



Austin Transportation Department
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Mobility Guideline MG-07

WHAT TO EXPECT WHEN YOU'RE INSPECTED

<http://www.austintexas.gov/department/right-of-way-management>

City of Austin Right of Way Inspectors monitor work zone activities and temporary traffic control set-ups in the public right of way. Inspections ensure that all activities are occurring safely and in accordance with approved traffic control plans, permit conditions, terms, and legal requirements.

PERMIT REQUIREMENT

Any person or organization working in the right of way must keep copies of the approved permits, traffic control plans (engineered or standard), and a copy of the [Contractor's Self-Inspection Checklist](#) on site at all times. These items must be presented to an Inspector or other City official upon request.

CONTRACTOR SELF-INSPECTION CHECKLIST REQUIREMENT

Any person or organization working in the right of way that installs traffic control devices, must be competent or certified. This checklist is required to be completed by the individual installing the devices as verification of proper installation. Once completed, the [Contractor Self-Inspection Checklist](#) should remain onsite and be uploaded to the applicable permit within 24 hours. No workzone will be considered compliant without a completed checklist, causing a site deficiency that could result in violation fees.

PROCEDURE

The Inspector will begin the inspection by observing the impacted right of way for issues related to safety, mobility, and compliance with the permit conditions. The Inspector will make contact with a person supervising the work and request the approved permit and traffic control plan. The Inspector will then compare the permit and traffic control plan with the observed activities.

If deficiencies are found:

- The Inspector will communicate the deficiencies with the responsible person on site, if available.
- A timeframe will be provided to correct the deficiencies.

- Depending upon the severity of the deficiencies, the work may be halted and fees may be assessed.
- The deficiencies will be logged on the permit as an Investigation Report and emailed to the permit holder.
- If the violation is for not having a permit, the Inspector will attempt to find the responsible party and email the report.

If no deficiencies are found:

- The Inspector will thank the staff for their time and leave the site.
- The deficiency-free inspection will be logged on the permit as an Investigation Report and emailed to the permit holder.

DEFICIENCIES

Deficiencies include, but are not limited to: traffic control not set to the approved plan, no permit on site, exceeding the scope of the permit, restricting traffic during peak hours, or other violations of the permit conditions. The type of deficiency will determine the fee amount, which is set by City Council. Multiple fees may be assessed depending on the observed deficiencies and history of violations. In most situations, "three" strikes are provided. Investigation Reports will provide inspection details, work location(s), comply-by date, and a suggested remedy for each observed deficiency.

ADDITIONAL CONSIDERATIONS

Circumstances may warrant a departure from the above protocol.

Depending on the severity of the deficiency, work may be stopped in accordance with [Chapter 14-11](#). If the work is occurring in conjunction with a building permit, a hold may be placed on the Certificate of Occupancy until all issues are resolved, including any unpaid fees.

City of Austin Code Enforcement Officers may also issue citations for violations of City Code, including work without a valid permit and violation of permit conditions.

