



# Clark County Department of Building & Fire Prevention

4701 West Russell Road, Las Vegas, NV 89118 ~ (702) 455-3000

## Structural Observation Report

Jerome A. Stueve, P.E., Director  
Samuel D. Palmer P.E., Assistant Director • Girard W. Page, Fire Marshal

PERMIT NO: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

OBSERVER FIRM NAME: \_\_\_\_\_ OBSERVER NAME: \_\_\_\_\_

This form was submitted to the following individuals.

Entity	Name	Entity	Name
CCDB		Owner's Representative	
Contractor		Special Inspector	

**First Observation** (Date) \_\_\_\_\_

**Discrepancies Observed** (Date) \_\_\_\_\_

(List discrepancies) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Discrepancies Resolved** – Resolution(s) are in accordance with the approved construction documents (list resolution and date).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Structural Observation Approved**

I hereby acknowledge that I performed the structural observations in accordance with the approved structural observation plan and TG-10. The work that has been observed complies with the intent of the approved construction documents.

Observations (describe the observations and locations; foundation, level 1, gridlines) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments \_\_\_\_\_

\_\_\_\_\_

REGISTERED DESIGN  
PROFESSIONAL SEAL HERE



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# STRUCTURAL OBSERVATION REPORT PROCEDURE

**This form is available at the Clark County Department of Building & Fire Prevention web site**

- 1.0** Where structural observation is required, a “2205 Inspection”, identified as “B-Structural Observation (802)”, will be added as a “Hold” point to the list of required inspections by the Structural and/or Geotechnical Plans Examiner prior to permit issuance. This required inspection or “Hold” will ensure that certain required Structural Observation Reports are submitted prior to Foundation Inspection and/or Framing Inspection. Another “2205 Inspection” will be added as a “Hold” point prior to Final Building Inspection to ensure that the required Certificates of compliance are submitted to CCBD.
- 2.0** The contractor shall coordinate structural observation visits with the structural observer. The contractor shall cause areas to be exposed to allow full access to perform the observations listed in the approved structural observation plan. It is the contractor’s responsibility to ensure that no concrete shall be placed or any portion of the structural system covered or loaded prior to the completion of structural observations and resolution of any noted discrepancies.
- 3.0** The structural observer shall perform structural observations as required in the approved structural observation plan. The structural observer shall document each visit on a Structural Observation Report (Form 802).
- 4.0** The structural observer shall document their observations of conforming work and clearly identify the area or item observed by using gridlines and elevations.
- 5.0** If the structural observer identifies work that does not conform to the intent of the approved construction documents, he/she shall list each discrepancy under the “Discrepancies Observed”. Each discrepancy shall include a location and a detailed description of the discrepancy. The structural observer shall state why the item is a discrepancy.
  - 5.1** The structural observer shall notify the contractor, special inspector, CCBD, and the owner of any observed discrepancies.
  - 5.2** CCBD shall issue the appropriate enforcement action and ensure that all discrepancies are resolved.
  - 5.3** The owner shall coordinate with the contractor and ensure that areas with unresolved discrepancies are not covered or loaded until all discrepancies are resolved.
  - 5.4** The structural observer shall resolve the discrepancy on the original structural observation report that identified the discrepancy; state how the condition has been resolved; and state that the work is in compliance with CCBD approved construction documents. The structural observer shall document the date the discrepancy was resolved and attach any document used to resolve a discrepancy.
- 6.0** The structural observer shall submit a sealed and signed Form 802 to CCBD within 24 hours of performing the structural observations.
- 7.0** The structural observer (geotechnical and structural) shall submit a Certificate of Compliance after the completion of all structural observations required in the approved structural observation plan.
- 8.0** CCBD shall review submitted Forms 802s and the Certificates of Compliance. Once approved, CCBD shall resolve the “2205 Inspections” accordingly.