|  |  |
| --- | --- |
|  | **BIGD Attachment 2.8**  DEC2024, V1  Page 1 of 1 |

XX/XX/XXXX

TO: City/Town/County/Municipality Maintenance or Highway Department

Mailing Address

City/Town, SC Zip Code

*Attn: Highway Superintendent*

BRIDGE OWNER EMAIL ADDRESS: email@email.email

SUBJECT: **NATIONAL BRIDGE INSPECTION STANDARDS (NBIS) -**

**Non-SCDOT OWNED BRIDGE RETIRED FROM BRIDGE INVENTORY**

City/Town/County/Municipality, South Carolina

ROUTE CARRIED/FEATURE CROSSED

LOCAL ROAD NAME/REFERENCE POINT

Asset ID Number: XXXXX

Dear [Mr./Mrs. NAME]:

According to SCDOT records, you (or the entity you represent) are the owner of the bridge listed above. As part of the South Carolina Bridge Inspection Program, SCDOT Bridge Maintenance performs the inspection and load ratings of all county or municipality-owned bridges that have a clear span of 20 feet or greater in accordance with NBIS. These bridges are scheduled to be inspected every two years unless a shorter duration is recommended.

South Carolina is federally required to apply the NBIS to all structures defined as highway bridges located on all public roads. Bridge inspection requirements are codified into federal law by *23 CFR 650*. While the SCDOT performs inspections on all public bridges, the repair, rehabilitation or reconstruction of any bridge is the owner/custodian’s responsibility.

SCDOT records show that this bridge has been closed to all traffic for at least five years (since XXXX). Per the SCDOT Bridge Inspection Guidance Document (BIGD) the bridge will be retired from SCDOT’s bridge inventory, and SCDOT will no longer document or inspect the bridge.

If a new bridge is opened in place of the closed bridge, SCDOT should be contacted and notified that a new bridge is opened.

Contact the DBE (District Bridge Engineer) if you have questions regarding this correspondence:

DBE Contact: (District Number) DBE Name <DBE Email [Address>](mailto:email@scdot.org)

SCDOT is pleased to assist you in this matter of bridge safety to protect the citizens of South Carolina.

Sincerely,

First Name Last Name Position (DBE, etc.)

|  |  |  |
| --- | --- | --- |
| **TO BE COMPLETED BY SCDOT:** | | |
| Asset ID Number (NBI 08): | District (NBI 02): | County (NBI 03): |
| Location (NBI 09): | Route Carried (NBI 07): | Feature Crossed (NBI 06): |

cc: DBE, DBIS, SCDOT BMO, Bridge File

