



INSTRUCTIONS

This is a request to schedule an Inspection for a phase or for the entire project (per approved plan) and/or an outfall pursuant to Durham City Code § 62-126 and 62-155.

Complete this application and submit to the Public Works Engineering for review. The form can be brought to the 3rd floor of City Hall, faxed to 919-560-4316, or emailed to pwenginspections@durhamnc.gov. The Engineering Front Desk will notify the applicant via email when the Inspection is scheduled to occur.

Recorded plat/s for applicable streets and easements (PDF in media such as a CD or DVD or emailed)

Select the type of inspection being requested:

- Certificate of compliance (utility walk for the release of water meters or for the activation of fire line)
- Infrastructure acceptance
- Repair/Warranty acceptance

PROJECT AND CONTACT INFORMATION

Project/Subdivision Name: _____ Phase: _____

Developer/Owner: _____

Name and Title of Contact Person: _____

Mailing address: _____

Email address: _____ Phone #: _____ Fax #: _____

Company Name of Crew exercising valves and opening manholes: _____

Date of last revision of construction drawings: _____

City Inspector Name: _____

CERTIFICATION

I hereby certify, as the Developer/Owner, that to the best of my knowledge the infrastructure improvements in the _____ Subdivision/Commercial have been constructed in accordance with the approved construction drawings and are shown on the attached recorded plat filed in Durham County Register of Deeds Office. All work conforms to City of Durham specifications and standards and confirmed completed on the checklist below.

Signature of Developer/Owner

Date



INSPECTION CHECKLIST

The construction site shall be clean and all structures shall be accessible prior to requesting the inspection. The following items, if applicable, shall also be completed prior to requesting the inspection:

1. Required Items and Approvals

- a) ROW plat recorded Yes No N/A
- b) Mylar and Digital as-builts submitted and approved or Yes No N/A
- c) Paper as-builts and escrow submitted and approved Yes No N/A
- d) Surety for outstanding infrastructure improvements posted Yes No N/A
- e) NCDOT written construction approval received Yes No N/A
- f) Department of Transportation written approval received Yes No N/A
- g) Stormwater Services written approval received Yes No N/A
- h) City-County Planning Department approval received Yes No N/A
- i) Water Management Department approval received Yes No N/A

2. Concrete Curb and Gutter

- a) Correct curb type installed Yes No N/A
- b) Expansion joints installed at correct locations and caulked per City standards Yes No N/A
- c) Standard curb installed at all curve radii and in front of hydrants and catch basins Yes No N/A
- d) Broken curb and bird baths replaced or marked for replacement Yes No N/A

3. Sidewalk

- a) Sidewalk installed per approved construction drawings (within ROW) Yes No N/A
- b) ½-inch expansion joints installed every 30' and tool joints every 5' Yes No N/A
- c) Broken sidewalk replaced or marked for replacement Yes No N/A
- d) Open space sidewalk installed Yes No N/A
- e) Off-site sidewalk installed Yes No N/A
- f) Backfill and smooth grade along each side of the sidewalk Yes No N/A
- g) Verge stabilized, seeded and mulched Yes No N/A

4. Curb Cut Ramps

- a) Curb cuts located per approved construction drawings Yes No N/A
- b) Brick pavers per City standards and specifications Yes No N/A
- c) Brick paver joints sealed Yes No N/A
- d) Brick pavers even with top of tray Yes No N/A
- e) Ramp slope compliant with current PROWAG standards Yes No N/A



5. Driveways

- a) Driveways installed per City standards and specifications Yes No N/A
- b) 15-inch minimum diameter and 20-foot minimum length installed Yes No N/A
- c) Broken driveways replaced or marked for replacement Yes No N/A

6. Grading and Storm Drainage

- a) Site graded per approved construction drawings Yes No N/A
- b) Storm drainage installed per approved construction drawings Yes No N/A
- c) Ditches properly constructed and stabilized Yes No N/A
- d) Swales between lots constructed and stabilized Yes No N/A
- e) Temporary erosion control measures removed Yes No N/A
- f) Open space area stabilized Yes No N/A
- g) TV inspection of storm drainage performed Yes No N/A

7. Storm Structures

- a) Storm structures located per approved construction drawings Yes No N/A
- b) Storm structures properly constructed and clear of debris Yes No N/A
- c) Grates, castings ring and covers, etc per City standards and specifications Yes No N/A
- d) Pipes cut evenly and grouted and concrete inverts poured Yes No N/A
- e) Steps installed and aligned Yes No N/A
- f) Weep holes and blocks or bricks grouted Yes No N/A

8. Culverts

- a) Culverts installed per approved construction drawings Yes No N/A
- b) Safety fence installed along head wall or culvert pipes ≥ 36 inches Yes No N/A
- c) Proper class and size of rip-rap installed and refreshed Yes No N/A

9. Easements

- a) Located per approved construction drawings Yes No N/A
- b) Properly graded for drainage Yes No N/A
- c) Seeded, stabilized, and free of debris Yes No N/A
- d) No permanent structures built within public easements Yes No N/A
- e) Erosion control and tree protection fencing removed Yes No N/A

10. Paved Areas within Public Right-of-Way

- a) Pavement installed per approved construction drawings Yes No N/A
- b) Final lift of asphalt installed Yes No N/A
- c) Width of street constructed per approved construction drawings Yes No N/A



- d) Areas of partial depth repairs identified Yes No N/A
- e) Areas of full depth repairs identified Yes No N/A
- f) Areas requiring milling identified Yes No N/A
- g) Pavement repairs completed per City standards and inspected by City Inspector Yes No N/A
- h) Proper crown constructed Yes No N/A
- i) Drainage issues and areas where water is ponding identified Yes No N/A

11. Shoulder area within Public Right-of-Way

- a) Shoulder area constructed per approved construction drawings Yes No N/A
- b) Area from street to the property line properly graded providing positive drainage Yes No N/A
- c) Disturbed areas seeded and mulched Yes No N/A
- d) Area mowed and maintained Yes No N/A
- e) No trees planted within right-of-way without approved license agreement Yes No N/A
- f) No irrigation system within right-of-way without approved license agreement Yes No N/A

12. Private Utilities (Verizon, Duke Power, Gas, and Time Warner)

- a) Pedestals located outside the public right-of-way Yes No N/A
- b) Private utilities properly trenched, backfilled, seeded, and mulched Yes No N/A
- c) Damaged sidewalk replaced Yes No N/A
- d) Pavement cuts repaired per City standards and specifications Yes No N/A

13. Water Mains and Services

- a) Water mains and services installed per approved construction drawings Yes No N/A
- b) Water mains installed with the correct size and material Yes No N/A
- c) Water mains tested at 200-psi for 2 hours per City standards and specifications Yes No N/A
- d) Water mains passed purity test conducted by Engineering Inspector and Department of Water Management Yes No N/A
- e) Pavement repairs completed per City standards and inspected by City Inspector Yes No N/A
- f) Water valves complete and free of debris, accessible, and operating freely Yes No N/A
- g) Water valves castings have plastic inserts per City standards and specifications Yes No N/A
- h) Valve boxes grade adjusted properly for final lift of asphalt Yes No N/A
- i) No pavement failure/settlement located along water mains Yes No N/A
- j) Water services installed and meters ≥ 1.5 inches installed with drains Yes No N/A
- k) Blow-offs installed at cul-de-sacs and dead ends of water mains with meter boxes visible Yes No N/A
- l) Water main extends beyond pavement at phase lines and/or temporary dead ends Yes No N/A



14. Fire Hydrants, FDC’s, and PIV’s

- a) Fire Hydrants, FDC’s, and PIV’s installed per approved construction drawings Yes No N/A
- b) Hydrant is from approved manufacturer, painted safety red, and facing roadway or access drive Yes No N/A
- c) Hydrant valve accessible Yes No N/A
- d) Hydrant valve in concrete pad if outside of pavement Yes No N/A
- e) Hydrant storz connection installed Yes No N/A
- f) Nozzle chains installed Yes No N/A
- g) Hydrant operates or opens freely Yes No N/A

15. Sanitary Sewer Mains and Services

- a) Sanitary sewer mains and services installed per approved construction drawings Yes No N/A
- b) Sanitary sewer tested per City standards and specifications Yes No N/A
- c) Sanitary sewer plugs removed if approved by the Engineering Inspector Yes No N/A
- d) Sewer manhole castings per City standards and specifications Yes No N/A
- e) Steps installed per City standards and specifications Yes No N/A
- f) Concrete benches and flow-lines constructed properly Yes No N/A
- g) Manhole inserts installed per City standards Yes No N/A
- h) Manhole rims grade adjusted properly for final lift of asphalt Yes No N/A
- i) Rim of outfall sewer manholes located 3 feet above finished grade and 2 feet above flood elevation Yes No N/A
- j) No pavement failure/settlement located along sanitary sewer mains Yes No N/A
- k) Sanitary sewer services and cleanouts installed per City standards Yes No N/A
- l) TV inspection of sanitary sewer performed Yes No N/A