



# City of Hialeah

## Building Division

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### MINIMUM INSPECTION PROCEDURAL GUIDELINES FOR BUILDING STRUCTURAL RECERTIFICATION

Inspection made by: \_\_\_\_\_

Inspection Commenced Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Inspection Completed Date: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

#### 1. Description of Structure (one report per building)

a. Name on Title: \_\_\_\_\_

b. Street Address: \_\_\_\_\_

c. Building Official Folio Number: \_\_\_\_\_

d. Building Number: \_\_\_\_\_

e. Square Footage: \_\_\_\_\_

f. Legal description: \_\_\_\_\_

g. Owner's Name: \_\_\_\_\_

h. Owner's Mailing Address: \_\_\_\_\_

i. Present Use: \_\_\_\_\_

j. Building Code Occupancy Classification: \_\_\_\_\_

k. General description, type of construction, size, number of stories, and special features:

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

l. Additions to original structure: \_\_\_\_\_

\_\_\_\_\_

**2. Present Condition of Structure**

- a. General alignment (not 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, floors, roofs, other)  
\_\_\_\_\_  
\_\_\_\_\_
- c. Surface conditions – describe general conditions of finishes, noting cracking, spalling, peeling, signs of moisture penetration and stains  
\_\_\_\_\_  
\_\_\_\_\_
- d. Cracks – note locations 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 in width; **WIDE** if over 2 mm in width  
\_\_\_\_\_  
\_\_\_\_\_
- e. General extent of deterioration – cracking or spalling of concrete or masonry, oxidation of metals, rot or borer attack in wood  
\_\_\_\_\_  
\_\_\_\_\_
- f. Previous patching or repairs \_\_\_\_\_  
\_\_\_\_\_
- g. Nature of present loading-indicate residential, commercial, other estimate magnitude  
\_\_\_\_\_  
\_\_\_\_\_

**3. Inspections**

- a. Date of notice of required inspection: \_\_\_\_\_
- b. Date(s) of actual inspection: \_\_\_\_\_
- c. Name and qualification of individual submitting inspection report: \_\_\_\_\_  
\_\_\_\_\_

d. Description of any 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 Walls – indicate good, fair, poor on appropriate lines**

a. Concrete masonry units \_\_\_\_\_

b. Clay tile or terra cotta 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. Pain only \_\_\_\_\_

4. Other (describe) \_\_\_\_\_

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 (describe) \_\_\_\_\_  
\_\_\_\_\_

l. Samples chipped out for examination in spall areas

1. No \_\_\_\_\_
2. Yes-describe color, texture, aggregate, general quality \_\_\_\_\_  
\_\_\_\_\_

**6. Floor and Roof Systems**

a. Roof

1. Describe (flat, slope, type roofing, type roof deck, condition)  
\_\_\_\_\_  
\_\_\_\_\_
2. Note water tanks, cooling tower, air conditioning equipment, signs, other heavy equipment and condition of support  
\_\_\_\_\_  
\_\_\_\_\_
3. Note types of drains and scuppers and condition  
\_\_\_\_\_  
\_\_\_\_\_

b. Floor system(s)

1. Describe (type of systems framing, material, spans, and 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 Systems**

- 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 sheaves beams and connections, and machine floor beams – note condition  
\_\_\_\_\_  
\_\_\_\_\_

**8. Concrete Framing Systems**

- a. Full description of structural system \_\_\_\_\_  
\_\_\_\_\_
- b. Cracking
  - 1. Not significant \_\_\_\_\_
  - 2. Locations 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 \_\_\_\_\_

**9. Windows**

- 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. Sealants-type and condition of perimeter sealants and at mullions \_\_\_\_\_
- d. Interior 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 fittings 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 \_\_\_\_\_