

## 1 Inspector Assigned



### PROCESS

Once Inspection Submittal Requirements have been met, inspection fees paid, and permitted work reviewed, the project is assigned an Inspector based on the project's geographical location. The assigned Inspector will review the plans and project documentation and prepare a Pre-Construction (Pre-Con) Meeting Agenda which will include any items discovered during the review of permitted work.

## Pre-Construction Meeting

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### PROCESS

The assigned Inspector will schedule a Pre-Construction (Pre-Con) Meeting to explain the inspection process to the Contractor and clarify questions regarding materials. The Pre-Con Meeting may also include the Inspection Supervisor, Engineer, Environmental Inspector, Owner, and other City, County, or Public entities as appropriate.

## 3 Authorized Construction

These inspections may be conducted at any time after the pre-construction inspection. Address must be posted on the site at all times and visible from the street throughout the construction process.

Prior to the start of construction, erosion & sediment controls as well as tree protection measures need to be in place if applicable to your project. For more information, [please reference](#) the Tree Protection and Erosion/Sedimentation Controls Flowchart.

### PROCESS

Inspections and testing will occur at critical stages during the construction process. Examples include earthwork and excavation, utility installation including pipe, bedding and backfill, street installation or repairs which include subgrade, base, asphalt, concrete placement of curb & gutter, sidewalks, driveways, and drainage structures. The Contractor must coordinate inspections and testing with the assigned Inspector. The Inspector will schedule inspections and testing with a 24-hour notice.

## Closeout/Acceptance

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### PROCESS

The Inspector will collect and review Close-Out documentation. The Engineer will be required to submit the Project Construction Summary. The Contractor will be required to submit the Final Cost & Quantities, and a 1-year Warranty Bond matching Engineer's Construction Summary. Upon Inspector's review and approval of the close out documents and verification of COA approved plans, the Inspector will schedule the Final Inspection walk-through.

## 5 Final Inspection

### PROCESS

Upon completion of work, and close out process, a Final Inspection walk-through is performed to confirm it is within the scope of the permit and is code compliant. A list of all deficiencies and corrections (Punch List), is generated. The Engineer will be required to submit an Engineer's Concurrence letter. The Contractor shall remedy all items before the project is closed out. Acceptance will be provided upon completion of the close out and Final Inspection process. Acceptance will also be dependent on final payment of any additional Inspection Fees or when the justification for reduction of construction costs has been provided.

## Warranty Release

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### PROCESS

Prior to the end of the 1-year Warranty Bond period, a Warranty walk-through will be held. The walk-through is similar to the Final Inspection process to identify any necessary corrections as well as review of final documentation. Upon completion of all items requiring correction, a 1-year Warranty Release will be provided along with the warranty release letter.



All Processes to comply with current Codes and City Ordinances. See City Code Section [25-3 for Traditional Neighborhood District](#).