



**MINIMUM INSPECTION PROCEDURAL GUIDELINES  
 FOR BUILDING STRUCTURAL RECERTIFICATION**

CASE REFERENCE NUMBER:

\_\_\_\_\_

JURISDICTION NAME:

\_\_\_\_\_

LICENSEE NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**\*Use separate sheets for additional responses by referencing the report number.**

1. DESCRIPTION OF BUILDING	
a. Name on Title:	
b. Building Street Address:	Bldg. #:
c. Legal Description:	Attached: <input type="checkbox"/>
d. Owner's Name:	
e. Owner's Mailing Address:	
f. Folio Number of Property on which Building is Located:	
g. Building Code Occupancy Classification:	
h. Present Use:	
i. General Description of building (overall description, structural systems, special features):	
j. Number of Stories:	k. Is this a Threshold Building as per 553.71(12) F.S. (Yes/No):
l. Provide an aerial of the property identifying the building being certified on a separate sheet. Attached: <input type="checkbox"/>	
m. Additional Comments:	

n. Additions to original structure:	
o. Total Actual Building Area of all floors:	S.F.

<b>2. INSPECTIONS</b>
-----------------------

a. Date of Notice of Required Inspection:
b. Date(s) of actual inspection:
c. Name, license number, discipline of practice, and qualifications of licensee submitting report:
d. Description of laboratory or other formal testing, if required, rather than manual or visual procedures:
e. Are Any Structural Repairs Required? (YES/NO):
1. If required, describe, and indicate acceptance:
f. Can the building continue to be occupied while recertification and repairs are ongoing? (YES/NO):
1. Explanation/Conditions:
g. Is it recommended that the building be vacated? (YES/NO):
h. Has the property record been researched for violations or unsafe cases? (YES/NO):
1. Explanation/Comments:

### 3. SUPPORTING DATA

- a. \_\_\_\_\_ Additional sheets of written data
- b. \_\_\_\_\_ Photographs provided (where required plus each building elevation)
- c. \_\_\_\_\_ Drawings or sketches (aerial, site, footprint, etc.)
- d. \_\_\_\_\_ Test reports

### 4. FOUNDATION

a. Describe the building foundation:

b. Is wood in contact or near soil? (Yes/No):

c. Signs of differential settlement? (Yes/No):

d. Describe any cracks or separation in the walls, columns, or beams that signal differential settlement:

**PROVIDE PHOTO**

e. Is water drained away from the foundation? (Yes/No):

f. Is there additional sub-soil investigation required? (Yes/No):

1. Describe:

### 5. PRESENT CONDITION OF OVERALL STRUCTURE

a. General alignment: (Note: good, fair, poor, explain if significant)

**PROVIDE PHOTO**

1. Bulging:

2. Settlement:

3. Deflections:

4. Expansion:

5. Contraction:

b. Portion showing distress: (Note, beams, columns, structural walls, floor, roofs, other)	PROVIDE PHOTO
c. Surface conditions: Describe general conditions of finishes, cracking, spalling, peeling, signs of moisture penetration and stains.	PROVIDE PHOTO
d. Cracks: Note location in significant members. Identify crack size as <b>HAIRLINE</b> if barely discernible; <b>FINE</b> if less than 1 mm in width; <b>MEDIUM</b> if between 1- and 2-mm width; <b>WIDE</b> if over 2 mm.	PROVIDE PHOTO
e. General extent of deterioration: Cracking or spalling of concrete or masonry, oxidation of metals; rot or borer attack in wood.	PROVIDE PHOTO
f. Previous patching or repairs (Provide description and identify location):	PROVIDE PHOTO
g. Nature of present loading: (Indicate residential, commercial, storage, other - estimate magnitude for each level)	
h. Signs of overloading? (Yes/No):	
1. Describe:	

<b>6. MASONRY BEARING WALL: (Indicate good, fair, poor on appropriate lines)</b>	<b>PROVIDE PHOTO</b>
a. Concrete masonry units:	
b. Clay tile or terra cotta units:	
c. Reinforced concrete tie columns:	
d. Reinforced concrete tie beams:	
e. Lintel:	
f. Other type bond beams:	<b>PROVIDE PHOTO</b>
g. Exterior masonry finishes (choose those that apply):	
1. Stucco:	
2. Veneer:	
3. Paint only:	
4. Other (describe):	
h. Interior masonry finishes (choose those that apply):	<b>PROVIDE PHOTO</b>
1. Vapor barrier:	
2. Furring and plaster:	
3. Paneling:	
4. Paint only:	
5. Other (describe):	
i. Cracks:	<b>PROVIDE PHOTO</b>
1. Location (note beams, columns, other):	
2. Description:	
j. Spalling	<b>PROVIDE PHOTO</b>
1. Location (note beams, columns, other):	
2. Description:	

k. Rebar corrosion (indicate on lines 1-4):	<b>PROVIDE PHOTO</b>
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 spalled areas (Yes/No):	
1. Yes – describe color, texture, aggregate, general quality:	

<b>7. FLOOR AND ROOF SYSTEM</b>	
a. Roof (Must provide)	
1. Describe (roof shape, type roof covering, type roof deck, framing system, condition):	<b>PROVIDE PHOTO</b>
2. Note water tanks, cooling towers, air conditioning equipment, signs, other heavy equipment and condition of supports:	<b>PROVIDE PHOTO</b>
3. Describe roof drainage system, main and overflow, and indicate condition:	<b>PROVIDE PHOTO</b>
4. Describe parapet build and current conditions:	<b>PROVIDE PHOTO</b>
5. Describe mansard build and current conditions:	<b>PROVIDE PHOTO</b>

6. Describe roofing membrane/covering and current conditions:	PROVIDE PHOTO
7. Describe any roof framing member with obvious overloading, overstress, deterioration or excessive deflection:	PROVIDE PHOTO
8. Note any expansion joints and condition:	PROVIDE PHOTO
b. Floor system(s):	
1. Describe the floor system at each level, framing, material, typical spans and indicate condition:	PROVIDE PHOTO
2. Balconies: Indicate location, framing system, material, and condition:	PROVIDE PHOTO
3. Stairs and escalators: indicate location, framing system, material, and condition:	PROVIDE PHOTO
4. Ramps: indicate location, framing type, material, and condition:	PROVIDE PHOTO
5. Guardrails: describe type, material, and condition:	PROVIDE PHOTO
c. Inspection – note exposed areas available for inspection, and where it was found necessary to open ceilings, etc. for inspection of typical framing members.	

## 8. STEEL FRAMING SYSTEM

a. Description of system at each level:

PROVIDE PHOTO

b. Steel members: describe condition of paint and degree of corrosion:

PROVIDE PHOTO

c. Steel connections: describe type and condition:

PROVIDE PHOTO

d. Concrete or other fireproofing: note any cracking or spalling of encased member and note where any covering was removed for inspection:

PROVIDE PHOTO

e. Identify any steel framing member with obvious overloading, overstress, deterioration, or excessive deflection (provide location):

PROVIDE PHOTO

f. Elevator sheave beams and connections, and machine floor beams: note condition:

PROVIDE PHOTO

## 9. CONCRETE FRAMING SYSTEM

a. Full description of concrete structural framing system:

PROVIDE PHOTO

b. Cracking

1. Significant or Not significant:

2. Location and description of members affected and type cracking:



c. General condition	
d. Rebar corrosion – check appropriate line	
1. None visible: <input type="checkbox"/>	
2. Location and description of members affected and type cracking:	PROVIDE PHOTO
3. Significant but patching will suffice:	PROVIDE PHOTO
4. Significant: structural repairs required (describe):	PROVIDE PHOTO
e. Samples chipped out in spall areas:	
1. No: <input type="checkbox"/>	
2. Yes, describe color, texture, aggregate, general quality:	
f. Identify any concrete framing member with obvious overloading, overstress, deterioration, or excessive deflection:	
PROVIDE PHOTO	

<b>10. WINDOWS, STOREFRONTS, CURTAINWALLS AND EXTERIOR DOORS</b>	
a. Windows/Storefronts/Curtainwalls	PROVIDE PHOTO
1. Type (Wood, steel, aluminum, vinyl, jalousie, single hung, double hung, casement, awning, pivoted, fixed, other):	
2. Anchorage: type and condition of fasteners and latches:	

3. Sealant: type and condition of perimeter sealant and at mullions:	
4. Interiors seals: type and condition at operable vents:	
5. General condition:	
6. Describe any repairs needed:	
b. Structural Glazing on the exterior envelope of Threshold Buildings (Yes/No):	
1. Previous Inspection Date:	
2. Description of Curtain Wall Structural Glazing and adhesive sealant:	
3. Describe Condition of System:	
c. Exterior Doors	PROVIDE PHOTO
1. Type (Wood, Steel, Aluminum, Sliding Glass Door, other):	
2. Anchorage: type and condition of fasteners and latches:	
3. Sealant: type and condition of sealant:	

4. General condition:
5. Describe any repairs needed:

<b>11. WOOD FRAMING</b>	
a. Fully describe wood framing system:	<b>PROVIDE PHOTO</b>
b. Indicate the condition of the following:	<b>PROVIDE PHOTO</b>
1. Walls:	
2. Floors:	
3. Roof member, roof trusses:	
c. Note metal connectors (i.e., angles, plates, bolts, split pintles, other, and note condition):	<b>PROVIDE PHOTO</b>
d. Joints: note if well fitted and still closed:	<b>PROVIDE PHOTO</b>

e. Drainage: note accumulations of moisture	PROVIDE PHOTO
f. Ventilation: note any concealed spaces not ventilated:	PROVIDE PHOTO
g. Note any concealed spaces opened for inspection:	PROVIDE PHOTO
h. Identify any wood framing member with obvious overloading, overstress, deterioration, or excessing deflection):	PROVIDE PHOTO

<b>12. BUILDING FAÇADE INSPECTION (Threshold Buildings)</b>	PROVIDE PHOTO
a. Identify and describe the exterior walls and appurtenances on all sides of the building. (Cladding type, corbels, precast appliques, etc.)	
b. Identify the attachment type of each appurtenance type (mechanically attached or adhered):	
c. Indicate the condition of each appurtenance (distress, settlement, splitting, bulging, cracking, loosening of metal anchors and supports, water entry, movement of lintel or shelf angles, or other defects):	

**13. SPECIAL OR UNUSUAL FEATURES IN THE BUILDING**

**PROVIDE PHOTO**

a. Identify and describe any special or unusual feature (i.e. cable suspended structures, tensile fabric roof, large sculptures, chimneys, porte-cochere, retaining walls, seawalls, etc.)

b. Indicate condition of the special feature, its supports, and connections: