



**TOWN OF PROSPER – ENGINEERING 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.	FINAL
<input type="checkbox"/> PRESSURE TEST	<input type="checkbox"/>
<input type="checkbox"/> BACTERIOLOGICAL SAMPLES	<input type="checkbox"/>
<input type="checkbox"/> LOCATE ALL VALVES	<input type="checkbox"/>
<input type="checkbox"/> PROVIDE EXTENSIONS ON ALL DEEPER THAN 4'	<input type="checkbox"/>
<input type="checkbox"/> MARK LOCATIONS ON CURB (SINGLE "V")	<input type="checkbox"/>
<input type="checkbox"/> CONCRETE PADS (2'x 2'x 6")	<input type="checkbox"/>
<input type="checkbox"/> PROVIDE FIBERGLASS MARKERS FOR OFFSITE	<input type="checkbox"/>
OTHER:	<input type="checkbox"/>

FIRE HYDRANTS

PRELIM.	FINAL
<input type="checkbox"/> CRIMP CHAINS	<input type="checkbox"/>
<input type="checkbox"/> VERIFY ALL MAIN STEAMER SIZES ARE "4"	<input type="checkbox"/>
<input type="checkbox"/> PAINT WITH APPROVED COLOR & BRAND OF HYDRANT PAINT	<input type="checkbox"/>
<input type="checkbox"/> RAISE/LOWER	<input type="checkbox"/>
<input type="checkbox"/> ADD REFLECTIVE BLUE MARKERS (2 AT CORNERS)	<input type="checkbox"/>
OTHER:	<input type="checkbox"/>

METER BOXES

PRELIM.	FINAL
<input type="checkbox"/> ADJUST TO GRADE AS NEEDED	<input type="checkbox"/>
<input type="checkbox"/> PROVIDE CORRECT LIDS	<input type="checkbox"/>
<input type="checkbox"/> MARK LOCATIONS ON CURB (SINGLE VERTICAL SAW MARK)	<input type="checkbox"/>
<input type="checkbox"/> INDICATE DISTANCES ON AS-BUILTS	<input type="checkbox"/>
<input type="checkbox"/> LOCATIONS	<input type="checkbox"/>
OTHER:	<input type="checkbox"/>

(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.**

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)

#### **FINAL**

REGULATORY SIGNS PER PLANS:

BUTTONS:

BARRICADE:

STREET LIGHTS:

OTHER:

### **(5) LOT GRADING**

#### **PRELIM.**

GRADE/BENCH LOTS

#### **FINAL**

PROVIDE RETAINING WALLS WHERE SLOPES STEEPER THAN 3:1

VERIFY THAT AS-BUILT PAD ELEVATIONS ARE PER PLANS & CERTIFY

PROVIDE TWO LOCAL BENCHMARKS ON GRADING PLAN

OTHER:

### **(6) EROSION CONTROL**

#### **PRELIM.**

PROVIDE INLET FILTERS

#### **FINAL**

PROVIDE 8' OF CURLEX ADJACENT TO CURB

PROVIDE 4' OF CURLEX ADJACENT TO ALLEY

PROVIDE SILT FENCE:

OTHER:

### **(7) MISCELLANEOUS**

#### **PRELIM.**

GENERAL CLEAN UP

#### **FINAL**

REQUIRED RETAINING WALLS

REQUIRED SCREENWALLS

REQUIRED SIDEWALKS

HANDRAILS

OTHER:

**(8) SUBDIVISION ORDINANCE**

<b>PRELIM.</b>		<b>FINAL</b>
<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:**