

## DEVELOPMENT CONSTRUCTION INSPECTION INFORMATION PACKET

### Purpose Statement

To provide guidance to Developers on the different types of required inspections and procedures.

- All of the following items must be scheduled using our online permitting system. In order to schedule an inspection you will need to register as a contractor. These inspections have been grouped into seven categories and are listed below.

### Table of Contents

- Each of the following seven categories have their respective subcategories and requirements, follow to page number to find more information.

#### **I. PRE-CONSTRUCTION [\(Page 3\)](#)**

- a. Field Coordination
- b. Storm Water Protection
- c. Tree Protection

#### **II. SEWER LINE INSPECTION [\(Page 4\)](#)**

- a. Pre Sanitary Sewer
- b. Sanitary Sewer

#### **III. WATER LINE INSPECTIONS [\(Page 5\)](#)**

- a. Pre Water Line
- b. Water Line
- c. Hydro Water Test
- d. Chlorination
- e. Post Water Line

#### **IV. STORM SEWER INSPECTIONS AND CONDUIT SLEEVES [\(Page 6\)](#)**

- a. Pre Storm Sewer
- b. Storm Sewer
- c. Conduit Sleeve

**V. PAVING [\(Page 7-8\)](#)**

- a. Pre Paving
- b. Gradation
- c. Proof Roll/Density
- d. Soil Reports
- e. Paving Rebar
- f. Paving Pour

**VI. GRADING & SEWER LINE VERIFICATION [\(Page 9\)](#)**

- a. Finished Grade Inspection
- b. Sewer Line Verification

**VII. SUBDIVISION ACCEPTANCE [\(Page 10-11\)](#)**

- a. Inspector Walk
- b. Final Town Walk
- c. Final Completion List
- d. Final Acceptance

**VIII. CHECKLIST / TIMELINE OF EVENTS [\(Page 12\)](#)**

## I. PRE-CONSTRUCTION

Inspection	Scheduled By	Attended By	Requirements
<b>Field Coordination</b>	General Contractor	Contractor & Construction Inspector	Must be scheduled and approved along with Storm Water and Tree Protection before any other Inspections can be conducted
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- The Field Coordination meeting is a field preconstruction/scheduling meeting, located on site, scheduled by the General Contractor and attended by the Contractor and the Construction Inspector.               <ul style="list-style-type: none"> <li>➤ In addition, any and all sub-contractors that the General Contractor feels need to be in attendance, especially the contractors that will be responsible for scheduling inspections.</li> </ul> </li> <li>- At this meeting discussions will include, but not be limited to, schedules, processes, installation procedures, grading, storm water protection plan, tree protection, and construction expectations.</li> </ul>			
<b>Stormwater Protection</b>	Superintendent	Stormwater Inspector	This inspection cannot be scheduled for the same day and requires a minimum of 24 hours' notice, and is one of the three inspections that must be approved before any other inspections can be scheduled.
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- This inspection must be scheduled by the Superintendent, and is a field inspection between the Superintendent and the Stormwater Inspector from the Town; to approve all protection measures that are required in the approved Stormwater Prevention Protection Plan (SWPPP).</li> </ul>			
<b>Tree Protection</b>	Superintendent	Tree Protection Inspector	This inspection cannot be scheduled for the same day and requires a minimum of 24 hours' notice, and is one of the three inspections that must be approved before any other inspections can be scheduled.
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- This inspection must be scheduled by the Superintendent, and is a field inspection between the Superintendent and the Tree Protection Inspector from the Town; to approve all required tree protection measures.</li> </ul>			



## II. SEWER LINE INSPECTION

Inspection	Scheduled By	Attended By	Requirements
<b>Pre Sanitary Sewer</b>	Superintendent or Contractor	Inspector	This inspection must be scheduled and approved before any sewer line construction is commenced.
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- This inspection must be scheduled by the Superintendent or Contractor, is a field inspection between the Superintendent or Contractor and the Inspector to approve all types of material, embedment, staking, alignment and elevation, trench safety, backfilling, densities, storm water control, inspection procedures, and end of the day ditch covering requirements.</li> </ul>			
<b>Sanitary Sewer</b>	Superintendent or Contractor	Inspector	This inspection must be scheduled by the Superintendent or Contractor any day that a section of sewer line will be uncovered and ready for visual inspection.
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- Each section scheduled should have the proper staking for alignment and elevation, piping must be installed, and any structures required in that section must be completed including manholes.</li> <li>- Laterals must be installed or the tees installed with lateral capped. If the laterals are capped in any section of pipe, it will be noted in the inspection notes and another inspection will be required when the laterals are installed to the property lines or the far side of the easement line.</li> </ul>			

### III. WATER LINE INSPECTIONS

Inspection	Scheduled By	Attended By	Requirements
<b>Pre Water Line</b>	Superintendent or Contractor	Inspector	This inspection must be scheduled, and an on-site meeting held and approved before any water line construction is commenced and contractor must bring a draft of the water plan to this meeting.
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- This inspection is a field inspection between the Superintendent or Contractor and the Inspector to approve all types of water line piping, fittings, valves, and hydrants. In addition, embedment, staking, backfilling, densities, hydro testing procedures, chlorination procedures, flushing procedures, along with trench safety will be discussed.</li> <li>- The contractor must bring a draft of the water plan to this meeting. The plan must show how hydro, chlorination, and flushing compliance will be achieved.</li> <li>- After discussions and any adjustments are made to this plan during the meeting the plan must be uploaded as an attachment in the permit before the first water line inspection is approved.</li> </ul>			
<b>Water Line</b>	Superintendent or Contractor	Inspector	This inspection must be scheduled by the Superintendent or Contractor any day that a section of water line will be uncovered and ready for visual inspection.
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- This inspection should also be used for loading the line. Each section scheduled should have the proper staking for alignment and elevation, piping must be installed, and any valves or hydrants located in that section must be installed and ready for inspection.</li> </ul>			
<b>Hydro Water Test</b>	Superintendent or Contractor	Witnessed by the Inspector	A <b>three day</b> notice e-mail must be sent to the inspector so a valve crew can be scheduled.
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- The standard test will require the water line to hold 150 PSI, for four hours.</li> <li>- This test must be scheduled by the Superintendent or Contractor and witnessed by the Inspector.</li> </ul>			
<b>Chlorination</b>	Superintendent or Contractor	Witnessed by the Inspector	This inspection must be scheduled by the Superintendent or Contractor and the Inspector must be on-site to witness these tests and/or procedures.
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- This inspection also includes flushing and sampling.</li> </ul>			
<b>Post Water Line</b>	Superintendent or Contractor	Inspector	This inspection must be scheduled by the Superintendent or Contractor and the Inspector must be on-site to insure that the blow offs have been removed and capped before backfilling.

#### IV. STORM SEWER INSPECTIONS AND CONDUIT SLEEVES

Inspection	Scheduled By	Attended By	Requirements
<b>Pre Storm Sewer</b>	Superintendent or Contractor	Field inspection between the Superintendent or Contractor and the Inspector	This inspection must be scheduled, and an on-site meeting held and approved before any storm sewer construction is commenced.
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- This inspection is a field inspection between the Superintendent or Contractor and the Inspector to approve all types of storm drain piping, fittings, and structures.</li> <li>- Embedment, staking, backfilling, densities, along with trench safety will also be discussed.</li> <li>- In addition, conduit sleeve and franchise utility plan will be discussed. Prior to scheduling this inspection, a conduit sleeve plan must be uploaded to the permit and approved by the Town's Engineering Department.</li> </ul>			
<b>Storm Sewer</b>	Superintendent or Contractor	Inspector	This inspection must be scheduled by the Superintendent or Contractor any day that a section of storm sewer will be uncovered and ready for visual inspection.
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- Each section scheduled should have the proper staking for alignment and elevation and piping must be installed.</li> <li>- This inspection may be multi-phased and will include items such as inlet top steel, or any other poured in place structures, which may need to be scheduled at a later date in order to complete all portions of the system.</li> </ul>			
<b>Conduit Sleeve</b>	Superintendent or Contractor	Inspector	This inspection must be scheduled by the Superintendent or Contractor each time a set of approved sleeves are installed per the approved conduit crossing plan and are ready for inspection.
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- No additional notes</li> </ul>			

## V. PAVING

Inspection	Scheduled By	Attended By	Requirements
<b>Pre Paving</b>	Superintendent or Contractor	Inspector	This inspection is a field inspection between the Superintendent or Contractor and the Inspector and must be scheduled by the Superintendent or Contractor at least five business days before lime or concrete treatment is scheduled to begin.
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- All conduit sleeves must be installed and all compaction tests for sleeves must be uploaded.</li> <li>- All Town Utilities must be installed, Compaction tested, inspected and approved.</li> <li>- The Water Mains must pass Hydro Water Test.</li> <li>- A franchise plan or plans, that match the approved conduit sleeve plan, and shows all utility structures such as pull boxes, transformers, vaults, and cabinets must be uploaded by the Superintendent or Contractor prior to scheduling this inspection.</li> <li>- This plan will be reviewed by the inspector for drainage requirements and any changes that need to be addressed will be discussed at this meeting.</li> <li>- Topics of discussion will include concrete mix designs, density reports for any and all areas, slurry type and placement, schedule of soil stabilization, proof rolling, steel inspections, concrete pour times, saw cutting, and any other outstanding items.</li> <li>- No inspection is required for lime/concrete slurry placement, but a start date should be given at this meeting.</li> <li>- Any special sawing of concrete will also be discussed at this meeting.</li> <li>- No other paving inspection can be scheduled until this Pre-Paving inspection is approved.</li> </ul>			
<b>Gradation</b>	Superintendent or Contractor	Inspector, Representative of the testing lab	This inspection must be scheduled by the Superintendent or Contractor after soil treatment has been completed for all, or any portion of paving.
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- A representative of the testing lab must be onsite for gradation testing.</li> <li>- The Inspector must be present before any testing begins.</li> </ul>			
<b>Proof Roll/Density</b>	Superintendent or Contractor	Inspector, Representative of the testing lab	A representative of the testing lab must be onsite for depth and density testing and the Inspector must be present before any testing begins
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- This inspection should be scheduled by the Superintendent or Contractor once all utilities, and/or crossing for utilities, are completed and all elevation staking has been completed for any section of paving.</li> </ul>			

## V. PAVING (Cont.)

Inspection	Scheduled By	Attended By	Requirements
<b>Soil Reports</b>	See requirements	See requirements	This is not a field meeting, scheduling this inspection informs the inspector that documents have been uploaded for review
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- This inspection should be scheduled by the Superintendent or Contractor when stabilization documentation, including but not limited to, gradation, depth, and/or density results, have been uploaded to the permit.</li> <li>- In order to keep paving rebar approval delays from occurring, this documentation should be uploaded in an organized, sensible fashion, due to the fact that these documents must be reviewed and approved by the inspector.</li> <li>- Uploading multi-page, disorganized results may be rejected.</li> </ul>			
<b>Paving Rebar</b>	Superintendent or Contractor	Inspector	All required forms must be set, rebar must be in place, expansion joints installed, and dowels and other tie-ins complete and ready for inspection.
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- This inspection should be scheduled by the Superintendent or Contractor when any section of pavement has had all of the required testing completed and all documents have been uploaded to eTRAKiT.</li> </ul>			
<b>Paving Pour</b>	Superintendent or Contractor	Inspector (see notes)	All pour times must be within the allowed working hours unless special permission has been requested and approved.
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- This inspection should be scheduled by the Superintendent or Contractor after a paving rebar inspection has been scheduled and approved for a section of pavement.</li> <li>- This is not a field inspection, scheduling this inspection lets the inspector know the date, time, and location of the paving pour so they can drop by whenever possible to check the progress of the pour.</li> <li>- The inspector does not need to be on site for the pour to begin but the approved lab must be on site during the pour.</li> </ul>			



## VI. GRADING & SEWER LINE VERIFICATION

Inspection	Scheduled By	Attended By	Requirements
<b>Finished Grade Inspection</b>	Superintendent	Inspector	This inspection must be scheduled and approved before scheduling the Sewer Line Verification inspection.
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- This inspection should be scheduled by the Superintendent when the survey crew will be on site for final grade shots for lot verification, drainage patterns, and any other shots required for the as-builts to be created.</li> <li>- The Inspector doesn't need to be on site for this verification to begin, but scheduling this inspection gives us a chance to drop in and address any discrepancies we may have observed during the construction process or verify that grades are within tolerance.</li> <li>- All utilities must be installed and covered. Paving, grading, and other major work must be completed.</li> </ul>			
<b>Sewer Line Verification</b>	Superintendent or Contractor	Inspector (see notes)	The <b>four</b> sewer line tests that will be required are the <b>Air Test, Video Flow Test, Mandrel Test and Manhole Vacuum Test.</b>
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- This inspection should be scheduled by the Superintendent or Contractor whenever the finished grade inspection has been approved and sewer line testing will take place.</li> <li>- The Inspector doesn't need to be on site for the Air Test, Video Flow Test and the Mandrel Test to begin but scheduling gives us notice so we can stop by to check on the progress.</li> <li>- For the Manhole Vacuum Test, an Inspector must be on site before the test begins. <ul style="list-style-type: none"> <li>➤ If pre-approved, this inspection can be done in phases.</li> </ul> </li> <li>- The first scheduled inspection will be "Disapproved" with the comment "waiting for test results to be uploaded", along with any other items that are observed.</li> <li>- Once all test reports are uploaded and the video has been submitted to the office, this inspection should be rescheduled by the Superintendent.</li> <li>- Inspection results will be added once the inspector has a chance to review all test results. <ul style="list-style-type: none"> <li>➤ This inspection must be scheduled and approved before scheduling an Inspector Walk.</li> </ul> </li> </ul>			

## VII. SUBDIVISION ACCEPTANCE

Inspection	Scheduled By	Attended By	Requirements
<b>Inspector Walk</b>	Superintendent	Inspector	The following items will not be addressed at your Inspector Walk, but should be complete for the Final Town Walk: <b>Traffic Markings and Signs, Required Landscaping and Amenities, Permanent Vegetation, and Final As-Builts.</b>
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- This inspection should be scheduled by the Superintendent once construction reaches a level that all streets, utilities, grading, walls, first round as-built drawings have been submitted, drainage facilities, sewer line testing is completed and other major items are sufficiently complete to allow the Inspector to make comments concerning completion.</li> <li>- All affected contractors should attend this meeting and an “Inspector List” will be created. <ul style="list-style-type: none"> <li>➤ In addition, the proposed acceptance date will also be discussed to see if it coincides with the date given at the Field Coordination Meeting.</li> </ul> </li> <li>- The Superintendent should refer to the “Frequently Missed Development Items” handout on our website as a useful guide <b>before</b> scheduling this inspection in order to keep this list as short as possible.</li> </ul>			
<b>Final Town Walk</b>	Inspector (see Requirements)	Inspector, Town Staff (see notes)	This inspection will be scheduled by the <b>Inspector</b> once construction items listed on the Inspector Walk have been substantially addressed, final as-built drawings have been submitted, and the contractor has indicated that all permanent traffic signs and markings are complete, landscaping, amenities, and permanent vegetation are installed, and only minor items remain.
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- This inspection allows Town staff from other areas to make their final comments.</li> <li>- This inspection involves several different Departments within the Town and a three day lead time is required.</li> <li>- This inspection will generate the “Final Completion List”. <ul style="list-style-type: none"> <li>➤ Once held, this inspection will be resulted as “Complete” and a Final Completion List inspection will be generated.</li> </ul> </li> <li>- Results of the Final Completion List inspection will be posted to eTRAKiT no later than 4:00 pm on the third business day following the Final Town Walk.</li> </ul>			

## VII. SUBDIVISION ACCEPTANCE (Cont.)

Inspection	Scheduled By	Attended By	Requirements
<b>Final Completion List</b>	Superintendent or Contractor	Inspector, Project Engineer	This inspection must be approved before scheduling the final acceptance inspection.
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- This inspection should be scheduled by the Superintendent or Contractor each time a significant number of items have been completed and items need to be re-inspected for compliance.</li> <li>- This list will include a special section that contains all the Project Engineer’s comments, these items are included in an effort to help you prepare for the Final Acceptance inspection.</li> <li>- We encourage these items to be addressed at this time, but they are not required to be completed for this inspection, they are informational only.</li> <li>- All items on this list, other than the engineer’s items, that don’t have a specific staff name beside them should be rescheduled using the “Final Completion List” inspection on eTRAKiT.</li> <li>- Any category that has a name and phone number listed should be scheduled by contacting that person directly. This inspection will be approved once all items are complete, excluding the engineer’s items.</li> </ul>			
<b>Final Acceptance</b>	Superintendent	Inspector (see notes)	This inspection should be scheduled by the Superintendent after the Final Completion List inspection is approved.
<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>- This is not a field inspection but is intended to let the assigned Town Engineer know that you believe that all items on their list have been completed.</li> <li>- The engineer assigned to the project will either approve this inspection or disapprove it and list the reasons why it can’t be approved. <ul style="list-style-type: none"> <li>➤ Once approved by the engineer, the final acceptance letter will be issued within ten working days and the permit will be closed out.</li> </ul> </li> </ul>			

## VIII. CHECKLIST / TIMELINE OF EVENTS

- Step 1:** Complete all **Pre-Construction** requirements
  - Field Coordination**
  - Stormwater Protection**
  - Tree Protection**
  
- Step 2:** Conduct the following inspections
  - Sewer Line Inspections**
    - Pre Sanitary Sewer
    - Sanitary Sewer
  - Water Line Inspections**
    - Pre Water Line
    - Water Line
    - Hydro Water Test
    - Chlorination
    - Post Water Line
  - Storm Sewer Inspection and Conduit Sleeves**
    - Pre Storm Sewer
    - Storm Sewer
    - Conduit Sleeve
  - Paving**
    - Pre Paving
    - Gradation
    - Proof Roll/Density
    - Soil Reports
    - Paving Rebar
    - Paving Pour
  - Grading & Sewer Line Verification**
    - Finished Grade Inspection
    - Sewer Line Verification
  
- Step 3:** Complete all **Subdivision Acceptance** Actions
  - Inspector Walk**

**Note:** The following items will not be addressed at your Inspector Walk, but should be complete for the Final Town Walk: **Traffic Markings and Signs, Required Landscaping and Amenities, Permanent Vegetation, and Final AsBuilts.**
  - Final Town Walk**
  - Final Completion List**
  - Final Acceptance**