**CRITICAL OBSERVATION REPORT**

Rules, Regulations, and Guidelines for Ordinance No. 1296-85, Columbus Building Code Sections:

- 4109.073 Exterior Walls and Appurtenant Structures
- 4109.075 Special Critical Observation Areas Created
- 4109.077 Downtown Special Critical Observation Area

The purpose of these Rules, Regulations and Guidelines is to standardize requirements in the ordinance and present protocols for compliance.

**CRITICAL OBSERVATION REPORT:**

For all applicable buildings within the downtown special critical observation area, a written report shall be submitted on the enclosed form with all information completed as outlined below. Critical observation surveys of pertinent buildings, three stories or taller, within the downtown special critical observation area, shall be conducted by or under the direct supervision of a registered architect or registered professional engineer who specializes in structural engineering.

**Within twenty-four (24) hours of discovering hazardous conditions** which present an unreasonable and imminent threat to life or safety of any persons, emergency action must be taken to abate the hazard, and notification must be made to the City of Columbus Chief Building Official. If deterioration of features is determined to present unsafe conditions, the owner must hire an architect or professional engineer to oversee the necessary action.

Building permits are required for corrective repairs and alterations according to the Ohio Building Code and Columbus Building Code. Permits are not generally required for painting, caulking, tuck pointing, or glass replacement. Inquiries of permit requirements may be made to the contact below with the Department of Building and Zoning Services. A sidewalk permit shall be required in order to close off the area while repairs are performed.

If repairs or preventative maintenance items are noted on the report, corresponding images of identified issues shall be submitted along with the report. The person conducting the critical observation survey must re-evaluate the building and provide to this department, a follow-up letter confirming that all repairs and preventative maintenance have been completed.

By December 31st, 2020, all reports and documentation must be submitted by email to COR@columbus.gov, or submitted to:

**CITY OF COLUMBUS-DEPT OF BUILDING & ZONING SERVICES**

ATTN: COR COMPLIANCE SPECIALIST

111 N. FRONT STREET

COLUMBUS OH 43215

Pursuant to the Combined Development Related Fee Schedule, if the critical observation report, and when applicable, a follow-up confirmation of completion are not sent by December 31st of the scheduled reporting year, a fee of $500.00 will be assessed against the property for non-compliance. An additional $500.00 will be assessed each quarter until the required report, completion of repairs, and all assessed fees are paid.
Critical Observations shall include:

1) A close-up visual review of all building elevations. The person conducting this critical observation is not expected to make exposures or inspection holes. However, this is encouraged if a problem is discovered.

2) An examination of the following and other items peculiar to the subject building:
   - Parapet wall and cap
   - Perimeter of the roof, flashing, gutters, and down spouts
   - Wall surfaces
   - Window and door openings (including lintels, sills, and sealant)
   - Areas adjacent to down spouts and gutters
   - Weep holes in walls

3) Appurtenances (fire escapes, signs, flagpoles, cornices, canopies, awnings, marquees, chimneys, etc.)
   Documentation of the following conditions when observed:
   - Movement of parts
   - Failure of construction to properly shed water
   - Presence of openings, cracks, or gaps which allow entry of water
   - Loose attachment of appurtenances
   - Deterioration of materials:
     - Cracking or crazing
     - Chipping
     - Corrosion
     - Erosion
     - Spalling
     - Protective surface coatings (paint, etc.)
   - Evidence of improper past repairs
   - Conditions and functioning of expansion joints
   - Conditions of appurtenance structures
   - Efflorescence

4) All other relevant and necessary information on the condition and safety of the exterior walls and appurtenance structures of the building.

For questions or clarification, please contact the Critical Observation Compliance Specialist by email at COR@columbus.gov or by phone at (614) 645-8635.
**Please Print**

Date of Submission  _______ / _______ / _______  Date of Survey  _______ / _______ / _______

Building Name  

Building Address  

Number of Stories  ___________  Age of Building  ___________

Building Owner  

Phone  _______  Email  ___________

Owner Address  

City / State / Zip  

Building Manager  

Phone  _______  Email  ___________

**EXTERIOR WALL CONSTRUCTION (PLEASE CHECK ALL APPLICABLE BOXES)**

- [ ] Brick  
- [ ] Concrete Block  
- [ ] Glass  
- [ ] Concrete  
- [ ] Other (specify)  ________________

**ROOF CONSTRUCTION (PLEASE CHECK ALL APPLICABLE BOXES)**

- [ ] Wood Joist  
- [ ] Steel Bar Joist  
- [ ] Reinforced Concrete  
- [ ] Precast Concrete  
- [ ] Other (specify)  ________________
Category 1 - Hazardous Condition:
Requires emergency action to be taken to abate the immediate hazard, and notification made to the Chief Building Official within twenty-four (24) hours of the survey date

Category 2 - Immediate Attention:
Requires completion of all repairs and maintenance, and a confirmation letter of completion to be delivered to our office, or submitted to COR@columbus.gov within thirty (30) days of the survey date

Category 3 - Preventative Maintenance:
Requires a confirmation letter of completion of all repairs and preventative maintenance to be submitted by December 31st of the scheduled reporting year

Category 4 - No Defects Observed
PERSON CONDUCTING OR SUPERVISING CRITICAL OBSERVATION SURVEY
(IF ARCHITECT OR ENGINEER IS NOT REQUIRED)

Please Print
Name
Company Name
Company Address
City / State / Zip
Phone
Email
Signature
Date

ARCHITECT OR PROFESSIONAL ENGINEER CONDUCTING OR
SUPERVISING CRITICAL OBSERVATION SURVEY

Please Print
Name
Company Name
Company Address
City / State / Zip
Phone
Email
Registration Number or Seal
Signature
Date