



DATE: 11/4/2022
TO: Local Bridge Owners
FROM: David Bohnsack, P.E.
SUBJECT: **Local** Highway Bridge Documentation

Local highway bridges designed and constructed under authority of the local municipality or county highway department without utilizing state or federal oversight fall under [23 CFR Part 650](#) and the [National Bridge Inspection Standards \(NBIS\)](#) for inspection, inventory, documentation, and evaluation.

A bridge constructed for vehicular traffic on a public road in Wisconsin must have a bridge number assigned by WisDOT and must be inventoried and inspected per the NBIS and WisDOT [Structure Inspection Manual \(SIM\)](#). A bridge must have an opening of more than 20 feet measured along the centerline of the roadway between under copings of abutments or spring lines of arches, or extreme ends of opening for multiple boxes; it includes multiple pipes, where the clear distance between openings is less than half of the smaller contiguous opening.

New bridge numbers are assigned by the regional Bureau of Structures (BOS) [bridge inspection program manager](#). The local bridge owner or designee must complete the [Bridge number \(B\) request form](#) which can be found on [WisDOT's website](#).

A bridge file must be created and maintained for the life of the bridge. The primary bridge file is the [Highway Structures Information System \(HSIS\)](#) maintained by WisDOT. The HSIS file is supplemented by local bridge owner files which will include maintenance records. HSIS is the primary location for safety inspections, inventory data, and other historical documentation. Submit the following documentation to DOTDLTSDStructuresRecords@dot.wi.gov for inclusion in HSIS:

1. [Bridge Inventory Data Sheet](#)
2. Scour assessment/evaluation documentation
 - a. [Chapter 8 in the WisDOT Bridge Manual](#) provides guidance for hydrologic and hydraulic analysis. Section 8.3.2.7 discusses evaluating scour potential.
 - b. [FHWA Hydraulic Toolbox](#) is a suite of calculators that performs routine hydrologic and hydraulic analysis and design computations.
 - c. WisDOT is developing a scour evaluation tool that can be used to evaluate existing bridges for scour risk. The tool is expected to be released by September 1, 2023.
3. [Bridge Load Rating Summary Sheet](#)
4. Construction documentation
 1. As-built plan
 2. Pile driving records
 3. Shop Drawings

Safety inspections and inventory data must be completed and gathered for local-let bridges. Local-let bridges must have an initial safety inspection and any special inspections such as a streambed profiles completed, and

the inventory data collected by a Wisconsin certified bridge inspector *within 90 days* of the bridge being opened to traffic. The inspection and inventory information must be entered in HSIS. The bridge owner or designee is responsible for the safety inspection for bridges constructed under a local-let and for bridges constructed by local forces.

Forms to help with the inspection report that are needed to enter data in HSIS are as follows:

[DT2006](#) Structure Inventory & Appraisal (SIA)

[DT2007](#) Bridge Inspection Report

[DT2012](#) Streambed Profile

Contacts:

<u>Subject</u>	<u>Inspection PM</u>	<u>Phone</u>	<u>Email</u>
HSI	Ryan Bowers	(608) 267-3577	ryan.bowers@dot.wi.gov
Scour Assessment	Najoua Ksontini	(608) 266-2657	najoua.ksontini@dot.wi.gov
Load Rating	Alex Pence	(608) 267-6880	alex.pence@dot.wi.gov

Region Inspection Program Managers:

Contact for bridge numbers and bridge inspection questions.

<u>Office (Region)</u>	<u>Inspection PM</u>	<u>Phone</u>	<u>Email</u>
Waukesha (SE)	Scott Reay	414-750-1504	Scott.reay@dot.wi.gov
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Wisconsin Rapids (NC)	Tom Hardinger (acting)	715-459-4269	thomas.hardinger@dot.wi.gov
Rhineland (NC)	Tom Hardinger (acting)	715-459-4269	thomas.hardinger@dot.wi.gov
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