

## ATTACHMENT 2.1

### Appendix/Attachment Title

Non-SCDOT Owned Bridge Inspection Report Release Letter (No Repair Recommendations and No Critical Findings)

### Appendix/Attachment Revision and Year:

Version 1.0, 2024

### Appendix/Attachment Introduction and Discussion

SCDOT 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 is for a bridge inspection report with no repair recommendations and no critical findings.

The DBE should send it to county or municipal contacts as soon as possible.

### 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 Command Buttons at the bottom of the page to send the letter out as needed. The command buttons will not show when the document is printed.

- 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 letter as one page. Then return the final file via email to the BITL for release.