

ATTACHMENT 2.3

Appendix/Attachment Title

Non-SCDOT Owned Bridge Receiving Closed Bridge Inspection

Appendix/Attachment Revision and Year:

Version 1.0, 2024

Appendix/Attachment Introduction and Discussion

SCDOT Bridge Maintenance inspectors and/or consultants perform inspection of all municipality/county-owned bridges which have spans of at least 20 feet.

The BITL (Bridge Inspection Team Lead) is responsible for transmitting bridge inspection reports to the counties and municipalities, and shall prepare all letters & correspondences. However, given the importance of the program, the DBE should sign the letter after it is prepared by the BITL.

This letter should be used to inform bridge owners that a bridge has NBI Item 41 (Traffic Status) coded to “K” and the future inspections for the bridge will not be full NBIS inspections. The letter also includes a requirement for the municipality or county to contact SCDOT if the bridge is reopened for initial inspection. The DBE should send it to county or municipal contacts as soon as possible. The letter must be placed in the bridge file.

Appendix/Attachment Description

This sample letter may be updated as needed. The letter is included in this BIGD as a PDF, but a word document will also be provided to the various authors. The fillable fields in highlighted boxes shall be completed.

Once the DBE electronically signs the form, the PDF will be saved and the fillable fields will be turned off.

Use Automated Buttons at the bottom of the letter. Automated buttons do not print, but use them as needed.

- BITL (preparer of the letter): Use the **[Send to DBE]** button to send the letter to DBE for signature.
- DBE (signer of letter): Use the **[Complete Form]** button to save the letter as one page. Then return the final file via email to the BITL for release.

Both checkboxes (acknowledgement of receipt and a note that the owner will inform SCDOT when the bridge is reopened) must be completed. The form may be returned via email to the DBE.

If the form is not returned, the DBE shall follow-up with the owner.