

1 Inspector Assigned



PROCESS

Once Project Intake Procedures and Submittal Requirements are met, inspection fees paid, and permitted work reviewed, the project will be assigned to a Site & Subdivision (SSI) Inspector ("Inspector") based on geographic location of project.

- For water meter changes (removal, exchange, upgrades) – please contact Austin Water (AW) to avoid scheduling delays due to plan review, permitting, and fee processing.
 - Utility Development Services (512-972-0154) – responsible for reviewing water and wastewater infrastructure and site plans including service line, fixtures, and meter size requirements.
 - Taps Office (AWTaps@austintexas.gov) – responsible for processing the Water & Wastewater Service Plan Verification form (WWWSPV).
- DSD Site & Subdivision Inspections, perform inspections of permitted work and water meter coordination.

2 Water Meter, Pre-Construction Meeting

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PROCESS

The assigned Inspector will review the permitted plans and project documentation to prepare an agenda and schedule a Pre-Construction (Pre-Con) Meeting to explain the inspection process to the Contractor, clarify questions regarding materials, and discuss items discovered during plan review. The Pre-Con Meeting may also include the Inspection Supervisor, Engineer, Environmental Inspector, Owner, and other City, County, or Public entities as appropriate. Please note, for AW water meters:

- Existing meters – are to be returned to the Inspector. This is a critical component to avoid lost/stolen meters, update the account to ensure accurate billing, and to avoid potential fees for missing City of Austin (COA) equipment.
- For exchanges and upgrades – contact AW Utility Development Services to ensure requirements have been completed via plan review, permitting, and development fees have been paid.

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.
- All permits applicable to the project must always be kept current and available on site for review.
- 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](#).

SSI INSPECTION 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 ensure excavation is maintained for safety of the public along with coordinating inspections and testing with the assigned DSD Inspector. The Inspector will schedule inspections and testing with a 24-hour notice.

WATER/WASTEWATER INSPECTION PROCESS

- Excavate to expose existing utility for tie-in. Verify approved Right of Way/Excavation Permits.
- Coordinate with Austin Water Pipeline Operations to coordinate valve turn for test and formal shut outs and of existing utility infrastructure lines (if applicable).
- Set tapping saddle (water line) or cut in "tee" (water/wastewater) according to COA approved plans.
- Tap/cut service main.
- Excavate trench for service line.
- Place service line from saddle/"tee" to meter box or clean out location.
- Place backfill in trench of utility tie in and service line.
- Set meter boxes for water service line and/or clean out for wastewater service line.
- Execute temporary/permanent trench repairs to excavation and roadway.

4 Final Inspection, Closeout/Acceptance

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PROCESS

Upon completion of work, a Final Inspection walk-through is performed to confirm the project is within the scope of the permit and meets code compliance. A list of all deficiencies and corrections is generated via Punch List. The Contractor shall remedy all Punch List items prior to completing the project Closeout documents and submit to the Inspector.

- For AW Tap projects greater than \$10,000, the Engineer will be required to submit the completed [Project Construction Summary form](#). The Contractor will be required to submit the Final Cost and Quantities, and a 1-year Warranty Bond matching the total dollar value on the Project Construction Summary form to begin Closeout. The Inspector will review and approve the Closeout documents and verify COA approved plans.
- For residential AW Tap projects less than \$10,000, the Contractor will be required to submit the completed Final Cost and Quantities and the Inspector will submit the Final Inspection Summary Report to begin Closeout. The Inspector will review and approve the Closeout documents and verify COA approved plans.
- Approved Closeout documents will be issued to the Inspection Supervisor for final review and approval to proceed with drafting the Acceptance Letter. Please note all pending and outstanding Inspection Fees (if applicable) must be paid in order for the Acceptance Letter to be processed.
- Once the Acceptance Letter has been issued, the Contractor may request AW water meter(s):
 - Water Meters 1" and smaller: contact the [AW Taps Office](#) to request release of water meter(s).
 - Water Meters 1" and larger: coordinate retrieval and installation with the assigned Inspector.
- Once the AW water meter has completed installation, the Service Request data confirming installation details, date, meter number, meter size, and premise address will be returned to AW Taps for the customers' billing account to be updated.

5 Warranty Release

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 Letter will be provided.

