



# STRUCTURAL OBSERVATION AGREEMENT LETTER

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**This letter shall be signed by all parties named below prior to the issuance of the Building Permit.**

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

Project name: \_\_\_\_\_

Project address: \_\_\_\_\_

Building Permit #: \_\_\_\_\_

Plan page(s): \_\_\_\_\_ Rev. : \_\_\_\_\_ Dated: \_\_\_\_\_

Calculations page(s): \_\_\_\_\_ Rev. : \_\_\_\_\_ Dated: \_\_\_\_\_

were prepared by \_\_\_\_\_  
Company

II. The owner/developer has retained the Civil/Structural Engineer of Record or Licensed Architect to perform structural observations and provide periodic and final reports to the City of Milpitas. The reports must be submitted to the City prior to requesting a final inspection.

III. List items, which shall be covered by structural observations:

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner/Developer

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
Project Engineer/Architect

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
Building Official