



STRUCTURAL EVALUATION REQUEST

Thank you for your interest in Shell + Meyer Associates' structural evaluation services. Please fill in this form as completely as possible, so we may more accurately determine the services that may best fit your specific need.



* - Indicates Required Information

PROJECT INFORMATION	RESIDENTIAL	COMMERCIAL
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Property Address*: _____ City*: _____ State*: _____ Zip Code*: _____ Year Built / Age: _____ Approximate Square Footage (floor): _____ ft ²	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><u>Type of Structure:</u></td> <td style="width: 35%;">Ranch _____</td> <td style="width: 35%;">Custom _____</td> </tr> <tr> <td></td> <td>Condo/Apt. _____</td> <td>OTHER _____</td> </tr> <tr> <td><u>No. Stories</u></td> <td colspan="2">Tri-Level _____</td> </tr> <tr> <td><u>Foundation Type:</u></td> <td>Basement _____</td> <td>Crawl Space _____</td> </tr> <tr> <td></td> <td>Slab-on-grade _____</td> <td>OTHER _____</td> </tr> <tr> <td><u>Roof Framing:</u></td> <td>2x Rafters _____</td> <td>Plate Trusses _____</td> </tr> <tr> <td></td> <td>Steel Joists _____</td> <td>OTHER _____</td> </tr> </table>	<u>Type of Structure:</u>	Ranch _____	Custom _____		Condo/Apt. _____	OTHER _____	<u>No. Stories</u>	Tri-Level _____		<u>Foundation Type:</u>	Basement _____	Crawl Space _____		Slab-on-grade _____	OTHER _____	<u>Roof Framing:</u>	2x Rafters _____	Plate Trusses _____		Steel Joists _____	OTHER _____
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	Steel Joists _____	OTHER _____																				

Description of Structural Concern(s):

Check if applicable:



Photos Attached



Sketch Attached

Existing Plans Available

CLIENT INFORMATION

Company/Client Name*: _____ Client Address*: _____ City*: _____ State*: _____ Zip Code*: _____ Phone*: _____ Cell: _____ Email Address*: _____	Contact Name: _____ If different than CLIENT _____ <div style="border: 1px solid gray; padding: 5px; font-size: small;"> Unless notified otherwise, Shell + Meyer will utilize the provided email address when delivering project related details and information. </div>
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BILLING CONTACT -

Contact Name: _____
 Billing Address: _____
 Phone: _____ Fax: _____
 Email Address: _____

OTHER CONTACTS

Please note below those we may discuss this project with

Architect _____	P: _____	
Contractor _____	P: _____	
Realtor _____	P: _____	
	P: _____	

SCHEDULE FOR SERVICES

- Services required immediately
- Please schedule me within the next 1-2 weeks
- Schedule is not critical, please schedule me at SMA's convenience

Shell + Meyer Associates, Inc. (SMA) determines Structural Evaluation fees based on SMA's current hourly rates. These rates can be provided after we receive this form or by contacting our office directly. The total cost of a Structural Evaluation Report varies depending on a number of factors including travel time required to visit site, size of building, complexity of structure, and length of time required to document structural deficiencies and prepare a written report. In addition, some evaluations may require us to perform calculations and/or prepare drawings of structural repairs if needed. Reports are individualized for each specific project situation to meet the needs of the client. There is no standardized 'one size fits all' report provided. Depending upon your situation, you may request a general, intermediate, or detailed structural evaluation report, or a consultation only. Completing this form will help us provide you with an estimated cost based on your needs and project location.

IMPORTANT NOTES:

1. Shell + Meyer Associates, Inc. cannot begin work unless a signed Agreement is on file.
2. A retainer (or prepayment) may be required for some projects. When applicable, the retainer amount must be paid prior to work beginning
3. Full payment for services provided to date is required prior to release of signed or sealed documents

ADMINISTRATIVE USE ONLY

PROJ NUM _____	AGMTSENT _____
AJERA _____	SIGNED _____