




STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

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MEMORANDUM TO: Division Engineers

FROM: G. R. Perfetti, P.E.
State Structures Management Engineer 

DATE: March 6, 2013

SUBJECT: STRUCTURE INVENTORY OF DIVISION LET, DIVISION
CONSTRUCTED AND MUNICIPAL PROJECTS

In an effort to promptly inventory new or replacement structures and have them inspected prior to being put into service, the following procedures are being extended to Division Let projects, Municipal projects and structures constructed by Division forces.

Award of Contract

For Division Let projects, provide a copy of the "Notification of Award" letter to the Structures Management Unit's (SMU's) Structure Inventory & Appraisal (SI&A) Officer, Eddie Smith, and the Working Drawing Review Project Engineer, Paul Lambert. This will serve as a notice to SI&A that an inventory record will need to be updated and assist the Working Drawing group in handling any upcoming contractor submittals.

Notice for Completion of Structure

When the anticipated date for completion of structure (e.g., bridges, culverts, pipes or sign structures) and opening to traffic is known, the "Notice for Completion of Structure Work" form (see attachment) should be submitted to SMU's SI&A Officer, and Bridge Inspection Superintendent, Tim Earp. This assists in allowing inspection crews the opportunity, when applicable, to schedule and perform the initial inspection of the structure before opening to traffic and the inventory recording to be completed.

Transmittal of As-Built Plans at Final Acceptance

When the Division Engineer sends the "Final Acceptance Letter" to the Contractor, provide a copy of the letter and a set of as-built plans to SMU's SI&A Officer. This information will be scanned into BridgeDocs for the purpose of maintaining proper documentation of structures currently in service.