**SE Region Structure Summary Form Information**

Please complete the **BRIDGE VERTICAL AND HORIZONTAL CLEARANCE** form. It asks for only the information that will be useful to the bridge maintenance personnel for future bridge repairs. If there are any unusual construction problems or materials used in the construction of a structure we would like to know about them, so please write them down or give us a call.

Bridge maintenance personnel are a continuation of the bridge construction team. After the construction phase of a bridge project is complete, it is time for the Bridge Maintenance to take over and keep the new structure safe and esthetically appealing for the traveling public.

The vertical and horizontal clearances are measurements requested from Central Office Bridge Permits Section. This information is placed in the bridge file and used to issue permits for oversize (width and height) loads. The standard procedure for SE Region will be to record the vertical and horizontal clearances anytime that you have a bridge involved in your project. This means **any** bridge within your construction limits, regardless if you work on it or not. The only exceptions to the rule will be if the bridge is over water, or the bridge is not on the state highway system.

Please remember to update FITS with bridge clearances too.

After the form is completed, please mail, fax or personally deliver them to SE Region Bridge Maintenance Section, John Bolka.