



**TOWN OF PROSPER – PUBLIC WORKS DEPARTMENT  
PRELIMINARY/FINAL INSPECTION CHECKLIST**

**(Column on left is Preliminary Comments that need to be addressed)**

**(Column on right is Final Comments that have been addressed)**

PROJECT NAME:

DATE:

INSPECTED BY:

**(1) WATER UTILITIES**

MAINS/VALVES

**PRELIM.**

- PRESSURE TEST
- BACTERIOLOGICAL SAMPLES
- LOCATE ALL VALVES
- PROVIDE EXTENSIONS ON ALL DEEPER THAN 4'
- MARK LOCATIONS ON CURB (SINGLE "V")
- CONCRETE PADS (2' x 2' x 6")
- PROVIDE FIBERGLASS MARKERS FOR OFFSITE
- OTHER:

**FINAL**

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FIRE HYDRANTS

**PRELIM.**

- CRIMP CHAINS
- VERIFY ALL MAIN STEAMER SIZES ARE "4"
- PAINT WITH APPROVED COLOR & BRAND OF HYDRANT PAINT
- RAISE/LOWER
- ADD REFLECTIVE BLUE MARKERS (2 AT CORNERS)
- OTHER:

**FINAL**

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METER BOXES

**PRELIM.**

- ADJUST TO GRADE AS NEEDED
- PROVIDE CORRECT LIDS
- MARK LOCATIONS ON CURB (SINGLE VERTICAL SAW MARK)
- INDICATE DISTANCES ON AS-BUILTS
- LOCATIONS
- OTHER:

**FINAL**

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(2) **SANITARY SEWER UTILITIES**

MAINS

**PRELIM.**

- LOCATE ALL CLEAN-OUTS
- MARK LOCATIONS ON CURB (“CO”)
- PROVIDE PLUGS ON CLEAN-OUTS
- LINE TESTS
- INFILTRATION FLOW
- OTHER:

**FINAL**

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MANHOLES

**PRELIM.**

- LOCATE ALL
- MARK LOCATIONS ON CURB (“MH”)
- SET TOPS TO GRADE
- GROUT INSIDE RINGS &/OR FRAME
- REMOVE FALSE BOTTOMS
- INVERTS
- PROVIDE PROPER LID (400#) AND/OR FRAME
- PROVIDE RAIN CAPS WITH VENT
- PROVIDE FIBERGLASS MARKERS FOR OFFSITE
- OTHER:

**FINAL**

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SERVICES

**PRELIM.**

- LOCATE ALL
- MARK LOCATIONS ON CURB (DOUBLE VERTICAL SAW MARKS)
- INDICATE DISTANCES ON AS-BUILTS
- OTHER:

**FINAL**

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LIFT STATION

**PRELIM.**

- LIFT STATION (OPERATE)
- POWER
- STAND BY PUMP
- OTHER:

**FINAL**

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**(3) DRAINAGE**

**STORM SEWER**

**INLETS**

**PRELIM.**

- CLEAN EXPANSION JOINTS
- REMOVE DEBRIS AND CLEAN
- REPAIR CURB
- SAW CONTRACTION JOINTS IN APRONS TO MATCH PAVING JOINTS
- PROVIDE PROPER LIDS(S) AND/OR GRATE(S)
- Y-INLET(S) NEED(S) 3 FT WIDE CONC. APRON AROUND PERIMETER
- OTHER:

**FINAL**

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**STORM PIPE**

**PRELIM.**

- GROUT END CONNECTIONS WITH INLETS/HEADWALLS
- REMOVE DEBRIS AND CLEAN
- OTHER:

**FINAL**

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**CULVERTS**

**PRELIM.**

- REMOVE DEBRIS AND CLEAN
- GROUT END CONNECTIONS WITH INLETS/HEADWALLS
- HEADWALLS / CONCRETE:     COMPLETE             INCOMPLETE
  
- SURFACE DRAINAGE FEATURES
- CHANNELS
- EROSION CONTROL/LINING
- OFF-SITE
- OTHER:

**FINAL**

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**(4) PAVING: STREETS/ ALLEYS/ FIRE LANES**

**PARKWAYS**

**PRELIM.**

- REMOVE ROCKS/STONES OVER 1-1/2 INCHES
- GRADE ONE-QUARTER INCH/FOOT
- BACKFILL BEHIND CURBS/EDGES OF PAVEMENT
- EXTERIOR SLOPES
- OTHER:

**FINAL**

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CONTRACTION JOINTS

**PRELIM.**

- INSUFFICIENT, SAW ADDITIONAL
- SEAL
- OTHER:

**FINAL**

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EXPANSION JOINTS

**PRELIM.**

- REMOVE CAP
- SEAL
- FREE-UP BY REMOVING ALL CONCRETE
- EXTEND THROUGH BACK OF CURB OR EDGE OF PAVEMENT
- REPAIR
- OTHER:

**FINAL**

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CONCRETE

**PRELIM.**

- CHECK FOR AND REPAIR ALL CRACKS/MUDBALLS
- FLOW CHECK ALL GUTTERS/INVERTS; ADDRESS BIRDBATHS
- CORE FOR DEPTH (2" CORES STAGGERED @ 300'; FILL WITH NONSHRINK GROUT)
- ADDRESS STRENGTH/DEPTH DEFICIENCIES
- DENSITY TESTS
- CONCRETE TESTS
- WIDTHS
- RADII
- SURFACE CONDITION
- SIGNS
- BARRICADES
- TEMPORARY CONNECTIONS
- OTHER:

**FINAL**

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CURBS

**PRELIM.**

- REPAIR
- PROVIDE LAY DOWN
- OTHER:

**FINAL**

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STREET SIGNS/TRAFFIC CONTROL/LIGHTS

**PRELIM.**

**FINAL**

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|--------------------------|---|--------------------------|
| <input type="checkbox"/> | PROVIDE STREET/STOP SIGNS W/POSTS (1-3/4" 3-PIECE BREAKAWAY UNISTRUT POST WITH CORNER BOLTS REQUIRED AT BASE - WRAP BOTTOM WITH TAPE; DRIVE RIVETS REQUIRED FOR ATTACHING SIGN TO POST) | <input type="checkbox"/> |
| <input type="checkbox"/> | REGULATORY SIGNS PER PLANS:   | <input type="checkbox"/> |
| <input type="checkbox"/> | BUTTONS:  | <input type="checkbox"/> |
| <input type="checkbox"/> | BARRICADE:  | <input type="checkbox"/> |
| <input type="checkbox"/> | STREET LIGHTS:  | <input type="checkbox"/> |
| <input type="checkbox"/> | OTHER:  | <input type="checkbox"/> |

**(5) LOT GRADING**

**PRELIM.**

**FINAL**

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|--------------------------|---|--------------------------|
| <input type="checkbox"/> | GRADE/BENCH LOTS  | <input type="checkbox"/> |
| <input type="checkbox"/> | PROVIDE RETAINING WALLS WHERE SLOPES STEEPER THAN 3:1       | <input type="checkbox"/> |
| <input type="checkbox"/> | VERIFY THAT AS-BUILT PAD ELEVATIONS ARE PER PLANS & CERTIFY | <input type="checkbox"/> |
| <input type="checkbox"/> | PROVIDE TWO LOCAL BENCHMARKS ON GRADING PLAN                | <input type="checkbox"/> |
| <input type="checkbox"/> | OTHER:  | <input type="checkbox"/> |

**(6) EROSION CONTROL**

**PRELIM.**

**FINAL**

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|--------------------------|--|--------------------------|
| <input type="checkbox"/> | PROVIDE INLET FILTERS                  | <input type="checkbox"/> |
| <input type="checkbox"/> | PROVIDE 8' OF CURLEX ADJACENT TO CURB  | <input type="checkbox"/> |
| <input type="checkbox"/> | PROVIDE 4' OF CURLEX ADJACENT TO ALLEY | <input type="checkbox"/> |
| <input type="checkbox"/> | PROVIDE SILT FENCE:                    | <input type="checkbox"/> |
| <input type="checkbox"/> | OTHER:                                 | <input type="checkbox"/> |

**(7) MISCELLANEOUS**

**PRELIM.**

**FINAL**

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|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | GENERAL CLEAN UP         | <input type="checkbox"/> |
| <input type="checkbox"/> | REQUIRED RETAINING WALLS | <input type="checkbox"/> |
| <input type="checkbox"/> | REQUIRED SCREENWALLS     | <input type="checkbox"/> |
| <input type="checkbox"/> | REQUIRED SIDEWALKS       | <input type="checkbox"/> |
| <input type="checkbox"/> | HANDRAILS                | <input type="checkbox"/> |
| <input type="checkbox"/> | OTHER:                   | <input type="checkbox"/> |

**(8) SUBDIVISION ORDINANCE**

**PRELIM.**

**FINAL**

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|-------------------------------------|--|--------------------------|
| <input checked="" type="checkbox"/> | GAS INSTALLED AND LIVE? <i>PROVIDE WRITTEN CONFIRMATION FROM GAS CO.</i>                     | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | ELECTRIC INSTALLED AND HOT? <i>PROVIDE WRITTEN CONFIRMATION FROM ELEC CO.</i>                | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | TELEPHONE INSTALLED AND DIAL TONE ON? <i>PROVIDE WRITTEN CONFIRMATION FROM TELEPHONE CO.</i> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | EASEMENTS ON PLAT?   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | FINAL PLAT RECORDED?   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | PROPERTY CORNERS SET?  | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | AS-RECORDED PLANS?   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | FINAL PAY REQUESTS?  | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | MAINTENANCE BONDS?   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | INSPECTION/ESCROW/IMPACT FEES PAID?  | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | AFFIDAVITS?  | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | FORM 79G OR GEOTECHNICAL REPORT?   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | OHE BURIED OR ESCROW PROVIDED?   | <input type="checkbox"/> |
| <input type="checkbox"/>            | OTHER:   | <input type="checkbox"/> |

**VERIFY THAT ALL LAB TESTS RESULTS ON FILE**

**ADDITIONAL COMMENTS:**