

# GENERAL REVIEW REPORT

Name of Project:

Project No.:

Location:

Report No:

Date/time of review:

Contractor:

Weather:

Site Representative:

Others Present:

Building Permit No.:

Affix Professional Seal and Signature Here

## DISTRIBUTION:

*Client*

*Chief Building Official*

*Other (name)*

## REPORT

### 1.0 SITE CONDITIONS

*Where applicable advise of any notable site conditions which have bearing on the construction of building elements.*

### 2.0 PROGRESS OF THE WORK

*General description of the progress made in the work since the last report, identifying major components of the building and those portions observed.*

### 3.0 OBSERVATIONS AND COMMENTS

*A brief description of any issues of concern encountered. Identify those items which are building code infractions or deviations from the approved building permit documents. Indicate direction for remedial actions, initiation of any testing procedures and time frame for corrective action. Provide backup documentation where pertinent.*

### 4.0 PREVIOUS DEFICIENCIES

*A short summary revisiting the status of deficiencies from previous reports, referenced by the report number. Identify items resolved and any which remain outstanding.*

### 5.0 ATTACHMENTS

*Attach any relevant reports or other supporting documents.*