. Not significant
2. Location and description of members affected and type cracking
c. General condition
d. Rebar corrosion - check appropriate line:
1. Non visible
2. Location and description of members affected and type cracking
3. Significant but patching will suffice
4. Significant - structural repairs required (describe)
e. Samples chipped out in spall areas:
1. No.
2. Yes, describe color, texture, aggregate. general quality:
9. WINDOWS
a. Type (Wood, steel, aluminum, jalousie, single hung, double hung, casement, awning, pivoted, fixed, other)
b. Anchorage – type & condition of fasteners and latches:
c. Sealant – type of condition of perimeter sealant & at mullions:
d. Interiors seals – type & condition at operable vents:

e. General condition:
10. WOOD FRAMING
a. Type – fully describe if mill construction, light construction, major spans, trusses;
b. Note metal fitting i.e., angles, plates, bolts, split pintles, pintles, other, and note condition:
c. Joints – note if well fitted and still closed:
d. Drainage – note accumulations of moisture:
e. Ventilation –note any concealed spaces not ventilated:
f. Note any concealed spaces opened for inspection:
11. OTHER (As required by Architect/Engineer)

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ELECTRICAL INSPECTION
12. INSPECTIONS
a. Date of notice of required inspection
b. Date(s) of actual inspection
c. Name and qualification of individual submitting inspection report:
d. Description of any laboratory or other formal testing, if required, rather than manual or visual procedures
e. Electrical repair note appropriate line:
1. None required
2. Required (describe and indicate acceptance)
13. PRESENT CONDITION OF ELECTRICAL SYSTEM
a. Is current conditions safe? yes no
b. Is current electrical loading acceptable? yes no
c. Additional Comments
14. ELECTRICAL SERVICE
a. Type
b. Size of Amperage
c. fuses or breakers
d. Is grounding in good standing? yes no
e. Are panels in good conditions? yes no
f. Additional Comments
15. METER AND ELECTRIC ROOMS
a. Conditions? Good Fair Requires Corrections
b. Additional Comments

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16. BRANCH CIRCUITS		
a. Are conductors in good conditions?	yes	no
b. Are conductors properly identified?	yes	no
c. Is all equipment properly grounded?	yes	no
d. Additional Comments		
17. CONDUIT RACEWAYS		
a. Describe type of wiring method in building:		
b. Are conduits free from erosion?	yes	no
b. Are conduits free from dents?	yes	no
c. Are conductors properly rated?	yes	no
d. Additional Comments		
18. EMERGENCY LIGHTING		
a. Are all emergency lighting in good working conditions?	yes	no
b. Are all exiting lighting in good working conditions?	yes	no
c. Is fire alarm in good working conditions?	yes	no
d. Additional Comments		
18. OTHER (As required by Architect/Engineer)		