



STRUCTURAL OBSERVATION AGREEMENT LETTER

PROJECT TYPE: ☐ RESIDENTIAL ☐ COMMERCIAL

Structural observation is required for this project in accordance with Section 1704.6, California Building Code. Structural observations typically involve visual checks by the Engineer/Architect of Record (or designated registered design professional) for general conformance to approved plans, focusing on load paths, systems, and key elements (not detailed special inspections). These observations are also provided on the structural specification sheet of the approved plan set.

This letter must be signed by all parties listed below prior to the issuance of the Building Permit.

I. The structural plans, calculations, and structural specifications for:

Project Name: _____
Permit Number(s): _____
Project Address: _____
Prepared by _____
Company

II. The owner/developer has retained the Engineer/Architect of Record to perform structural observations and provide periodic and final reports to the City of Palo Alto stating that the site visits have been made and identifying any reported deficiencies that, to the best of the structural observer's knowledge, have not been resolved. The periodic reports shall be submitted to the City upon completion of each site visit, and the final report shall be submitted to the City prior to requesting final inspection.

II. List items, frequency and extent of structural observations: Add more items or sheets if needed).

Item(s)	Frequency	Extent/Structural Observations

Name: _____ Sign: _____ Date: _____
Owner/Developer

Name: _____ Sign: _____ Date: _____
Contractor

Name: _____ Sign: _____ Date: _____
Engineer/Architect of Record

Name: _____ Sign: _____ Date: _____
Building Official or designee