



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 right of way work zone activity and temporary traffic control on City streets. Inspections ensure that all activities are occurring safely and in accordance with 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 and traffic control plans (engineered or standard) on site at all times. These must be presented to an Inspector or other City official upon request.

#### PROCEDURE

The Inspector will begin by observing the impacted right of way for issues related to safety or mobility. 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 activity.

If the Inspector finds deficiencies:

- The Inspector will prepare a Deficiency Report which will include a re-inspection date.
- Upon second inspection, another report will be prepared, indicating if the deficiencies are corrected or not. If not, a new re-inspection date will be provided.
- Upon third inspection, another report will be prepared, indicating if the deficiencies are corrected or not. If not, fees will be assessed.
- If deficiencies are corrected at any point during this cycle, the cycle will restart **HOWEVER**, continuous deficiency-correction cycles will not be tolerated and will preclude correction forgiveness.

If deficiencies are NOT identified:

- The Inspector will simply thank the staff for their time and leave the site.

#### DEFICIENCIES

Deficiencies include, but are not limited to: traffic control not set to 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 as described in the current fiscal year fee schedule.

Deficiency Reports provide details, location(s), re-inspection date, and a suggested remedy for each observed deficiency. Any/all reports will be provided to the supervising staff member.

#### 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 deficiencies are resolved and the fees are satisfied.

City of Austin Code Enforcement Officers may also issue citations for violations of City Code, including work without a valid permit and violating permit conditions. This is typically only done as a last resort.

