ICC INTERNATIONAL CODE COUNCIL®

Ensuring the Safety of Existing Buildings in Florida:

Codes, Standards and Inspections Guide

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Ensuring the Safety of Existing Buildings in Florida: Codes, Standards and Inspections Guide

BACKGROUND

The International Code Council's (Code Council) enhanced building safety inspection protocol, ***Ensuring the Safety of Existing Buildings in Florida: Codes, Standards, and Inspections Guide***, is dedicated to the memory of the people who perished in the collapse of the Champlain Tower South, to the survivors, and their families.

The Code Council is committed to providing the highest quality codes, standards, products, and services for all concerned with the safety and performance of the built environment. The tragic collapse of Champlain Tower South is a type of event we must strive to prevent in the future. Our Leadership, Staff and Members are dedicated to learning lessons from disasters and improving the model building safety guidance we provide communities to assure the safety and resilience of the built environment.

After the condo collapse Code Council Staff performed a review of all the Property Maintenance Codes & Regulations in Florida. The results revealed that out of 381 jurisdictions there are 76 jurisdictions that have not adopted minimum building or property maintenance codes for existing buildings; 83 jurisdictions reference building abatement codes/ standards that were developed in the late 1970s such as the Standard Housing Code and Standard Unsafe Building Abatement Code from one of our legacy organizations SBCCI; 137 jurisdictions have implemented locally developed property/building maintenance regulations or standards in lieu of a national model code or standard; 83 jurisdictions have adopted the more modern International Property Maintenance Code(IPMC).

The Code Council, Building Owners and Managers Association (BOMA) and National Institute of Building Sciences (NIBS) convened a panel of subject matter experts on August 17, 2021, to learn more about the needs and concerns of our Florida Members and stakeholders on how to address existing buildings maintenance and inspections. The West Palm Beach panel discussions focused on Codes and Existing Buildings, Building Inspections, Property Management, and the Real Estate Industry. These takeaways and recommendations from the meeting were shared with the Florida Building Commission Hurricane Research Advisory Committee:

- Communities are seeking better guidance for inspections of existing buildings, depending on local risk criteria.
- Owners need to keep building maintenance records available for inspection.
- More accountability is necessary; unsafe conditions must be reported to the code (building) officials immediately.
- Timing and frequency of post Certificate of Occupancy (CO) inspections must be considered.
- A uniform statewide property maintenance standard administered by the local government is critical for public safety and health of the real estate market.
- Continuous education and training for building managers, code officials and the building community is important.
- An analysis of existing and new technologies available to implement changes would provide great value to all stakeholders.

The Florida Bar Condo Law and Policy Life Safety Advisory Task Force's conclusion in their comprehensive October 21, 2021, report stated that "the lack of uniform maintenance standards or protocols and the unguided discretion given to boards of directors to determine, when, how, and if life safety inspections should be performed requires legislative intervention. The need for such maintenance standards and a similar need for standards for credentials, content, and continuity of inspections is compelling."

The Surfside Working Group, a coalition of engineers and building professionals from various backgrounds, issued a series of recommendations. Represented in this Working Group were the following organizations:

American Council of Engineering Companies of Florida
Florida Engineering Society
Florida Structural Engineers Association
Florida Section of the American Society of Civil Engineers
International Concrete Repair Institute
Building Officials Association of Florida
Florida Association of the American Institute of Architects

Their insightful September 2021 Florida Building Professionals Recommendations Report stated that "The International Code Council (ICC), in coordination with the Florida Building Commission, is currently finalizing a document titled "Ensuring the Safety of Existing Buildings," which addresses periodic and milestone assessments of building structures envelopes, electrical, and fire protection systems on existing buildings. This group recommends this be adopted statewide to ensure overall building safety."

The protocol, *Ensuring the Safety of Existing Buildings in Florida: Codes, Standards, and Inspections Guide,* was developed based on Florida's specific risks and written with input from architects, engineers, code enforcement professionals, lawyers, and building maintenance experts. Key criteria of the protocol addresses site specific inspection requirements based on the location of the building including:

- The Use Classification of buildings and the required inspections based on the risk categories in the *Florida Building Code*.
- Three phases of periodic inspections with specified frequency over the service life of the building performed by the following:
  - » Maintenance inspection performed by the owner or owner's authorized representative
  - » Periodic inspection performed by a Registered Design Professional
  - » Milestone special inspection performed by a Registered Design Professional who is qualified and a registered engineer in the system discipline being inspected in accordance with the professional registration laws in the state of Florida.

We are pleased to provide the protocol as a resource to Florida, and we respectfully submit the following possible options for consideration:

- Adoption of the IPMC in accordance with Florida statutes and based on the *Florida Building Code* statewide for the maintenance and inspections of existing buildings. Combining the IPMC with the protocol *Ensuring the Safety of Existing Buildings in Florida: Codes, Standards and Inspections Guide* would provide a consistent ready-made solution, and allow for local maintenance and inspection programs.
- Adoption of the IPMC with the protocol for jurisdictions within a certain distance of the coastline for high rise construction (existing and new construction).

Other possible options for consideration:

- Adoption of the protocol as a statewide non-mandatory guide.
- Adoption of the protocol at the local level as a non-mandatory guide.

Thank you for the opportunity to present the protocol, along with our recommendations. Collaboration with multiple stakeholders while focusing on necessary inspection guidance is essential to preserving the health and safety of Floridians. The Code Council looks forward to continuing to work closely with all who strive to preserve the structural integrity of existing structures.

Existing Building Safety Inspection Guide

1. INTRODUCTION AND PURPOSE

Introduction

Maintaining the structural integrity of the building throughout its service life is of paramount importance. The *International Property Maintenance Code* (IPMC) requires both the interior and exterior of the building to be maintained in good repair and structurally sound in order to not pose a threat to public health, safety and welfare. Where the nominal strength of a structural member is exceeded by nominal loads, the load effects or the required strength, the building may be determined to be unsafe which requires repair in order to maintain the safety of the occupants.

In order to assess whether an unsafe condition exists, this guide provides the framework and evaluation criteria for the regular inspection of structural safety as well as the building envelope (including the roof) and the electrical system.

An important criterion for the establishment of the necessary inspection frequency is the location where the building is sited. All buildings are not considered the same even where their occupancy, size, and height are similar. Each building must be considered unique based on its site location due to concerns in response to the following:

- Occupancy and Use Classification
- Risk Categories
- Environmental influences such as humidity, temperature, presence of salt air and chlorides
- Areas which are subject to frequent flooding
- Areas of very high wind
- Site soil conditions such as questionable soils, expansive soils, ground water table, compacted fill, and rock strata

Purpose

The fundamental purpose of an Existing Building Inspection program is to confirm that the existing building is safe for continued use under the present occupancy. This is intended to be a guide and under no circumstances are these minimum recommendations intended to supplant proper professional judgment.

Structural

Structural inspections are performed in order to determine whether or not an unsafe condition exists in an existing building. An unsafe condition may exist if any part, material or assembly of a building which affects the structural safety of the building or individual structural elements, are not capable of safely supporting the nominal loads. In some cases, this may be caused due to deterioration of the structural elements.

Structural inspections are often performed in phases. A Phase 1 visual inspection provides a qualitative assessment of structural conditions. At a minimum, the visual examination must be conducted throughout all habitable and non-habitable areas of the building, as deemed necessary by the inspecting professional to determine if an unsafe condition exists. If the Phase 1 inspection finds signs of possible structural deficiencies, a more rigorous Phase 2 inspection and repair program would be required. Repairs require the notification of the Code (Building) Official and the issuance of a permit to perform the repairs.

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Envelope

The exterior envelop of a building plays a crucial role in maintaining the requisite weather resistance of the building and its structural elements and electrical systems in order to make sure the interior is free from water penetration into the building. A possible unsafe condition due to water infiltration may exist where the envelope, including the roof, is not maintained to be weather resistant or water tight. This includes proper roof flashing and drainage as well as exterior wall flashing at protruding decks, windows and doors.

Electrical

Electrical systems in an existing building can cause unsafe conditions to the occupants and the building due to lack of maintenance and exposure to water. Electrical inspections are intended to assess the electrical system for potential shock, electrocution, fire, or arc-flash hazards to building occupants caused by electrical deficiencies. These are often qualified under the following:

1. Electric service and other power production sources; and
2. Feeders, branch circuits, wiring methods and materials.

In summary, existing building structural, envelope and electrical considerations warrant special attention in terms of maintenance, periodic and milestone special inspections in accordance with this guide.

2. SCOPE/RESPONSIBILITIES

The owner or owner's authorized representative of the building bears the responsibility for the maintenance of the building, retention and filing of all maintenance and inspection records and for maintaining public safety. Maintenance, for the purpose of this guide, refers to all measures for maintenance of the planned condition or the assurance of unrestricted usability of a building. Servicing and regular inspections are essential elements of maintenance. A maintenance/inspection summary shall be submitted to the Code (Building) Official at the conclusion of each inspection required by Table 4.1. See Section 6 for inspection records.

Registered Design Professionals shall be used when required by Table 4.1 and Section 5.

The Code (Building) Official is authorized to require that all existing buildings are maintained by the owner or owner's authorized representative in accordance with this guide.

The inspections required by Table 4.1 are in addition to those required by the applicable laws, ordinances and statutes of the jurisdiction.

3. TERMS

CODE (BUILDING) OFFICIAL. The officer or other designated authority charged with the administration and enforcement of this code (guide), or a duly authorized representative.

DURABILITY. The condition of building elements or individual construction components that ensure the load-bearing capacity and the usability during the service life when subjected to reasonable maintenance.

EXTREME WIND AREA. Include areas where the ultimate design wind speed is 140 mph or greater and in Exposure Category D.

LIFETIME. The actual time during which a building or bearing element is structurally safe.

OWNER. Any person, agent, operator, entity, firm or corporation having any legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding an interest or title to

the property; or otherwise having possession or control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

REGISTERED DESIGN PROFESSIONAL. An individual who is registered or licensed to practice their respective design profession as defined by the statutory requirements of the professional registration laws of the state or jurisdiction in which the project is located. This includes any registered design professional so long as they are practicing within the scope of their license, which includes those licensed under Chapters 471 and 481, *Florida Statutes*. For purposes of this Guide, this includes both Licensed Professional Engineers and Licensed Architects.

REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE. A registered design professional engaged by the owner or the owner's authorized agent to review and coordinate certain aspects of the project, as determined by the building official, for compatibility with the design of the building or structure, including submittal documents prepared by others, deferred submittal documents and phased submittal documents.

RISK CATEGORY. A categorization of buildings and other structures for determination of flood, wind, and earthquake loads based on the risk associated with unacceptable performance. See *Florida Building Code* Table 1604.5 at the end of this section.

SERVICEABILITY. The property of a building or individual construction elements of being useable as planned and according to the specified conditions.

SERVICE LIFE. The planned period for which a building or individual construction elements can be used with regular maintenance, but without any significant restoration.

SPECIAL BUILDING ENVIRONMENTAL FACTORS (SBEF). Special building environmental factors are areas where natural conditions can impact a buildings performance or safety. Special attention must be paid to proper building maintenance and regular inspection, as specified in Table 4.1. SBEF areas include the following:

COASTAL A ZONE. Area within a special flood hazard area, landward of a V zone or landward of an open coast without mapped coastal high hazard areas. In a coastal A zone, the principal source of flooding must be astronomical tides, storm surges, seiches or tsunamis, not riverine flooding. During the base flood conditions, the potential for breaking wave height shall be greater than or equal to 1½ feet (457 mm). The inland limit of the coastal A zone is (a) the Limit of Moderate Wave Action if delineated on a FIRM, or (b) designated by the authority having jurisdiction.

COASTAL BUILDING ZONE. The land area from the seasonal high-water line landward to a line 1,500 feet landward from the coastal construction control line as established pursuant to s. 161.053, and, for those coastal areas fronting on the Gulf of Mexico, Atlantic Ocean, Florida Bay, or Straits of Florida and not included under s. 161.053, the land area seaward of the most landward velocity zone (V-zone) line as established by the Federal Emergency Management Agency and shown on flood insurance rate maps.

COASTAL HIGH HAZARD AREA. Area within the special flood hazard area extending from offshore to the inland limit of a primary dune along an open coast and any other area that is subject to high-velocity wave action from storms or seismic sources, and shown on a Flood Insurance Rate Map (FIRM) or other flood hazard map as velocity Zone V, VO, VE or V1-30.

MARINE. This includes areas that are regularly subject to marine spray, fog or mist, etc. where a building is exposed to brine or chlorides.

SPECIAL FLOOD HAZARD AREA. The land area subject to flood hazards and shown on a Flood Insurance Rate Map or other flood hazard map as Zone A, AE, A1-30, A99, AR, AO, AH, V, VO, VE or V1-30.

WIND-BORNE DEBRIS REGION. Areas within hurricane-prone regions located:

1. Within 1 mile (1.61 km) of the coastal mean high water line where the ultimate design wind speed, V_{ult}, is 130 mph (58 m/s) or greater; or
2. In areas where the ultimate design wind speed, V_{ult}, is 140 mph (63.6 m/s) or greater.

For Risk Category II buildings and other structures and Risk Category III buildings and other structures, except health care facilities, the wind-borne debris region shall be based on *Florida Building Code* Figure 1609.3.(1). For Risk Category III health care facilities, the wind-borne debris region shall be based on *Florida Building Code* Figure 1609.3(2). For Risk Category IV buildings and other structures the wind-borne debris region shall be based on *Florida Building Code* Figure 1609.3(3).

SPECIAL BUILDING ENVIRONMENTAL FACTOR (SBEF) DESIGN CRITERIA. SBEF design criteria has been developed by Taylor Engineering in a map-based web application entitled "SBEF Florida Coastal Map Viewer". The application graphically illustrates coastal areas in the state of Florida. This interactive web map illustrates Coastal Building Zone, FEMA flood zones, and Ultimate Design Wind Loading Zones. Upon user selection of a point-based location, the web application informs the user if the chosen point exists within the SBEF. The information of each map layer explains where to find the publicly-available datasets which the web application is using.

Click here to access the SBEF Florida Coastal Map Viewer.

For other terms not defined in this guide, refer to the definitions in the *Florida Building Code*.

FLORIDA BUILDING CODE TABLE 1604.5
RISK CATEGORY OF BUILDINGS AND OTHER STRUCTURES

RISK CATEGORY	NATURE OF OCCUPANCY
I	Buildings and other structures that represent a low hazard to human life in the event of failure, including but not limited to: ▪ Agricultural facilities. ▪ Certain temporary facilities. ▪ Minor storage facilities. ▪ Screen enclosures
II	Buildings and other structures, except those listed in Risk Categories I, III and IV.
III	Buildings and other structures that represent a substantial hazard to human life in the event of failure, including but not limited to: ▪ Buildings and other structures whose primary occupancy is public assembly with an occupant load greater than 300. ▪ Buildings and other structures containing one or more public assembly spaces, each having an occupant load greater than 300 and a cumulative occupant load of the public assembly spaces of greater than 2,500. ▪ Buildings and other structures containing Group E or Group I-4 occupancies or combination thereof, with an occupant load greater than 250. ▪ Buildings and other structures containing educational occupancies for students above the 12th grade with an occupant load greater than 500. ▪ Group I-2, Condition 1 occupancies with 50 or more care recipients. ▪ Group I-2, Condition 2 occupancies not having emergency surgery or emergency treatment facilities. ▪ Group I-3 occupancies. ▪ Any other occupancy with an occupant load greater than 5,000.[a] ▪ Power-generating stations, water treatment facilities for potable water, wastewater treatment facilities and other public utility facilities not included in Risk Category IV. ▪ Buildings and other structures not included in Risk Category IV containing quantities of toxic or explosive materials that: » Exceed maximum allowable quantities per control area as given in Table 307.1(1) or 307.1(2) or per outdoor control area in accordance with the *Florida Fire Prevention Code*; and » Are sufficient to pose a threat to the public if released.[b]

FLORIDA BUILDING CODE TABLE 1604.5
RISK CATEGORY OF BUILDINGS AND OTHER STRUCTURES

RISK CATEGORY	NATURE OF OCCUPANCY
IV	Buildings and other structures designated as essential facilities, including but not limited to: ▪ Group I-2, Condition 2 occupancies having emergency surgery or emergency treatment facilities. ▪ Ambulatory care facilities having emergency surgery or emergency treatment facilities. ▪ Fire, rescue, ambulance and police stations and emergency vehicle garages ▪ Designated earthquake, hurricane or other emergency shelters. ▪ Designated emergency preparedness, communications and operations centers and other facilities required for emergency response. ▪ Power-generating stations and other public utility facilities required as emergency backup facilities for Risk Category IV structures. ▪ Buildings and other structures containing quantities of highly toxic materials that: » Exceed maximum allowable quantities per control area as given in Table 307.1(2) or per outdoor control area in accordance with the Florida Fire Prevention Code; and » Are sufficient to pose a threat to the public if released.[b] ▪ Aviation control towers, air traffic control centers and emergency aircraft hangars. ▪ Buildings and other structures having critical national defense functions. ▪ Water storage facilities and pump structures required to maintain water pressure for fire suppression.

[a] For purposes of occupant load calculation, occupancies required by *Florida Building Code* Table 1004.5 to use gross floor area calculations shall be permitted to use net floor areas to determine the total occupant load.

[b] Where approved by the building official, the classification of buildings and other structures as Risk Category III or IV based on their quantities of toxic, highly toxic or explosive materials is permitted to be reduced to Risk Category II, provided that it can be demonstrated by a hazard assessment in accordance with Section 1.5.3 of ASCE 7 that a release of the toxic, highly toxic or explosive materials is not sufficient to pose a threat to the public.

4. BUILDING OCCUPANCIES/RISK CATEGORY ASSESSMENTS/INSPECTION FREQUENCY

Each building or structure shall be assigned a minimum frequency of required inspections based upon its structural design risk category as specified in the *Florida Building Code*, Table 1604.5, and its exposure to environmental factors in accordance with Table 4.1. The frequency intervals for existing building inspections shall be maintained for the service life of the building.

Exceptions – The following are exempted from the required inspections of Table 4.1:

1. Detached one- and two-family dwellings and townhouses not more than three stories above grade plane in height with a separate means of egress, and their accessory structures not more than three stories above grade plane.
2. Hospital and hospital related facilities covered by the Joint Commission and AHCA accreditation surveys.
3. Educational facilities covered by the Florida State Requirements for Educational Facilities (SREF).
4. Other occupancies and building types as determined by the jurisdiction.

Table 4.1 Use, Occupancy and Special Building Environmental Factors Frequency Intervals for Existing Building Inspections

FBC Use Risk Category	**Special Building Environmental Factors Applicable** (Yes/No)	**Maintenance Inspection**	**Periodic Inspection** (in years)	**Milestone Special Inspection** (in years)	**Follow-Up Milestone Special Inspection** (in years)
I (e.g. Ag buildings)	No	Recommended	N/A	N/A	N/A
	Yes	Recommended	N/A	N/A	N/A
II (e.g. commercial/ multifamily residential)	No	Annually	15 (N/A for buildings <4 stories or 3,500 sq.ft.)	30 (N/A for buildings <4 stories or 3,500 sq.ft.)	10 (N/A for buildings <4 stories or 3,500 sq.ft.)
	Yes	Annually	10 (N/A for buildings <4 stories or 3,500 sq.ft.)	20 (N/A for buildings <4 stories or 3,500 sq.ft.)	7 (N/A for buildings <4 stories or 3,500 sq.ft.)
III (e.g. large assembly)	No	Annually	15	30	10
	Yes	Annually	10	20	7
IV (e.g. Hospitals)	No	Annually	5	20	10
	Yes	Annually	5	20	7

5. TYPES OF INSPECTIONS

The inspections noted in this section include Structural, Envelope and Electrical system inspections.

A. Maintenance Inspection

Maintenance inspections required by Table 4.1 shall be a visual surveillance by the owner or owner's authorized representative and include the inspection of the building for obvious defects or damages and the documentation thereof.

Written reports shall be required for all inspections and shall note the description of the type and manner of the inspection, noting problem areas and recommended repairs. All repairs requiring a building permit shall be submitted and approved by the Code (Building) Official.

B. Periodic Inspection

Periodic inspections required by Table 4.1 shall be visual surveillance performed by a Registered Design Professional.

The owner or owner's authorized representative, other than the contractor, shall employ one or more approved Registered Design Professionals to provide periodic visual inspections.

All inspection results, as well as any corrective measures necessary, must be documented and shall be provided to the Code (Building) Official.

The Registered Design Professional shall notify the Code (Building) Official immediately of any imminent life-safety hazard which requires temporary shoring or occupant evacuation during repairs. Such repairs shall not commence until the shoring or occupant evacuation has been completed.

C. Milestone Special Inspection

Milestone special inspections required by Table 4.1 at long-term milestones shall be performed by a Registered Design Professional. The owner or owner's authorized representative, other than the contractor, shall employ one or more Registered Design Professionals. The Registered Design Professional shall be qualified and registered in the discipline for the system being evaluated in accordance with the professional registration laws under *Florida Statutes*.

The Registered Design Professional shall keep records of inspections and tests and shall submit reports of inspections and tests to the Code (Building) Official, the Registered Design Professional in Responsible Charge and the owner or the owner's authorized agent.

The Registered Design Professional shall notify the Code (Building) Official immediately of any imminent life-safety hazard which requires temporary shoring or occupant evacuation during repairs. Such repairs shall not commence until the shoring or occupant evacuation has been completed.

A final report documenting required special inspections and tests, and correction of any discrepancies noted in the inspections or tests, shall be submitted at a point in time agreed upon prior to the start of work by the owner or the owner's authorized agent to the Code (Building) Official.

The Code (Building) Official may require additional inspections as necessary to approve the corrective action(s) necessary.

6. INSPECTION RECORDS

A. Code of Record/Design and Construction Documents

The code of record used for the initial building design is the minimum building design. Where such documents are available, certified copies of all building permits and approved construction documents, including as-built drawings, shall be maintained by the owner and available on site.

Figure 1 indicates recommended original construction documents that the owner have available on site. If there are no copies of the approved construction documents available for the existing building, an assessment of the existing building should be performed in order to document the existing building conditions in order for an assessment of the type of inspection(s) to be performed. In such instances, it is imperative that the assessment is representative of the actual construction of the building. Figure 1 also includes construction documents for subsequent additions, alterations and repairs.

B. Existing Building Safety Inspection Log

An Existing Building Safety Inspection Log should be created and maintained in order to provide an overview of the building, the basic data of the inspection and the permit documents. This log will serve as a reliable source of information for the inspections required by Table 4.1.

Figure 2 is the recommended content of an Existing Building Safety Inspection Log. The log shall be referenced while performing all periodic inspections and should also be maintained as an electronic document in PDF format.

C. Inspection Report Forms

See Figures 3 and 4 for sample inspection report forms for structural (including envelope) and electrical inspections, respectively. These forms are intended to be sample forms which can be customized as needed or replaced in their entirety. It is important to note that some type of equivalent record keeping report form is imperative.

FIGURE 1

RECOMMENDED DOCUMENTS FOR EXISTING BUILDING SAFETY INSPECTIONS AND MAINTENANCE

1. Approved geotechnical/soils Investigation Reports
2. Approved construction documents, as necessary
3. Threshold buildings approved inspection plan/signed and sealed statement of inspection in accordance with the rules and regulations of the state of Florida
4. Structural design analysis and assumptions
5. Approved fabrication drawings for pre-cast or prefabricated structural elements
6. Approved erection plans for the load-bearing structure
7. Reports by the Registered Design Professional of record
8. Monitoring reports by the Registered Design Professional of record
9. Material test reports and inspection records
10. Final special inspection reports
11. Construction documents for any subsequent additions, alterations and repairs
12. Maintenance records

FIGURE 2

RECOMMENDED EXISTING BUILDING SAFETY INSPECTION LOG CONTENT

1. Title sheet
2. Contents
3. Drawings
4. Inspection documents
5. Copies of all building permits
6. Copies of all property owner inspection results
7. Copies of all Registered Design Professional inspection results
8. Copies of all special inspection agency reports and test results

FIGURE 3
(Figure 3 pdf)

Please download the form to your computer before filling out and submitting.

EXISTING BUILDING SAFETY INSPECTION REPORT FORM (STRUCTURAL)

INSPECTION COMMENCED
Date:

INSPECTION COMPLETED
Date:

INSPECTION MADE BY:
SIGNATURE:
PRINT NAME:
TITLE:

ADDRESS:

1. DESCRIPTION OF STRUCTURE

a. **Name on Title:**
b. **Street Address:**
c. **Legal Description:**
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:**

Addition Comments:

j. **Additions/Alterations/Repairs to original structure:**

EXISTING BUILDING SAFETY INSPECTION REPORT FORM – STRUCTURAL www.iccsafe.org | page 1

FIGURE 3 (continued)
(Figure 3 pdf)

2. PRESENT CONDITION OF STRUCTURE

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

1. Bulging
2. Settlement
3. Deflections
4. Expansion
5. Contraction

b. Portion showing distress (Note, beams, columns, structural walls, floor, roofs, other)

1. Surface conditions – describe general conditions of finishes and sealants, noting cracking, spalling, peeling, signs of moisture penetration and stains.

c. Cracks – note location in significant members. Identify crack size as HAIRLINE if barely discernible; FINE if less than 1 mm in width; MEDIUM if between 1 and 2 mm width; WIDE if over 2 mm.

d. General extent of deterioration – cracking or spalling of concrete or masonry, oxidation of metals; rot or borer attack in wood.

e. Previous patching or repairs

f. Nature of present loading indicate residential, commercial, other estimate magnitude.

FIGURE 3 (continued)
(Figure 3 pdf)

3. INSPECTIONS

a. Date of notice of required inspection ☐

b. Date(s) of actual inspection ☐

c. Name and qualifications of individual submitting report:

☐

d. Description of laboratory or other formal testing, if required, rather than manual or visual procedures

☐

e. Structural repair – note appropriate line:

1. ☐ None required
2. ☐ Required (describe and indicate acceptance)

☐

4. SUPPORTING DATA

a. ☐ **sheet written data**

b. ☐ **photographs**

c. ☐ **drawings or sketches**

5. MASONRY BEARING WALL = Indicate good, fair, poor on appropriate lines:

a. Concrete masonry units ☐

b. Clay tile or terra cota units ☐

c. Reinforced concrete tie columns ☐

d. Reinforced concrete tie beams ☐

e. Lintel ☐

f. Other type bond beams ☐

g. Masonry finishes – exterior

1. Stucco ☐
2. Veneer ☐
3. Paint only ☐
4. Other (describe)

☐

FIGURE 3 (continued)
(Figure 3 pdf)

h. Masonry finishes – interior

1. Vapor barrier
2. Furring and plaster
3. Paneling
4. Paint only
5. Other (describe)

i. Cracks

1. Location – note beams, columns, other
2. Description

j. Spalling

1. Location – note beams, columns, other
2. Description

k. Rebar corrosion – check appropriate line

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 spall areas:

1. ☐ No
2. ☐ Yes – describe color, texture, aggregate, general quality

FIGURE 3 (continued)
(Figure 3 pdf)

6. FLOOR AND ROOF SYSTEM

a. Roof

1. Describe (flat, slope, type roofing, type roof deck, condition)

2. Note water tanks, cooling towers, air conditioning equipment, signs, other heavy equipment and condition of support:

3. Note types of drains, scuppers and flashing and respective condition:

b. Floor system(s)

1. Describe (type of system framing, material, spans, condition)

c. Inspection – note exposed areas available for inspection, and where it was found necessary to open ceilings, etc. for inspection of typical framing members.

7. STEEL FRAMING SYSTEM

a. Description

b. Exposed Steel – describe condition of paint and degree of corrosion

c. Concrete or other fireproofing – note any cracking or spalling and note where any covering was removed for inspection

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

FIGURE 3 (continued)
(Figure 3 pdf)

8. CONCRETE FRAMING SYSTEM

a. Full description of structural system

b. Cracking

1. ☐ Not significant
2. ☐ Location and description of members affected and type cracking

c. General condition

d. Rebar corrosion – check appropriate line

1. ☐ None visible
2. ☐ Location and description of members affected and type cracking
3. ☐ Significant but patching will suffice
4. ☐ Significant – structural repairs required (describe)

e. Samples chipped out in spall areas:

1. ☐ No
2. ☐ Yes, describe color, texture, aggregate, general quality:

FIGURE 3 (continued)
(Figure 3 pdf)

9. WINDOWS AND DOORS

a. **Type (Wood, steel, aluminum, jalousie, single hung, double hung, casement, awning, pivoted, fixed, other)**

b. **Anchorage – type and condition of fasteners and latches**

c. **Sealant – type of condition of perimeter sealant and at mullions:**

d. **Interiors seals – type and condition at operable vents**

e. **General condition:**

10. WOOD FRAMING

a. **Type – fully describe if mill construction, light construction, major spans, trusses:**

b. **Note metal fitting i.e., angles, plates, bolts, split pintles, other, and note condition:**

c. **Joints – note if well fitted and still closed:**

d. **Drainage – note accumulations of moisture**

e. **Ventilation – note any concealed spaces not ventilated:**

f. **Note any concealed spaces opened for inspection:**

FIGURE 4
(Figure 4 pdf)

Please download the form to your computer before filling out and submitting.

EXISTING BUILDING SAFETY INSPECTION REPORT FORM (ELECTRICAL)

INSPECTION COMMENCED
Date:

INSPECTION COMPLETED
Date:

INSPECTION MADE BY:
SIGNATURE:
PRINT NAME:
TITLE:

ADDRESS:

DESCRIPTION OF STRUCTURE

a. **Name on Title:**
b. **Street Address:**
c. **Legal Description:**
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, Type of Construction, Size, Number of Stories and Special Features:**

Additional Comments:

FIGURE 4 (continued)
(Figure 4 pdf)

1. ELECTRIC SERVICE

1. Size:	Amperage	( )	Fuses	( )	Breakers	( )
2. Phase:	Three Phase	( )	Single Phase	( )		
3. Condition:	Good	( )	Fair	( )	Needs Repair	( )

Comments:

2. METER AND ELECTRIC ROOM

1. Clearances:	Good	( )	Fair	( )	Requires Correction	( )

Comments:

3. GUTTERS

1. Location:	Good	( )	Requires Repair	( )		
2. Taps and Fill:	Good	( )	Requires Repair	( )		

Comments:

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FIGURE 4 (continued)
(Figure 4 pdf)

4. ELECTRICAL PANELS

Location:

1. Panel # ( ) Good ( ) Requires Repair ( )
2. Panel # ( ) Good ( ) Requires Repair ( )
3. Panel # ( ) Good ( ) Requires Repair ( )
4. Panel # ( ) Good ( ) Requires Repair ( )
5. Panel # ( ) Good ( ) Requires Repair ( )

Comments:

5. BRANCH CIRCUITS

1. Identified: Yes ( ) Must be identified ( )
2. Conductors: Good ( ) Deteriorated ( ) Must be replaced ( )

Comments:

6. GROUNDING SERVICE

Good ( ) Repairs Required ( )

Comments:

7. GROUNDING OF EQUIPMENT

Good ( ) Repairs Required ( )

Comments:

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FIGURE 4 (continued)
(Figure 4 pdf)

8. SERVICE CONDUITS/RACEWAYS

Good ( ) Repairs Required ( )

Comments:

9. SERVICE CONDUCTORS AND CABLES

Good ( ) Repairs Required ( )

Comments:

10. SERVICE CONDUCTORS AND CABLES

Conduit Raceways: Good ( ) Repairs Required ( )

Conduit PVC: Good ( ) Repairs Required ( )

NM Cable: Good ( ) Repairs Required ( )

BX Cable: Good ( ) Repairs Required ( )

Comments:

11. FEEDER CONDUCTORS

Good ( ) Repairs Required ( )

Comments:

FIGURE 4 (continued)
(Figure 4 pdf)

12. EMERGENCY LIGHTING

Good ( ) Repairs Required ( )

Comments:

13. BUILDING EGRESS ILLUMINATION

Good ( ) Repairs Required ( )

Comments:

14. FIRE ALARM SYSTEM

Good ( ) Repairs Required ( )

Comments:

15. SMOKE DETECTORS

Good ( ) Repairs Required ( )

Comments:

FIGURE 4 (continued)
(Figure 4 pdf)

16. EXIT LIGHTS

Good ( ) Repairs Required ( )

Comments:

17. EMERGENCY GENERATOR

Good ( ) Repairs Required ( )

Comments:

18. WIRING IN OPEN OR UNDER COVER PARKING GARAGE AREAS

Require Additional

Good ( ) Repairs Required ( )

Comments:

19. OPEN OR UNDERCOVER PARKING GARAGE AREAS AND EGRESS ILLUMINATION

Require Additional

Good ( ) Repairs Required ( )

Comments:

FIGURE 4 (continued)
(Figure 4 pdf)

20. SWIMMING POOL WIRING

Good ( ) Repairs Required ( )

Comments:

21. WIRING TO MECHANICAL EQUIPMENT

Good ( ) Repairs Required ( )

Comments:

22. ADDITIONAL COMMENTS

