



City of San Clemente Engineering Division

Project Inspection Check List

GRADING

- 1 ___ Pre-grade meeting, Permits & OSHA Permit
- 2 ___ Clearing & Grubbing
- 3 ___ Excavation Inspections
- 4 ___ Clean out Inspections
- 5 ___ Bench & Key Inspections
- 6 ___ Sub-drain Inspections
- 7 ___ Fill Inspections
- 8 ___ Terrace & Down Drains
- 9 ___ Erosion Control & Wastewater Management
- 10 ___ Soils Engineer R.G. Certification
- 11 ___ Civil Engineer R.G. Certification
- 12 ___ Grading Contractor Certification
- 13 ___ Rough Grade Release
- 14 ___ Onsite Storm Drain
- 15 ___ Onsite Sewer
- 16 ___ Onsite Water
- 17 ___ Onsite Curb & Gutter
- 18 ___ Onsite Subgrade
- 19 ___ Onsite Base Grade
- 20 ___ Onsite Paving
- 21 ___ Onsite Sidewalks
- 22 ___ Irrigation System
- 23 ___ Landscaping
- 24 ___ Soils Engineer Final Report
- 25 ___ Civic Engineer Final Certification
- 26 ___ Easements
- 27 ___ Monumentation
- 28 ___ 3 sets of As-Built bluelines
- 29 ___ As-Built Mylars

Project Inspection Check List

SEWER

- 1 ___ Survey Cut Sheets to Inspector
- 2 ___ Submittals to Engineer
- 3 ___ OSHA Permit, Shoring Plan to Engineer
- 4 ___ Trench Line, Grading
- 5 ___ Shoring
- 6 ___ Pipe Bedding
- 7 ___ Pipe Certification
- 8 ___ Pipe Installation
- 9 ___ Manholes & Structures
- 10 ___ Laterals & Wyes
- 11 ___ Clean Outs & Connections
- 12 ___ Locator Wire & Tape
- 13 ___ Backfill Compaction
- 14 ___ Air Test
- 15 ___ Mandrel
- 16 ___ Channels & Shelves
- 17 ___ Manhole Joint Mortar
- 18 ___ Plugs Removed
- 19 ___ Manhole Frames & Covers
- 20 ___ Manhole Set to Grade & Lined, Cover Coated
- 21 ___ Final Flush
- 22 ___ Video/TV Inspection
- 23 ___ "S" Marked on Curb
- 24 ___ Final Punch List
- 25 ___ Civil Engineer Certification
- 26 ___ 3 Sets of As-Built Bluelines
- 27 ___ As-Built Mylars

Project Inspection Check List

STORM DRAIN

- 1 ___ Survey Cut Sheets to Inspector
- 2 ___ Submittals to Engineer
- 3 ___ OSHA Permit, Shoring Plan to Engineer
- 4 ___ Trench Line, Grading
- 5 ___ Shoring
- 6 ___ Pipe Bedding
- 7 ___ Pipe Certification
- 8 ___ Pipe Installation & Grout (Diaper or Gasket)
- 9 ___ Manholes & Structures
- 10 ___ Catch Basins
- 11 ___ Junction Structures
- 12 ___ Backfill & Compaction
- 13 ___ Local Depressions
- 14 ___ Manhole Frames and Covers
- 15 ___ Manhole Set to grade, Cover Coated
- 16 ___ Bulkheads Removed
- 17 ___ Pipe Cleaned and Flushed
- 18 ___ Video/TV Inspection
- 19 ___ Trench Compaction Report, Soils Engineer
- 20 ___ Inlets Painted
- 21 ___ Easements
- 22 ___ Civil Engineer Certification
- 23 ___ 3 Sets of As-Built Bluelines
- 24 ___ As-Built Mylars

Project Inspection Check List

WATER

- 1 ___ Survey Cut Sheets to Inspector
- 2 ___ Valve Sizing & Submittals to Engineer
- 3 ___ OSHA Permit, Shoring Plan to Engineer
- 4 ___ Trench Line, Grading
- 5 ___ Shoring
- 6 ___ Pipe Bedding
- 7 ___ Pipe Certification
- 8 ___ Pipe Installation with locator wire & tape
- 9 ___ Valves (confirm for Line Pressure) & boxes
- 10 ___ Fittings (confirm for Line Pressure)
- 11 ___ Laterals
- 12 ___ Fire Hydrants
- 13 ___ Blow-Offs
- 14 ___ Air Release Valves
- 15 ___ Thrust Blocks (Type V Cement in Concrete)
- 16 ___ Backfill & compaction
- 17 ___ Trench Compaction Report from Soils Engineer
- 18 ___ Pressure Test with Certification
- 19 ___ Disinfection with Certification
- 20 ___ Flush Lines
- 21 ___ Hydrants and Valve Work
- 22 ___ Backflow Devices with Certification
- 23 ___ Communication Conduit for meters
- 24 ___ Services & meter Boxes (Type "K" copper)
- 25 ___ Valve Cans set to Final Grade
- 26 ___ Pressure Reducing Stations
- 27 ___ Pump Stations
- 28 ___ Services "W" & Valve Ties on Curb Face
- 29 ___ Curbs & Hydrants Painted & Blue Reflectors installed
- 30 ___ Civic Engineer Certification
- 31 ___ Final Punch List
- 32 ___ 3 Sets of As-Built Bluelines
- 33 ___ As-Built Mylars

Project Inspection Check List

STREET IMPROVEMENTS

- 1 ___ Survey Cut Sheets to Inspector
- 2 ___ Submittals to Engineer(s)
- 3 ___ Grading
- 4 ___ Curb & Gutter (“W” & “S” on curbface)
- 5 ___ All Utilities installed & As-Built
- 6 ___ Valve & Manhole Ties
- 7 ___ Line & Grade Certification from Civil Engineer
- 8 ___ Subgrade
- 9 ___ Weed Killer
- 10 ___ Crushed Aggregate Base
- 11 ___ Tack Application
- 12 ___ Asphalt Base Course
- 13 ___ Tack Application
- 14 ___ Asphalt Cap Course
- 15 ___ Raise manholes and valves
- 16 ___ Temporary Striping & Signage
- 17 ___ Ramps
- 18 ___ Driveways
- 19 ___ Cross Gutters
- 20 ___ Parkway Culverts
- 21 ___ Curb Cores
- 22 ___ Sidewalks
- 23 ___ Seal Coat or Slurry (Review with Inspector)
- 24 ___ Street name Signs
- 25 ___ Striping & Signage
- 26 ___ Traffic markers & Hydrant Markers
- 27 ___ Coat Manhole & Valve Lids, Line manholes
- 28 ___ Landscape
- 29 ___ Easements
- 30 ___ Survey Monuments & Survey Ties
- 31 ___ Conditions of Approval
- 32 ___ Final Punch List
- 33 ___ 3 Sets of As-Built Bluelines
- 34 ___ As-Built Mylars

Project Inspection Check List

TRAFFIC SIGNALS

- 1 ___ Submittals to Engineer
- 2 ___ Electrical Permit
- 3 ___ Pole Location including Pedestrian Poles
- 4 ___ Controller Location
- 5 ___ Meter Pedestal Installation
- 6 ___ Pole & Pedestal Foundations with ground
- 7 ___ Conduit including telephone to controller
- 8 ___ Pull Boxes (not allowed in ramps)
- 9 ___ Pull Wire including Interconnect
- 10 ___ Stand Poles
- 11 ___ Install & Adjust Heads & Luminaires
- 12 ___ Address on Pedestal & Energize System
- 13 ___ Install Safety Lighting & Photo Cells
- 14 ___ Burn Test All Lamps
- 15 ___ Coverage Test Safety Lighting
- 16 ___ Field Test & Program Controller
- 17 ___ Install Detectors & Loops, Test Opticom
- 18 ___ Install Street Signs
- 19 ___ Sidewalks & Ramps
- 20 ___ Install Striping & Markers
- 21 ___ Final Punch List
- 22 ___ 3 Sets of As-Built Bluelines
- 23 ___ As-Built Mylars

Project Inspection Check List

RETAINING WALLS

- 1 ___ Survey Cut Sheets to Inspector
- 2 ___ Submittals to Engineer(s)
- 3 ___ OSHA Permit/Shoring Plan to City Engineer
- 4 ___ Grading & Form Placement
- 5 ___ Footing Soils Inspection from PE & City
- 6 ___ Wet Stamped Memo from Soils Engineer
- 7 ___ Steel Placement with OSHA Caps
- 8 ___ Inspection by City Inspector
- 9 ___ Deputy Inspector On-site for 2500+ PSI
- 10 ___ Placement of Type V Concrete with Deputy
- 11 ___ Consolidate Concrete
- 12 ___ Clean Trowel Footing with Keyway
- 13 ___ Install Block with Horizontal Steel Tied
- 14 ___ If Lift is over 4 feet, City Inspection
- 15 ___ Pre-Grout City Inspection including Steel
- 16 ___ Deputy inspection during Grouting
- 17 ___ Clean behind wall
- 18 ___ Install waterproofing with Soils Engineer
- 19 ___ Inspection by City inspector
- 20 ___ Subdrain Inspection from PE & City
- 21 ___ Backfill & Compact
- 22 ___ Wet Stamped memo from Soils Engineer
- 23 ___ Install Surface Drainage as Required
- 24 ___ Final Line & Grade Memo from PE

Project Inspection Check List

CAISSONS & GRADE BEAMS

Caissons

- 1 ___ Survey Cut Sheets to Inspector
- 2 ___ Submittals to Engineer(s)
- 3 ___ OSHA Permit/Shoring Plan to City Engineer
- 4 ___ Drilling with Soils Engineer Present
- 5 ___ Wet Stamped memo from Soils Engineer
- 6 ___ Steel & Cage Certifications
- 7 ___ Inspection by City Inspector
- 8 ___ Deputy Inspector On-site during Placement
- 9 ___ Steel Placement with OSHA Caps
- 10 ___ Inspection by city inspector

Grade Beams

- 1 ___ Grading & Form Placement
- 2 ___ Footing Soils Inspection from PE & City
- 3 ___ Wet Stamped Memo from Soils Engineer
- 4 ___ Deputy inspector On-site for 2500+ PSI
- 5 ___ Placement of Type V Concrete with Deputy
- 6 ___ Consolidate Concrete
- 7 ___ Inspection by city Inspector
- 8 ___ Subdrain Inspection from PE & City
- 9 ___ Backfill & compact
- 10 ___ Wet Stamped Memo from Soils Engineer
- 11 ___ Install Surface Drainage as Required
- 12 ___ Final Line & Grade memo from PE

LANDSCAPING

- 1 ___ Mainline Pressure Test
- 2 ___ Backflow Preventor Certification to the Water Department
- 3 ___ Coverage Test
- 4 ___ Plant Installation
- 5 ___ Erosion Control
- 6 ___ Walk through Inspection & Final Punch list
- 7 ___ Architectural Certification
- 8 ___ Planning Department Review