



# ENGINEERING PERMIT INSPECTION CHECKLIST

1. This document is intended to the set minimum City engineering permit inspection criteria. Additional criteria may be required.
2. This document shall be provided to the applicant at the pre-construction meeting prior to permit issuance.
3. The final inspection shall not proceed without representatives from the Contractor and Engineer of Record (EOR).
4. The Contractor shall be responsible to provide proper and safe access to facilitate the inspection process (i.e. opening manhole lids, turning gate valves, operating fire hydrants, etc.).
5. The Contractor may use this checklist as a guide to help in obtaining full compliance at the time of final inspection.
6. All features shall be installed per the approved permit drawings and revising approval thereof.
7. Damage to any utility infrastructure, property or facilities whether owned by the City or privately owned shall be reported immediately to the City.

## A. WATER DISTRIBUTION SYSTEM:

Yes	No	N/A	Requirement
			<b>1. Fire Hydrants:</b>
			Height (21" to 24" from finished grade to nozzle).
			Direction (5-1/4" nozzle must face access way).
			Distance (4' minimum to 7' maximum from curb).
			Fire hydrant must be plumb.
			Paint ("Fire Hydrant Red") with White caps
			Reflective pavement markers (place three (3) blue RPMs in the center of the adjacent drive lane).
			Fire hydrant and fire hydrant gate valve shall be operational.
			<b>2. Gate Valves:</b>
			Set to grade.
			Concrete collar per City specifications.
			Gate valves shall be operational.
			Paint (paint valve box lid blue).
			Reflective pavement markers (place one (1) white RPM in the center of the adjacent drive lane).

## B. WASTEWATER (SANITARY SEWER) COLLECTION AND TRANSMISSION SYSTEM:

Yes	No	N/A	Requirement
			<b>1. Collection System:</b>
			Manhole rims shall be visible.
			Manhole Rims shall be set to grade.
			Manhole rims shall be attached securely.
			Manhole rims shall be free of asphalt.
			Manhole interiors shall be painted with two coats of approved paint.
			Manhole interiors shall be free of infiltration.

			Detection markers shall be placed at all stub-out.
			Any stub-out not tied into a building shall have a 6"x6"x5' wooden stake as a marker and shall have the top 12" painted green.
			All pipes shall be free of leaks and infiltration.
			Manholes located in grass areas shall have a concrete collar.
			Clean outs shall be set to grade.
			2. Force Main Transmission System:
			Force main gate valves (paint valve box lid green) shall have concrete collars set to grade.
			Place green reflective pavement markers in the center of the adjacent drive lane.
			Air release valves and manholes shall be free of any defects.
			The lift station shall be in full operational condition.
			Lift station shall be operational.
			Lift station site shall be accessible by truck via paved driveway.
			All lift station fixtures shall be operational.
			Lift station site shall be fenced and landscaped.

<b>C. STORMWATER (DRAINAGE) SYSTEM AND GRADING:</b>			
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Yes	No	N/A	Requirement
			1. Drainage structures, sumps, and pipes shall be free of debris.
			2. Catch basins outside paved areas shall have a concrete apron.
			3. Outfalls shall be complete and clear of debris.
			4. Inlets shall be free of filter fabric.
			5. Lake, canal, or ditch banks shall be to grade and slope as per approved plans.
			6. Erosion protection measures shall be in effect.
			7. Pollution retardant device shall be in place as per approved plans.
			8. Flow lines of swales shall be 6" below edge of pavement
			9. Grates shall be secure.
			10. Pollution baffles shall be in place as required.

<b>D. PAVEMENT:</b>			
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Yes	No	N/A	Requirement
			1. Alignments and cross-sections of all paved areas shall conform to the approved plans.
			2. Pavement:
			Pavement shall be clean.
			Pavement shall have second lift placed.
			Pavement shall be free of potholes, cracks, and divots.
			Crown and grade of roadway shall conform to approved plans.
			Pavement markings and signage shall conform to the approved plans.
			Curbs shall be free of cracks and shall otherwise conform to the approved plans.
			Control joints shall conform to approved plans.
			Wheelchair ramps shall conform to approved plans.
			Parking spaces shall conform to approved plans.

**E: MISCELLANEOUS:**

YES	NO	N/A	Requirements
			1. Work of other utilities shall be complete.
			2. Site lighting and street lighting shall be operational.
			3. Street signs and traffic signs shall be in place.
			4. Permanent reference monuments (PRM's) with elevations shall be in place.
			5. All existing facilities disturbed during construction shall be restored.
			6. Notify Public Works Department and Permit Engineering Inspector at the beginning of all bores, trenching and excavation within Right-of-Way
			7. Please contact private property management for underground locates.
			8. Please avoid installing hand holds and structures in open areas at designed landscape intersections to minimize impact.

I have read and understand the information stated above and acknowledge receipt of this document.

\_\_\_\_\_  
Name of Contractor (Applicant) \_\_\_\_\_ Title

\_\_\_\_\_  
Signature \_\_\_\_\_ Date

Original: City Inspector

CC: Applicant/Contractor

**Final Inspection Log**

City Inspector (Signature)	Date	Pass / Fail	Acknowledged by	
			Contractor (Signature)	Engineer of Record (Signature)