

Checklist for Final Acceptance of Improvements

INSPECTOR:

Date Initial

1. Receive Request for Final Inspection from EOW:
 - ____ Send request for PW Transportation to review site (2-wks)
 - ____ Send request for PW Maintenance to review site (2-wks)
 - ____ Send request for PW Encroachment to review site (2-wks)
 - ____ Send request for PW Environmental to review site (2-wks)
 - ____ Send request for Planning & Building to review site (2-wks)
 - ____ 2 blackline copies of Record Drawings
 - ____ Ready to serve letters:
 - PG&E ____ TV ____ GAS ____ TEL ____ CSD ____ Other ____
 - ____ R-Value Test Report
 - ____ Final Structural Sections for all roads
 - ____ Core Testing Report (if required by PW)
 - ____ Final Compaction Reports
 - Sub-Grade ____ Base-Grade ____ Trenches ____ Pads ____
 - ____ Manufacturers' Certification of Compliance:
 - Base ____ AC ____ Concrete ____ Other ____
 - ____ Condition Clearance Letters
 - Planning & Building ____ General Services ____ CDF ____
 - ____ Completed Environmental Permits, if applicable
 - RWQCB (Notice of Termination) ____ Other ____
2. Checking and Inspection Fees paid to date
3. Punchlist Inspection conducted by Public Works
4. Punchlist created by Public Works Staff (if necessary)
5. Receive notification from EOW that all Punchlist items are completed
6. Final Inspection Conducted
7. Request original Record Drawings with the Engineer's Certification
8. Engineer's Certification Received
9. Original Record Drawings Received
10. Official Date of Completion

Checklist for Final Acceptance of Improvements

OFFICE:

	Date	Initial
1. Request release of bonds: Subdivision ____ Encroachment ____ CGS ____	_____	_____
2. Set reminder on calendar for 11-month guarantee inspection	_____	_____
3. Record Drawings forwarded to Development Services Engineer	_____	_____
4. Completed Environmental Permits forwarded to Road File	_____	_____
5. Record Drawings forwarded to Reprographics	_____	_____
6. Guarantee Bond Accepted	_____	_____
7. Performance Bond Exonerated	_____	_____
8. Resolution to Board of Supervisors ➤ Streets ____ Relinquish Access ____	_____	_____
9. Payment Bond Exonerated	_____	_____
10. Guarantee Inspection Conducted	_____	_____
11. Guarantee Bond Exonerated	_____	_____

Procedure

Schedule for Review:

The County Public Works Department *Development Services Division's* policy related to review of "Record Drawings." is that they will be routed directly to the plan check staff person that has been handling the project, and **will not be required to wait in the "stack."**

Requirements:

Please refer to Section 6735.6 (a) of the Business & Professions code, which notes that the **Record Drawings shall be based on field observations of the registered civil engineer**, etc. Note that the option of paragraph (b), where the registered civil engineer does not provide construction phase services, is not available in this County, as it will not satisfy the requirement that the engineer certify that the improvements have been made in accordance with the project conditions and the approved plans.

If your firm is not retained to provide construction phase services for a given project, the applicant will need to know that the certification and Record Drawing requirements will still apply. If they choose to retain another firm for these services, we will require that they submit a new Engineer of Work Agreement.

The trade-off for expedited processing of Record Drawings is that only COMPLETE submittals will be accepted. Complete submittals shall include:

1. All work on the site is done. This includes site clean-up, dressing and established vegetation coverage on all graded slopes, completion of all utility and drainage facilities, and removal of temporary traffic control devices from the public roads.
2. The Record Drawings themselves shall show all changes that were made during construction [note that construction changes to the approved plans shall have had prior approval by Public Works]. The changes shall be "clouded" and "revision box" shall note the approved change.
3. All necessary paperwork shall be submitted along with the Record Drawings. This includes "ready-to-serve" letters from the utility companies, core samples (if required by Public Works), R-value tests, copy of the Public Works approved Structural Section, Compaction Reports, Manufacturers' Certificates of Compliance for Hot Mix Asphalt, Aggregate Base, Concrete and other materials as needed, and the Engineer's Certification.

INCOMPLETE CONSTRUCTION, OR INCOMPLETE SUBMITTALS, WILL BE REJECTED AND WILL NOT BE REVIEWED BY COUNTY PUBLIC WORKS STAFF.

Complete submittals will result in:

- Grant of occupancy for new structures within subdivisions and developments;
- Release of bonds;
- Completion of subdivision map processing (where improvements were not bonded)