Notification of Structure Maintenance upon Structure Completion

To comply with FHWA regulations, Structure Maintenance and Investigations (SM&I) needs to inspect each structure and enter it into the National Bridge Inventory.

Completion for all new or widened structures will be defined as:
- Bridges constructed in place.
- Falsework removed.
- Barrier rail completed.
- Traffic in final configuration.¹
- Stream bed in final configuration.
- Final surface finishing need not be completed.

Responsibilities When Caltrans is the Implementing Agency
Structure Representative:
Notifies Structure Maintenance and Investigations (smi.office@dot.ca.gov) and Structure Construction (SC.Office.Associates@dot.ca.gov) within the expected timeframe of 15 days of the completion of all new or widened structures with the following:
- Bridge Name.
- Bridge Number.
- County.
- Route.
- Post Mile.
- Short description of the completed work i.e. new structure, bridge widening.
- Copy of the General Plan sheet.

Responsibilities When Caltrans is not the Implementing Agency
Agency Structure Representative:
- Within 15 days of the completion of all new or widened structures completes the form, “Request to Add a Structure to the National Bridge Inventory (NBI)”
  [http://smi.onramp.dot.ca.gov/content/smi-forms](http://smi.onramp.dot.ca.gov/content/smi-forms)
- Submits the above mentioned form and a copy of the General Plan sheet to Structure Maintenance and Investigations (smi.office@dot.ca.gov) and Structure Construction (SC.Office.Associates@dot.ca.gov).

¹ When practical and applicable, notification should be given with ample lead time to allow SM&I an inspection opportunity before the structure is opened to traffic but completion would be recognized when the traffic was in the final configuration.
Department:
- Ensures Caltrans Division of Maintenance, Structure Maintenance and Investigations, have been notified of structure completion.

The following are samples of emails to Structure Maintenance and Investigations informing them of Structure Completion:

To: smi.office@dot.ca.gov

Subject: Structure Completion (Br. No. XX-XXXX)

**For bridge widenings:**

Bridge Name: No Paddle River
Bridge Number: XX-XXXX
County: Xyz
Route: nnn
Post Mile: mmm
The widening of the above named bridge is complete. The General Plan for this structure is attached for your use.

**For new bridges:**

Bridge Name: Short-cut Overcrossing
Bridge Number: XX-XXXX
County: Xyz
Route: nnn
Post Mile: mmm
The above named bridge is complete. The General Plan for this structure is attached for your use.

I.M. Engineer
Structure Representative
(XXX) XXX-XXXX

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2 When Caltrans is the implementing Agency, Structure Construction HQ Office Associate will ensure that SM&I has been notified of structure completion.