

STAGE 5: FINAL CONSTRUCTION AND INSPECTION

[Checklist Link](#)

City Links to Forms and Regulations

[Administrative Rule 618](#) – Television Inspection Requirements for Storm and Sanitary Sewer Mains

[Administrative Rule 620](#) – Consulting Engineer’s Submittal of Sanitary and Storm Sewer Stub-out Drawings (**Electronic Submittal Required**)

(Service Stub-out Record Drawing Template - See Administrative Rule 620 Above)

[Administrative Rule 661](#) – Tests and Specs for Infrastructure Improvements

[Sanitary Sewer and Storm Sewer Main Test Sheet](#) – **Required Format**

NOTES:

1. STUB-OUT DRAWINGS ARE NOW REQUIRED TO BE SUBMITTED AT STAGE 5.
2. ADMINISTRATIVE RULE 620 REQUIRES THAT ALL STUB-OUT DRAWINGS BE SUBMITTED ELECTRONICALLY. ONLY THE FORMAT NOTED IN THE ADMINISTRATIVE RULE WILL BE ACCEPTED.

STEP A: BEFORE REQUESTING A FINAL INSPECTION OF APPLICABLE INFRASTRUCTURE

1. Construction of applicable infrastructure must be complete for the entire permitted / guaranteed phase of the project.
2. Required testing of the utility infrastructure must be reviewed and approved in writing by the City Engineering Division. (Use required Sewer Main Test Sheet linked above).
3. Developer’s Representative conducts a final construction inspection independent of City inspectors.
4. Developer’s Representative notifies contractor and the City of any / all deficiencies and/or defects.
5. Contractor corrects any / all deficiencies and/or defects.
6. Developer’s Representative completes and signs the Stage 5 Checklist titled, “Final Construction and Inspection Checklist.”
7. Developer’s Representative submits the Stage 5 Checklist to City Engineering for review and requests a final inspection in writing or via email.
8. City Engineering schedules and performs the applicable final inspections with Developer’s Representative, at which time a punch-list is created if applicable.
9. Developer’s Representative will then notify the contractor of any punch-list items noted by the City to be corrected.
10. Developer’s Representative re-inspects the project to verify that all corrections have been completed.
11. Developer’s Representative certifies to City Engineering, in writing, that all punch-list items have been completed.
12. City Engineering performs a re-inspection to verify that all punch-list items have been satisfactorily completed and notifies Developer’s Representative of any punchlist items requiring further action.
13. Contact any other applicable city agencies for final inspection. City Engineering will require documentation from these agencies, if applicable, prior to acceptance of the project.
14. **PROCEED TO STAGE 6**, Documentation, As-built, and Testing Checklist.