



Chapter 6

BRIDGE INVENTORY
AND INSPECTIONS

BUREAU OF LOCAL ROADS AND STREETS MANUAL

Chapter 6
BRIDGE INVENTORY AND INSPECTIONS

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Chapter 6

BRIDGE INVENTORY AND INSPECTIONS

6-1 NATIONAL BRIDGE INSPECTION STANDARDS (NBIS)

6-1.01 General

The NBIS is the Federal regulation that establishes the requirements for a bridge inspection organization, inspection procedures, frequency of inspections, qualifications of personnel, and preparation and maintenance of a state bridge inventory. The NBIS applies to all structures defined as bridges carrying a roadway and open to the public. The bridge inspection program resulting from the NBIS is intended to detect structural and functional deficiencies in order to minimize the probability of structural failure and improve bridge traffic safety. The Federal Highway Administration (FHWA) has promulgated regulations to establish the applicable criteria that each state transportation department must meet, see 23 CFR, Part 650, Subpart C.

To properly implement the NBIS program requirements for local public agencies (LPAs) in Illinois, the Department relies on the LPA to perform the NBIS requirements for structures under its jurisdiction. All LPAs with jurisdiction of a structure eligible for inclusion in the National Bridge Inventory (NBI) must designate a Program Manager to ensure compliance with the NBIS and provide guidance and management of their bridge inventory. The designated Program Manager must meet the qualifications as described in Section 3 of the [Structural Services Manual](#), maintained by the Bureau of Bridges and Structures (BBS). Statewide oversight of the LPA bridge inspection program is provided by the Statewide Program Manager in the Bridge Management Unit (BMU) of the BBS.

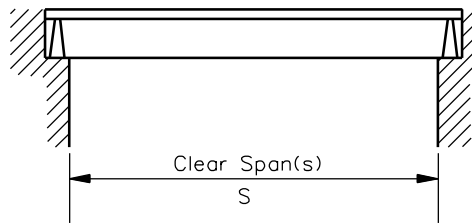
IDOT policies and procedures for Bridge Inspection are located in the BBS' [Structural Services Manual](#).

6-1.02 Definitions

The following definitions apply to the NBIS and its implementation:

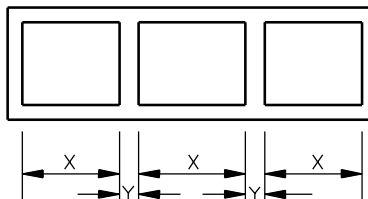
1. Bridge. A structure, including supports, erected over a depression or an obstruction, such as water, highway, or railway, and having a track or passageway for carrying traffic or other moving loads, and having an opening, measured along the center of the roadway of more than 20.0 ft (6.1 m) between undercopings of abutments or spring lines of arches, or extreme ends of openings for multiple boxes; it may also include multiple pipes, where the clear distance between openings is less than half of the smaller contiguous opening. See Figure 6-1A for examples of various bridge openings.

Abutment Supported
 Bridges



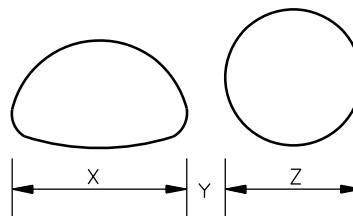
$S \geq 20.0'$ (6.1 m): Bridge

Concrete Box Culvert
 at Grade or Under Fill
 (Single or Multi-Span)



$X + Y + X \dots \geq 20.0'$ (6.1 m): Bridge
 Where $Y < \frac{X}{2}$

Metal Pipe Under Fill
 (Single or Multi-Span)



$X + Y + Z \dots \geq 20.0'$ (6.1 m): Bridge
 Where $Y < \frac{A}{2}$, where A
 is the Smaller of X or Z

**DETERMINATION OF BRIDGE LENGTH FOR
 THE PURPOSE OF DEFINITION OF A BRIDGE**

Figure 6-1A

2. National Bridge Inspection Standards (NBIS). The Federal regulations establishing requirements for a bridge inspection organization, for inspection procedures, frequency of inspections, qualifications of personnel, and preparation and maintenance of a state bridge inventory. The NBIS applies to all structures defined as bridges carrying roads open to the public.
3. National Bridge Inventory (NBI). The aggregation of structure inventory and appraisal data collected to fulfill the requirements of the NBIS, which require that each state prepare and maintain an inventory of all bridges subject to the NBIS.
4. NBI Record. Data that has been coded according to the *Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges (Guide)* for each structure carrying highway traffic or each inventory route which passes beneath a structure.

-
5. Master Structure Report. The representation of the data recorded and stored for each NBI record in accordance with the *Guide*.
 6. Sufficiency Rating. A numerical value from 0.0 to 100.0 which indicates a bridge's overall sufficiency to remain in service. The rating is calculated from the Structure Inventory and Appraisal (SI&A) data and reflects the following factors:
 - structural adequacy and safety,
 - serviceability and functional obsolescence,
 - essentiality for public use, and
 - any special considerations.

6-2 BRIDGE INVENTORY

6-2.01 National Bridge Inventory (NBI)

The NBI is a national program that requires each state to prepare and maintain an inventory of all bridges on public roads that are subject to the NBIS. The purpose is to maintain a national database of structures and applicable structural analyses data. This information is used by the FHWA to develop reports to submit to Congress on the status of the nation's bridges, and by states in managing their bridge maintenance, rehabilitation, and replacement programs.

6-2.02 Illinois Structure Information System (ISIS)

IDOT maintains a computerized bridge inventory system, designated as the Illinois Structure Information System (ISIS). This is part of the Illinois Highway Information System (IHIS). The ISIS database system contains information required by the NBIS, including inspection data.

The ISIS data is available from the Structure Information Management System (SIMS). LPAs may obtain the database file of local bridges for each county from IDOT's website and use the SIMS with the Microsoft Access database application program.

6-2.03 Inventory Requirements

The bridge inventory must include the following:

- all structures carrying public roads meeting the definition of a bridge, and
- all other structures where an opening length (measured along the centerline of the roadway) of less than or equal to 20.0 ft. (6.1 m) and involving a highway. These may be accepted into the system if prior approval is given by the Central Office of Planning and Programming – Data Collection Unit.

Structure numbers (SN) should be assigned and the inventory should be completed for non-highway, railroad and pedestrian structures over roads open to the public. This establishes the structure in the ISIS for inventorying its location, and vertical and horizontal clearances. NBIS inspections are not required for pedestrian structures. However, regular maintenance inspections are encouraged.

The responsibility for reporting the required information for the ISIS rests with the agency having jurisdiction of the road leading to and from the bridge. If there is no public road on the structure, the reporting responsibility rests with the agency having jurisdiction of the road under the structure.

6-2.04 Structure Number (SN)

Each structure is identified by a 7 digit SN composed of a 3 digit county number and a 4 digit structure sequence number. The county number can be found as Item 3 in the [Structure Information and Procedure \(SIP\) Manual](#). The [SIP Manual](#) also provides additional information on the sequence number. The SN is assigned by the district or the maintaining agency from a block of numbers reserved for each agency. The SN is to be assigned prior to submittal of the

Preliminary Bridge Design and Hydraulic Report (PBDHR) or Type, Size & Location (TS&L) plans, as applicable, and shall be included in the ISIS to avoid possible duplicate use of the SN.

Data for deleted structures is retained in the ISIS and the SN shall never be used again. Similarly, a bridge constructed using any portion of the original substructure may keep its same SN. Completely new bridges erected at the same location on the same or new alignment that does not use any part of the old bridge will be assigned a new SN. Structures moved to a new location should receive a new SN. New structures may be assigned SNs using the next available SN by district scheme. There is no official statewide scheme for the assignment of SNs according to jurisdiction.

Once the maintaining agency and IDOT have agreed on a SN for a bridge, that SN is permanent and will not be changed for any reason even if there is a change in maintenance responsibility. This avoids confusion in record retrieval and retention. To make the bridge numbering system effective in the field, one SN tag should be painted or installed on each end of the bridge.

6-2.05 ISIS Structure Reports

Figure 6-2A presents the Structure Reports necessary to communicate information for entry into ISIS. The forms for the initial recording of inventory, route, and inspection information may be available from the district, copied from the [SIP Manual](#), or printed from the Structure Information Management System ([SIMS - County](#)), which can be downloaded from the IDOT website. Forms for reporting changes and information on existing structures can be obtained directly from [SIMS - County](#) or from the IDOT website. Ensure the most recent [SIMS – County](#) files are downloaded prior to printing these reports.

6-2.06 Sufficiency Rating (SR)

Based on the inventory, traffic, inspection, and load-rating data submitted to ISIS, the Department calculates a SR for each structure. The SR is between 0.0 and 100.0, with the lower numbers implying a higher priority of need for improvement.

**BUREAU OF LOCAL ROADS & STREETS
BRIDGE INVENTORY AND INSPECTIONS**

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6-2-3

Report	Usage of Report
Inventory/Status Initial Report (R105-I) (SIMS)	Reporting inventory and bridge status information to ISIS on new-to-system bridges.
Inventory Turnaround Report (S105) (SIMS)	Reporting revisions of inventory data to ISIS. The inspector should have this form or Forms S114 and S111 at each NBIS inspection.
Inspector's Inventory Report (S114) (SIMS)	Form S114 is for reporting revisions of inventory data to ISIS. The inspector should have this form or Form S105 and Form S111 at each NBIS inspection.
Key Route/Construction Initial Report (R111-I) (SIMS)	Reporting route information to ISIS on new-to-system bridges.
Key Route Turnaround Report (S111) (SIMS)	Reporting revisions of key route data to ISIS. The inspector should have this form and Form S114 or S105 at each NBIS inspection.
Master Structure Report (S107) (SIMS)	Reports most information contained in ISIS for each bridge. This form is not for reporting revisions to the System. The inspector should have this form at each NBIS inspection.
Routine Bridge Inspection Report (BBS-BIR)	The BBS-BIR form is used for recording specific inspection notes and ratings for each bridge. The BBS-BIR is used for a single inspection and contains current ratings information. The inspector should have this form at each NBIS inspection, and the signed original copy must be in the bridge file kept by the owner of the bridge.
Fracture Critical Inspection Form (BBS-BIR-FC1)	Form BBS-BIR-FC1 is used for recording results of Fracture Critical (FC) inspections. The inspector should have this form at each FC inspection.
Fracture Critical Member Inventory Form (BBS-BIR-FC2)	Form BBS-BIR-FC2 is used to record the FC Type, number of spans, and number of members in each FC bridge. The inspector should consult this form before each FC inspection, and the signed original must be in the bridge file kept by the owner of the bridge.
Underwater Bridge Inspection Report (BBS-BIR-UW1)	Form BBS-BIR-UW1 is used for recording results of Underwater (UW) inspections. The inspector should have this form at each UW inspection.
Special Inspection Report (BBS-SI-1)	Form BBS-SI-1 is used to record the Special Inspection Type Code and Condition Status for all bridges requiring a Special Inspection. The inspector should consult this form before each Special Inspection, and the signed original must be in the bridge file kept by the owner of the bridge.
Scour Critical Evaluation Coding Report (BBS SCE)	Form BBS SCE is used for reporting coding recommendations for Scour Critical Evaluations (ISIS Item 113).
Scour Critical Bridge Plan of Action (BBS 2680)	Form BBS 2680 is used to record actions to be taken to monitor scour critical or scour susceptible bridges during and after major storm events. The inspector should consult this form before each Routine Inspection and when a major storm event occurs. The form should be updated to reflect current field conditions and the signed original must be in the bridge file kept by the owner of the bridge.
Bridge Posting / Closure Review (BBS PCR)	Form BBS PCR is used for recording results of each Bridge Posting / Closure review inspection. The inspector should have this form at each review.
Bridge File Checklist (BBS BFC)	Form BBS BFC is used to document the contents of each official Bridge File and the location of required information that may be stored separately or electronically. The inspector should consult this form before each inspection, and the original copy must be in the bridge file kept by the owner of the bridge.

Note: All forms listed are available from [SIMS - County](#) or from the [IDOT website](#). BBS and BIR forms may be found on the [IDOT website](#).

STRUCTURE REPORTS

Figure 6-2A

6-2.07 Inventory Updates

IDOT is required to maintain and report on the accurate operational status of all bridges in the NBI. New bridges or any conditions that require revision of existing structure information must be reported to the district promptly. The district must include the revision in ISIS within 90 days after the change in status for LPA structures. The 90 days start when the structure is opened or reopened to unrestricted traffic or when other events occur that result in changes to inventory or inspection data for a structure.

Refer to the [SIP Manual](#) Item 41 for appropriate Bridge Status codes. NBIS requirements state that changes in Bridge Status must be entered in ISIS within 90 days of that change. When a LPA bridge is load posted (ISIS Codes 2-6), under staged construction (ISIS Code 7), closed for construction (ISIS Code A), or closed but anticipated to be rehabilitated or replaced within 5 years (ISIS Code B), the owner should report that change in Bridge Status to the district.

Structures with Bridge Status B for more than 5 years will be considered permanently closed and the Bridge Status will be changed to E or may be deleted. When structures are coded with Bridge Status 5 or 6 (Temporary Measures) for more than 5 years, the temporary measures become permanent for the structure. Condition Ratings, Load Ratings, and Bridge Status will be based on these measures. In addition, all inventory information should be updated as necessary.

6-3 BRIDGE INSPECTIONS

The bridge owner (LPA) must have a systematic strategy for conducting field inspections and reporting the findings. The inspection team must be led by a qualified Team Leader. The bridge inspection report should accurately and clearly record all findings and should include photographs of the overall structure and of any significant defects.

Per the NBIS, the owner of a bridge should have an individual bridge file for each structure. Counties may hold files on behalf of townships or other LPAs for which they provide services. In addition, the LPA, as the owner of the structure, must have a systematic means of entering, storing, and retrieving all bridge inspection data. The file should contain a full history of the structure.

A Bridge File Checklist (Form [BBS BFC](#)) must be maintained with each Bridge File. This form may be found on the [IDOT website](#) or by contacting the appropriate district office.

6-3.01 LPA Responsibility

6-3.01(a) Publicly Owned Structures

In order to satisfy the requirements of the NBIS, the LPA is responsible for inspections of all structures on roads open to public travel that meet the definition of a bridge, see Section 3.1.2 in the [Structural Services Manual](#) for facilities under its jurisdictional responsibility. In addition, all closed structures are required to be inspected for proper closure by the LPA.

Though not required by the NBIS, for structures under their jurisdiction and responsibility that do not meet the definition of a bridge or are not carrying highway traffic, LPAs are strongly encouraged to perform regular inspections to ensure public safety.

The responsible LPA may perform the inspection with qualified in-house personnel or retain the services of a qualified inspector proficient in the performance of NBIS inspections. See Section 3.9.2 in the [Structural Services Manual](#) for Personnel Qualifications.

6-3.01(b) Privately Owned Structures

Privately owned structures, and those owned by government agencies that are not highway agencies, carrying public roadways, are subject to inspection and inclusion in ISIS; see Section 6-2.02. Therefore, it is the responsibility of the owners of these structures to have timely inspections performed according to the provisions of the NBIS. The BBS BMU and the Local Bridge Unit (LBU) will work with the owner to:

- ensure the owner is aware when the NBI inspection is due, and
- obtain copies of the inspection forms to keep on file and for submission to the district for inclusion in ISIS.

In general, a LPA has a responsibility to post and warn the public of any hazards on a public highway carried by a structure. When it becomes apparent that the private owner (e.g., railroad, drainage or sanitary district, developer) of a bridge carrying a public highway will not or cannot

perform the safety inspections required by the NBIS, the LPA having jurisdiction over the public highway leading to the bridge is responsible for performing the necessary inspection. If the private owner also has jurisdiction of the road leading to the bridge (e.g., private business that allows customers to use the road), the LPA may need to consider closing the public road leading to the private road until an inspection is performed and the bridge is considered safe. The NBIS requirements are not directly applicable to privately owned structures, but owners are strongly encouraged to follow the requirements of the NBIS.

6-3.02 Reporting Requirements

This Section discusses the process for entering field inspection results into the ISIS. See Figure 6-2A for a list of inspection report forms.

6-3.02(a) New Structure, or Initial Inspection of Old Structure not in ISIS

The following applies:

1. Complete the Inventory / Status Initial Report (R105-I) and the Key Route / Construction Initial Report (R111-I) and submit copies to the district. If a bridge has been replaced, then also indicate in the submittal the SN of the replaced structure so the replaced bridge can be marked for deletion.
2. Complete the Bridge Inspection Report (Form [BBS-BIR](#)). The signed original of Form [BBS-BIR](#) is retained in the individual bridge file kept by the owner of the bridge. The Bridge Inspection Report (Form [BBS-BIR](#)) should be completed and a copy submitted to the district.
3. The Scour Critical Evaluation Coding Report ([BBS SCE](#)), if applicable, must be filled out and submitted at the same time as the other two initial reports if it has not been submitted previously.
4. The LPA should submit all reports within 90 days of opening the bridge to traffic to allow the district proper time to enter the data within the required timeframe.

6-3.02(b) Re-inspection of Structures on File in ISIS

The following applies:

1. Complete the Bridge Inspection Report (Form [BBS-BIR](#)).
2. Submit copies of Reports [BBS-BIR](#) and S105, and S114 if required, to the district. The LPA should submit the inspection report within 90 days of the inspection to allow the district proper time to enter the data within the required time frame.

6-3.02(c) Reconstruction of an Existing Structure

Any reconstruction, rehabilitation, or major repair of an existing bridge currently in ISIS should be recorded in the ISIS within 90 days of reopening the bridge to unrestricted traffic. Work that changes the inventory data of a bridge open to traffic must also be recorded within 90 days of the completion of the work. A bridge reconstructed using the same abutments or piers may

keep the same SN so long as the geometry, span lengths, etc. have not significantly changed. The following applies:

1. Complete Form [BBS-BIR](#).
2. Revise and submit copies of Reports [BBS-BIR](#) and S105, and S114 if required, as described in Section 6-3.02(b).

6-4 LOAD RATING AND POSTING

6-4.01 Requirements

All bridges must be load rated to determine their load-carrying capacity. This includes the Inventory Rating Factor, Operating Rating Factor, and the ratings for the Illinois Legal Loads as defined in the *Illinois Vehicle Code* ([625 ILCS 5/15-111](#)). These ratings provide an indication of the bridge's capacity to safely resist the loads it is likely to be subjected to. This information assists in the determination of necessary load posting, the issuance of special overload permits, and the scheduling for rehabilitation or replacement. These ratings must be performed by IDOT or receive IDOT's concurrence, in accordance with [625 ILCS 5/15-317\(b\)](#).

According to IDOT's load rating policy, as described in Section 3.3.9 of the [Structural Services Manual](#), re-evaluation of the load-carrying capacity must be performed when significant deterioration in structurally critical areas has occurred since the last rating. Such deterioration is typically indicated when the ISIS Superstructure (Item 59), Substructure (Item 60), or Culvert (Item 62) is reduced to a "4" or less, or when the Condition Rating of Deck (Item 58) falls to "3" or less.

In addition, load rating is performed at a maximum 10-year interval for bridges meeting any of the following criteria:

- a Condition Rating of "4" or less for Items 59, 60, or 62;
- a Condition Rating of "3" or less for Item 58; or

Load rating of bridges not meeting the above criteria, although not specifically required, may be requested by the LPA.

6-4.02 Responsibilities

All bridges must be rated for load capacity by IDOT, or by a qualified Illinois Licensed Structural Engineer with IDOT's concurrence. Generally, existing structures do not need to be load rated unless they have deteriorated, have been repaired or modified, have a modification to the wearing surface or meet the requirements in Section 6-4.01.

6-4.02(a) Load Rating by IDOT

IDOT will rate bridges at the request of the LPA or upon its own initiative. A request for rating should state any unusual or notable conditions. The LPA should provide a copy of the "as-built" construction plans or, if plans are not available, a dimensioned sketch of the bridge and its significant structural members. Representative photographs showing the overall condition and specific problem areas should also be included.

Rating requests may be made in writing through the district using Form [BLR 06510](#). A representative of the BBS will schedule a field investigation of each structure to determine actual conditions of the bridge which affect the load-carrying capacity.

6-4.02(b) Load Rating by Others

Structure ratings performed by others must receive the concurrence of IDOT (BBS). A summary report for all bridges rated should detail the procedures, findings, inventory and operating ratings, and posting recommendations based on a field inspection and analysis performed by an Illinois Licensed Structural Engineer in accordance with provisions of the current AASHTO *Manual for Bridge Evaluation (MBE)*. The structural engineer's seal must be affixed to the Structure Load Rating Summary (Form [BBS 2795](#)) along with computations and analysis model. Excerpts from detailed inspection reports or other similar submittals will not be accepted.

6-4.02(c) Reporting

The LPA should submit the summary report, original Form [BBS 2795](#) and other attachments to the district for forwarding to the BBS. The LPA should accept the consultant's findings prior to submittal of the report.

6-4.03 Bridge Closure and Weight Limit Posting

When a structure cannot carry legal loads, as defined in the Illinois Vehicle Code [625 ILCS 5/15-317](#), IDOT is required to ensure suitable signs are erected and maintained to inform the public of the maximum weight limit. The agency having jurisdiction over the roadway is responsible for the posting of signs, regardless of structure ownership or maintenance responsibility.

When IDOT determines a structure carrying traffic on a public road is not capable of carrying the legal loads as defined in [625 ILCS 5/15-111](#), it will inform the LPA. Upon notification from IDOT of a required load posting, the LPA shall erect signs as soon as possible and notify IDOT within 30 days that signs are in place, or within 14 days for closures.

Per [625 ILCS 5/15-317](#), the load posting signs must match the load posting requirements determined by the Department. Posting at a lower or higher level is not permitted. Likewise, a single posting level is not permitted when a combination posting level is required. The LBU should be contacted for re-evaluation if a combination posting level is required but the LPA believes a single posting level would be more appropriate for the structure location. See Figure 6-4A for bridge weight limit posting traffic control.

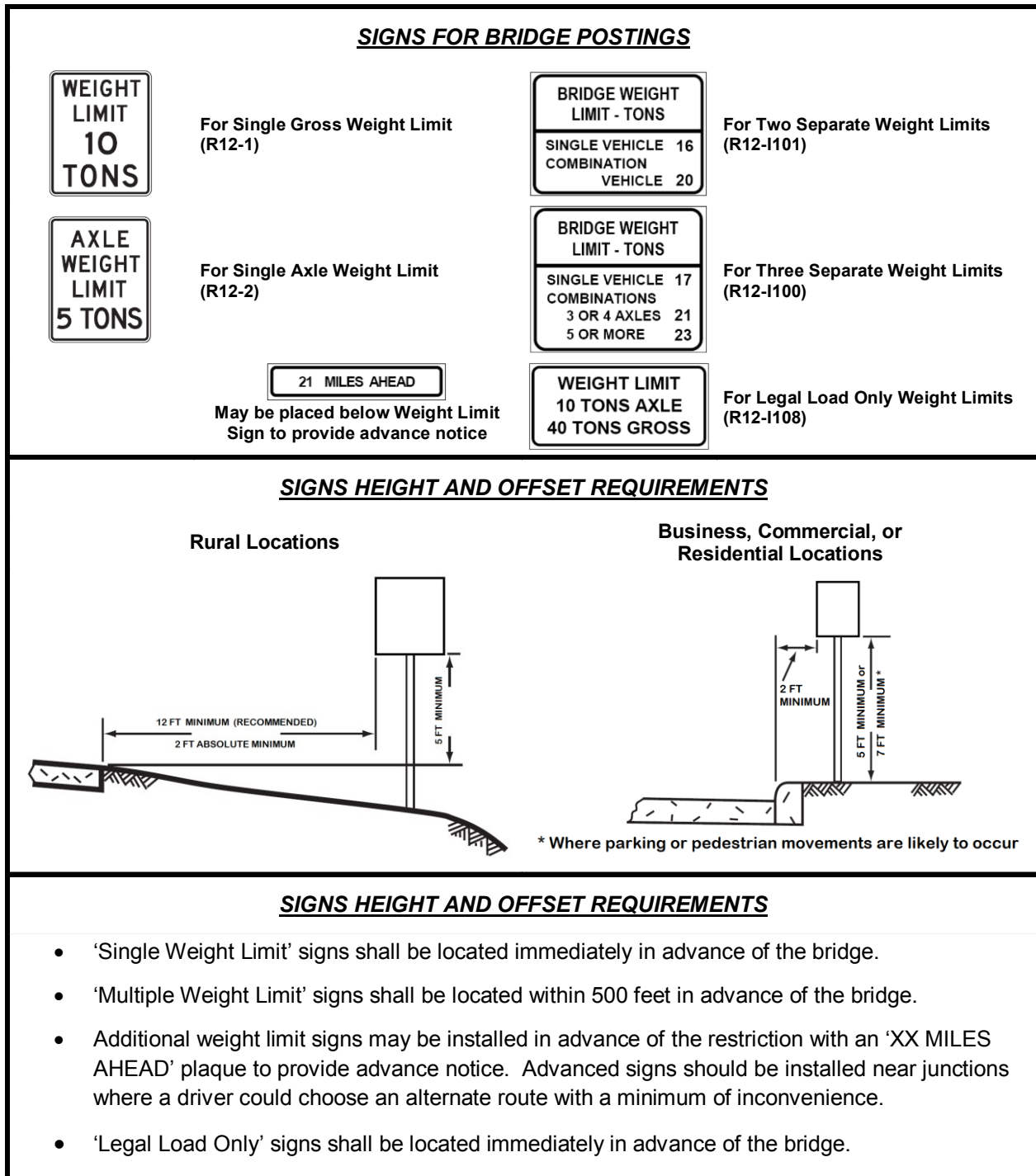
When a structure is to be closed, the LPA should immediately erect barricades that will prohibit traffic access to the structure. Those barricades are to remain in place until permanent closure measures can be installed. See Figure 6-4B for the proper permanent bridge closure traffic control. Additional information may also be found in the [Illinois Supplement to the Manual of Uniform Traffic Control Devices \(IL MUTCD\)](#).

6-4.04 Bridge Closure and Weight Limit Posting Review

In accordance with the Illinois Vehicle Code, [625 ILCS 5/15-317](#), the districts annually monitor local bridges that are listed in the ISIS as requiring load postings or closure. The district will

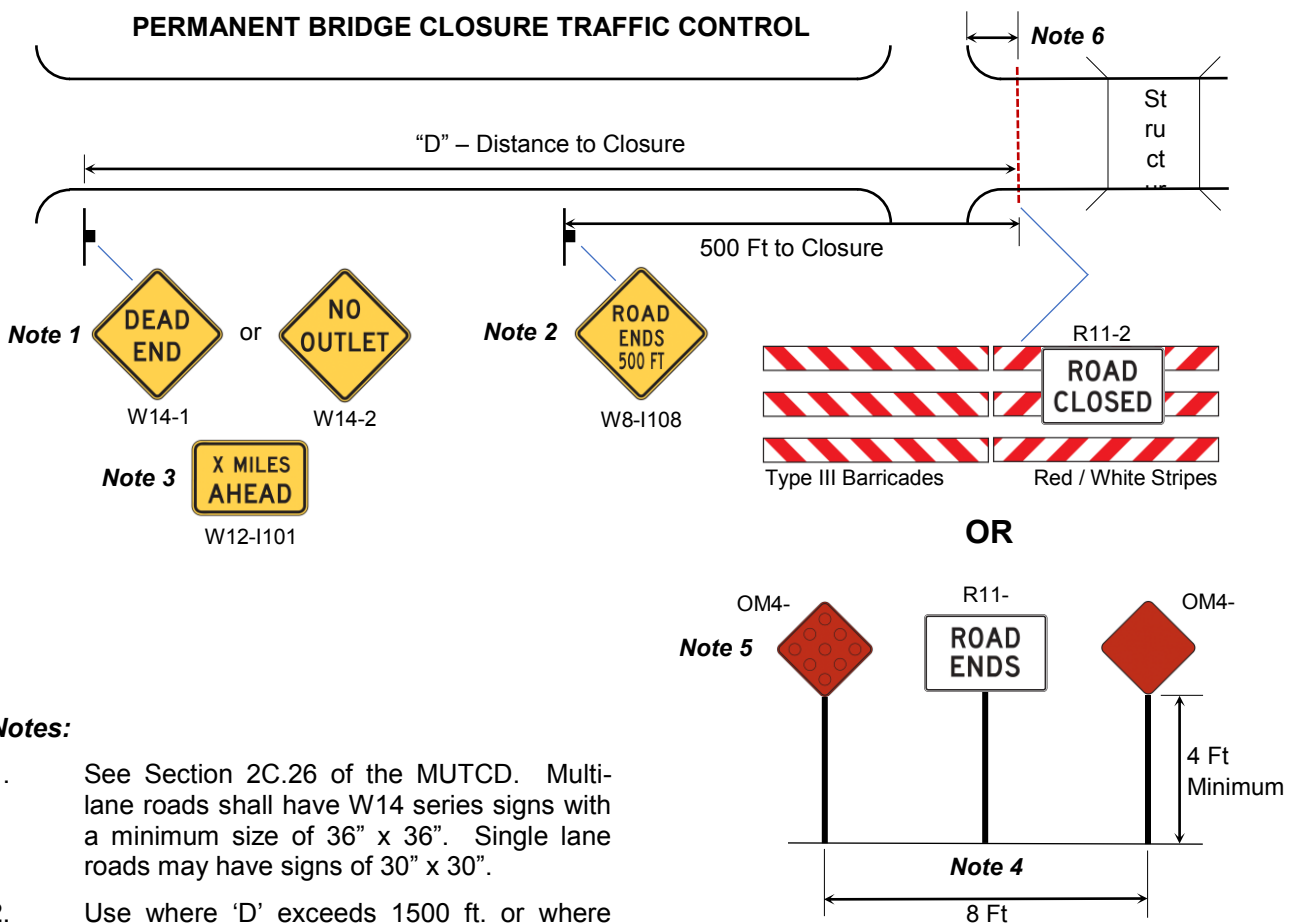
notify the appropriate LPA when a bridge is not properly posted or closed by sending a letter (see Figure 6-4C for example) with a copy of the Bridge Posting / Closure Review (Form BBS PCR) by certified mail.

The LPA shall correct any signing in accordance with the [ILMUTCD](#) or other deficiencies in a timely manner and notify the district within 30 days (see Figure 6-4D for example). All notifications to the district will include a signed copy of the BBS PCR form with photographs, preferably digital, certifying the deficiency at the bridge has been corrected. If the LPA is unable to complete the required corrections within 30 calendar days, they must provide the district with an estimated compliance date with justification. Failure of a LPA to comply may result in the withholding of Motor Fuel Tax (MFT) allotments and the district not approving current MFT expenditures, or other actions determined by the Department.



BRIDGE POSTING TRAFFIC CONTROL

Figure 6-4A



Notes:

1. See Section 2C.26 of the MUTCD. Multi-lane roads shall have W14 series signs with a minimum size of 36" x 36". Single lane roads may have signs of 30" x 30".
2. Use where 'D' exceeds 1500 ft. or where sight distance to the closure is less than 500 ft.
3. Where the point of closure is over 1 mile from the last cross road, an "X MILES AHEAD" plaque (W12-1101) may be used.
4. Type III Barricades with a "ROAD CLOSED" sign (R11-2) or a "ROAD ENDS" sign (R11-1100) with red object markers (OM4-1 or OM4-3) shall be used at the point of closure. Guardrail may be used in conjunction with barricades or "ROAD ENDS" sign (R11-1100). If used, barricades shall be retro-reflectorized red/white and permanently installed into the pavement. Any barriers used shall extend beyond the edge of shoulder. If practical, old pavement should be removed beyond the closure point or covered with dirt/rocks to minimize the illusion of the road continuing. Barricades or "ROAD ENDS" sign (R11-1100) should be installed at least 100 ft. In advance of broken pavement or dirt/rocks.
5. Object markers (OM4-1 or OM4-3) used in conjunction with a "ROAD ENDS" sign (R11-1100) shall be red and conform with Section 2C.66 of the MUTCD.
6. If a cross road or entrance is located near the road closure, the closure devices shall be outside the clear zone of the cross road or entrance.
7. If the bridge is under active construction, traffic control shall be in accordance with Part 6 of the MUTCD.

PERMANENT BRIDGE CLOSURE TRAFFIC CONTROL

Figure 6-4B

BUREAU OF LOCAL ROADS & STREETS
BRIDGE INVENTORY AND INSPECTIONS

6-4-6

June 2018

[Date]

Certified Mail No.:

[LPA Contact Information]

RE: Bridge Posting & Closure

Dear _____:

In accordance with the *Illinois Vehicle Code* ([625 ILCS 5/15-317](#)), an inspection of all structures within your jurisdiction that are load posted or closed was recently conducted by this office. This inspection was done to ensure that all load posted structures are properly signed and closed structures are properly signed and barricaded. The following deficiencies of structures under your jurisdiction were noted during this inspection:

<u>Structure Number</u>	<u>Structure Status</u>	<u>Deficiency</u>	<u>Corrective Action to be Taken</u>
-------------------------	-------------------------	-------------------	--------------------------------------

Please correct the deficiencies in a timely manner and notify this office in writing by completing and returning the attached Notice of Compliance form with digital photos within 30 calendar days from the date of this letter. If you are unable to complete the required corrections within the 30 calendar days, please provide this office with an estimated compliance date. Do not return the attached Notice of Compliance until the deficiencies have been corrected.

All signage must be in accordance with the [Illinois Supplement to the Manual of Uniform Traffic Control Devices \(IL MUTCD\)](#). The [ILMUTCD](#) may be accessed using the IDOT website. When performing your regular maintenance procedures during warmer weather, please ensure that all signing is clearly visible and not blocked by the growth of foliage.

If you have any questions regarding this issue, please contact **[Name]** at **[Contact Information]**.

Sincerely,

[Regional Engineer]

By: **[Local Roads and Streets Engineer]**

SAMPLE DISTRICT POSTING AND CLOSURE LETTER

Figure 6-4C

[Date]

[Regional Engineer Information]

Attn: Local Roads and Streets

[District Contact Information]

RE: NOTICE OF COMPLIANCE

I have completed the required corrections for the local posting / closure related discrepancies. Attached are photos of the corrections.

Structure

Number

Date Correction Completed

Local Public Agency's Signature

Title

County

Township / Municipality

SAMPLE POSTING AND CLOSURE COMPLIANCE LETTER

Figure 6-4D

6-5 ACRONYMS

This is a summary of the acronyms used within this chapter.

AASHTO	American Association of State Highway and Transportation Officials
BBS	Bureau of Bridges & Structures
BFC	Bridge File Checklist
BIR	Bridge Inspection Report
BMU	Bridge Management Unit
CFR	Code of Federal Regulations
FC	Fracture Critical
FHWA	Federal Highway Administration
Guide	Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges
IDOT	Illinois Department of Transportation
IHIS	Illinois Highway Information System
<i>ILMUTCD</i>	<i>Illinois Supplement to the Manual of Uniform Traffic Control Devices</i>
ILCS	Illinois Compiled Statutes
ISIS	Illinois Structure Information System
LBU	Local Bridge Unit
LPA	Local Public Agency
MBE	Manual for Bridge Evaluation
MFT	Motor Fuel Tax
NBI	National Bridge Inventory
NBIS	National Bridge Inspection Standards
PBDHR	Preliminary Bridge Design and Hydraulic Report
PCR	Posting/Closure Review
POA	Plan of Action
SI&A	Structure Inventory and Appraisal
SCE	Scour Critical Evaluation
SIMS	Structure Information Management System
SIP	Structure Information and Procedure
SN	Structure Number
SR	Sufficiency Rating
TS&L	Type, Size & Location
UW	Underwater

6-6 REFERENCES

For information on the inventory, inspections, appraisals, etc. of structures both bridges and culverts review the applicable publications listed below:

1. 23 CFR - Part 650 - Subpart C
2. [Structural Services Manual](#), IDOT
3. *Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges*, FHWA
4. *Illinois Highway Information System – [Structure Information and Procedure Manual](#)*, IDOT
5. [625 ILCS 5/15](#) et al, *Illinois Vehicle Code*
6. *Manual for Bridge Evaluation*, AASHTO
7. [Illinois Supplement to the Manual of Traffic Control Devices](#), IDOT