

CITY OF MILPITAS

Building & Safety Department
 455 E. Calaveras Blvd.
 Milpitas, CA 95035
 408-586-3240
www.ci.milpitas.ca.gov



INSPECTION CHECKLIST

PROCEDURES FOR INSPECTING PRIVATE DEVELOPMENT PROJECTS (PJ's)

Following are the current procedures for administering Private Development Projects:

	Code Requirements	Code section	Req'd
	A. GENERAL		
1.	An Encroachment Permit(s) is issued for the Private Development Project and a charge account number (PJ) is assigned to the permit. <ul style="list-style-type: none"> Occasionally Land Development requests a plan review by an Inspector prior to issuance of the permit. 		
2.	Two copies of the permit (with plans) are given to the Senior Inspector. The Senior Inspector assigns the permit to an Inspector (one copy goes to the Inspector and one copy [with the Inspector's name on it] goes back to D&C (Eva). Eva enters the inspector's name in the Encroachment Permit Log, which is located on the PWI drive under "Non Project Items." All other permits associated with the project will be assigned to the same Inspector.		
3.	The permittee or designated representative calls the number listed on the Encroachment permit under (10) Notification, to schedule an Inspector. <ul style="list-style-type: none"> (1) A pre-construction conference should be conducted and coordinated by the Inspector that is assigned to the project. The Contractor, Developer, City Project Engineer and any other interested or effected City parties such as Police, Utility Maintenance, etc., should be invited. 		
4.	Inspection requests are called into The Senior Inspector and logged into CRW ("Track-it") scheduling the assigned Inspector.		
5.	The Inspector responds to the inspection request. If the contractor is going to be working continuously on the project no further calls are required by the contractor to schedule subsequent inspections.		
6.	If the contractor suspends work for a period of time, they must call again to schedule the Inspector when they resume work on the project.		
7.	The Inspector checks the permit section G. "Other Provisions" for special provisions, i.e. Traffic control plan, Record Drawings, SWPPP, Pre-construction Conference.		
8.	The Inspector records each day's activities on CRW "Track-it" "Track-it" is an online tool used to document inspections as well as any issues that may occur during construction. Larger projects Daily Inspection reports with pictures attached can be attached to "Track-it" as well as data being entered directly into "track-it," under comments. Smaller projects can be tracked solely by entering the data in CRW.		
9.	Any field design changes must be approved by the Developer's Engineer, and then forwarded to the Land Development Engineer for approval prior to implementation.		
10.	The Inspector should coordinate with the Building Inspector when installation of the reclaimed water system is required.		
11.	The Inspector should coordinate with the Building Inspector near the end of the project so occupancy is not granted prior to completion of all off site private development Permit requirements.		
12.	Upon completion of the project, the Inspector schedules a final walk through inviting the Senior Inspector, Land Development, Maintenance Representatives, the Developer and Contractors.		

INSPECTION CHECKLIST
PROCEDURES FOR INSPECTING PRIVATE DEVELOPMENT PROJECTS (PJ's) (Cont'd)

	Code Requirements	Code section	Req'd
13.	A Punch list is developed (Sample attached). An important standing item on the Punch list is the submittal of Redline Drawings. Items listed on the Punch list should be specific, listing a location and details of the item. The Inspector transmits a copy of the Punch list to the Contractor.		
14.	The contractor notifies the Inspector when they will schedule the corrective work described on the punch list.		
15.	During completion of the corrective work, the Inspector does a re-inspection; the inspector initials the punch list items when completed.		
16.	During the closeout process the Inspector reviews the red lines makes the appropriate additions/corrections. Then the Land Development Engineer reviews the Redline Drawings and determines if the information goes directly to the Plat Map or is given to the Design Engineer for transfer of the information to the original Mylar for a Record Drawing.		
17.	Once the Record Drawings are returned to the Land Development Engineer, the Inspector is notified to review the Record Drawings for accuracy. If the drawings require further corrections, they are returned to the Design Engineer for correction and return at which time the Inspector initials and dates the Record Drawings. If the drawings are correct, the Inspector initials and dates the Record Drawings at that time.		
18.	If Council Action is NOT required:		
	a. The Inspector checks with the Land Development Engineer that all administrative items have been satisfied, i.e. easement dedication, AFA balance is sufficient, etc and proceeds with item 24.		
19.	If Council action is required: (To be discussed with Private Development)		
	a. An Initial Acceptance Checklist is filled out by the Inspector and sent to the Project Engineer.		
	b. The Project Engineer drafts the ARS and Resolution for Initial Acceptance.		
	c. The draft ARS and Resolution, Initial Acceptance Checklist and a location map is sent to the Land Development Engineer.		
	d. The Land Development Engineer reviews and submits the Council package to the City Engineer for approval.		
	e. The City Engineer submits the Council package to the City Clerk.		
	f. The Inspector confirms Council acceptance and a bond reduction letter is prepared.		
20.	Immediately after Initial Acceptance the Inspector fills out the Tickle File Form, listing a date six months from Initial Acceptance for reduction or release of the labor and materials bond and one year for the final warranty period and placement in the Tickle File.		
21.	One week prior to the expiration of six months, the Inspector or the Project Engineer draft a letter, per Attachment six of the Initial and Final Procedures Manual. One month prior to the expiration of the one-year warranty period, the Tickle File is the reminder for the Inspector to begin the process to closeout the One Year Warranty period, by scheduling a walkthrough with land Development, Maintenance Staff and Developer.		
22.	If there are deficiencies found during the One-Year Warranty walkthrough, a punch list is developed and transmitted to the contractor/developer for corrective action. The corrections are being made. The Inspector signs off the Punch list as items are completed.		
23.	Upon completion of all outstanding One-Year Warranty items listed on the Punch list, the project is ready for final acceptance: (To be reviewed by Private Development)		
	a. The Project Engineer drafts an ARS and Resolution for Final Acceptance for review by the Senior Inspector/Project Inspector.		
	b. The draft ARS and Resolution is returned to Engineer.		
	c. The draft ARS, Resolution and location map created.		

INSPECTION CHECKLIST
PROCEDURES FOR INSPECTING PRIVATE DEVELOPMENT PROJECTS (PJ's) (Cont'd)

Code Requirements		Code section	Req'd
	d. The Land Development Engineer reviews and submits Council package to the City Engineer for approval.		
	e. The City Engineer submits the Council package to the City Clerk		
	f. The Project Engineer confirms Council acceptance and prepares a bond release letter.		
25.	After Council acceptance is confirmed, the Inspector:		
	a. Drafts a Transmittal listing all documents associated with the project to Land Development Engineer through Administration		
	b. All documents and reports are attached to the Transmittal with instructions to log the permit.		
	c. Organize the file discard duplicate documents.		
26.	Once the project is logged, by Administration, the package is transmitted to Land Development for final disposition (To be reviewed by Private Development).		