

GP&P for New Construction Inspection Process

Inspection Forms for ALL Types of Projects

(Includes both City Projects and Executive Order / Private Construction Agreements)

- When the water, wastewater, storm, or traffic signals are complete, an Inspection Request Form for New Construction will be filled out and sent to the operating division for that particular item with a copy of as-builts attached. For larger projects, provide a set of red lined plans for the final inspection. This is the Project Inspector's responsibility.

A copy of the electronic request form will be saved in PROJECTS\Project Number\Documentation\Construction

- When the paving is complete, an Inspection Request Form for New Construction will be filled out and sent to ALL the operating divisions with a copy of as-builts attached. For larger projects, provide a set of red lined plans for the final inspection. This is the Project Inspector's responsibility.

A copy of the electronic request form will be saved in PROJECTS\Project Number\Documentation\Construction

- The Operating Division returns the form marked either satisfactory or not satisfactory to the Project Manager.
- If Satisfactory, a copy will be placed in the project folder, no further action is required.
- If Not Satisfactory, a punch list of deficiencies will be identified and the project manager is responsible for notifying the developer/contractor.
- The Project Manager is responsible for receiving word from the developer/contractor that corrections have been completed.
- A scanned copy of the original punch list with any comments is returned to the operating division with a request for re-inspection.
- The Operating Division returns the form marked either satisfactory or not satisfactory to the Project Manager.
- If Satisfactory, a copy will be placed in the project folder, no further action is required.
- If Not Satisfactory, a punch list of deficiencies will be identified and the project manager is responsible for notifying the developer/contractor.
- The Project Manager is responsible for receiving word from the developer/contractor that corrections have been completed.
- A scanned copy of the second punch list with any comments is returned to the operating division with a request for re-re-inspection.

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- The Operating Division returns the form marked either satisfactory or not satisfactory to the Project Manager.