



April 25, 2012

MEMORANDUM

BULLETIN G-15-12

To: All Contractors/Building Inspectors/Plan Reviewers

From: James R. Schock, P.E., C.B.O.
Building Official

Subject: Foundation repair Inspection process

The following Standard Operating Procedure for foundation repairs will be implemented immediately in an effort to; 1) streamline the job process so not to delay contractors, 2) prevent further foundation degradation, 3) avoid potential hazards due to exposed excavation and 4) satisfy inspection requirements.

For all permits that the scope of work is for foundation repair using any means to stabilize a foundation such as, but not limited to; helical anchors, jacks, pylons or reinforced footings, two inspections will be required: footing and final.

The footing inspection should be requested while foundation repairs are in process versus completed. The timing should be so that enough of the work is in process for inspectors to be able to witness the intent of the repairs. The assumption is that the work for areas not witnessed by an inspector is to be done in a similar manner. Job logs and/or engineering reports will be provided (required) on the job at the final inspection for review by the inspector. From these logs/reports, the inspector will be able to determine that the plans have been followed.

An exception is for those repairs that require new or modified concrete footings with steel reinforcement whether for part of the job or the whole job shall be completed and inspected prior to pouring concrete.

If job logs or engineering reports are not provided, the repair work must be completed but left exposed for inspection (note the above exception).