



Building Services & Code Enforcement  
[www.slcpermits.com](http://www.slcpermits.com)  
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 Salt Lake City, Utah 84111

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 Salt Lake City, Utah 84114-5490

Office only

Updated 09/2019

BLD #	Received by
Date	Valuation

## Structural Observation Program Application

Project name		Building permit #
Project address		Date issued
Description of work		
Owner	Engineer of Record	

### Structural Observations

Only checked items are required. Firm or individual to be responsible for the structural observation:

Name	Phone	Professional license	
<b>Foundation</b>	<b>Wall</b>	<b>Frame</b>	<b>Diaphragm</b>
Footing & piers	Concrete	Steel moment frame	Concrete
Mat foundation	Masonry	Steel braced frame	Steel deck
Deep foundations	Wood	Concrete moment frame	Wood
Stepped foundation	Others	Masonry wall frame	Post-tension deck
Grade beams		Others	Others
Others			

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
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### Declaration by Engineer of Record required if different from the Listed Structural Engineer

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

Signature	Date
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Seal

## Submission of the Structural Observation Program

Structural Observations are required for the projects within Salt Lake City limits, per Section 1704.6 or the 2018 IBC, where one or more of the following conditions exist:

- 1 The structure is included in Risk Category III or IV;
- 2 The height of the structure is greater than 75 feet above the base;
- 3 The structure in Seismic Design Category "E", included in Risk Category I or II and is greater than two stories in height;
- 4 When so designated by the registered design professional in responsible charge of the design;
- 5 When such observation is specifically required by the Building Official.

For all projects meeting this requirement, Salt Lake City's "Structural Observation Program" form must be submitted by the Engineer of Record (EOR) prior to issuance of the building permit. The observation program should state what observations are required for the project. All seismic resisting elements of a structural system shall be included in the scope of the project. All seismic resisting elements of a structural system shall be included in the scope of the observations. The Structural Observation Program shall be made part of the approved plans, and be placed in a conspicuous location, such as the first page of the plans or the first page of the structural plans.

The "Structural Observer of Record" and persons who perform the structural observation

The Structural Observer of Record (SOR) is the individual or firm responsible for the structural observation. The SOR must meet all of the following conditions:

- 1 It must be a person or firm licensed in Utah to practice engineering.

It must have a direct contractual relationship with the owner to provide the structural observation. The SOR must meet all of the following conditions:

- 1 It must be a person or firm licensed in Utah to practice engineering.
- 2 It must have a direct contractual relationship with the owner to provide the structural observation service.
- 3 It must be either the EOR for the structural design, or another engineer designated by the EOR.

The person who actually performs the structural observation in the field may be either the SOR, or an engineer under the responsible control of the SOR.

## Submission of Structural Observation Reports

The SOR is responsible for submitting "Structural Observation Reports" to the City at each significant construction stage and at the completion of the structural system, whether or not any deficiency is observed. The person who actually performs the observation may fill out a draft report, noting any observed deficiencies. The draft report shall be reviewed, completed, and stamped by the SOR, who takes responsibility for the report. Whenever a structural observation is performed by someone other than the SOR, that person's name and professional licence number shall be identified in the report. Deficiencies observed must be reported in writing to the owner's representative, relevant special inspectors, the contractor, and the City. All reports submitted to the City shall be sent to the address provided in the letterhead and the envelope should explicitly state the Project Address, Permit Number, and the Structural Plans Examiner associated with the project.