



ENGINEERING INSPECTION SCHEDULING

Please read all information thoroughly

In the interest of uniformity and efficiency in serving the public, the Engineering Department has established the following inspection policies and procedures to which all contractors and division personnel are required to adhere:

SCHEDULING

1. Inspection requests **MUST BE MADE BEFORE 4:00 P.M. FOR NEXT DAY INSPECTIONS.** Occasionally, due to workload or manpower problems, inspections may not be able to be performed as requested. Any inspections called in after 4:00 p.m. **will not be on the next day's schedule.**
2. All inspection times are either AM or PM (**exceptions are concrete pours.**) Times may be specified **only** for the inspections listed above. Inspectors will make every effort to arrive on the job as close to the appointed time as possible. **Thirty minutes** on either side of the requested time is considered acceptable. All inspections are taken from the scheduling line on a first come - first served basis.
3. Inspectors are allowed to schedule inspections out in the field. **Contractors are limited to two inspection visit per day per project.**
4. Jobs will be ready for inspection **before** requests are scheduled.
5. Inspections shall be cancelled when project is not ready for inspection. Contractors canceling inspections may be charged re-inspection fees if the inspector has not been notified prior arriving at the job site.

IMPORTANT REMINDERS

1. **Permits and approved plans must be on the job site and accessible to inspectors for all inspections or no inspections will be performed, and re-inspection fees may be assessed.**
2. **Re-inspection fees may be assessed for inspections or re-inspections** when such portions or work for which inspections were called are not complete or when corrections called for have not been completed. Re-inspection fees may be assessed when building permits are not available on work sites, approved plans and previous inspection reports are not readily available to inspectors, or for deviating from approved plans.
3. **All re-inspection fees must be paid before any further inspections** will be scheduled or performed. Payments may be made at the City Building Department offices at 220 East Morris Avenue - First Floor. Receipts for payment should be on job sites with the permits for re-inspections. Inspectors cannot accept payments.
4. **Permits expire** at the end of 180-day periods in which no inspections have been conducted. To renew permits (from 180 days to one year) a fee of one-half the original permit cost may be assessed. Permits, for which no inspections have been performed for one year, will expire. In these situations, new permits will need to be issued, requiring full fees. To prevent expiration, inspections should be scheduled before the 180-day period has passed. **A permit may be extended only once.** After 180 days without an inspection, South Salt Lake Engineering Department will consider the work either to have been suspended or abandoned.
5. Very minor deviations from the approved plans may be approved in the field at the discretion of the inspector. However, **all major changes shall be submitted to the office for review and approval.** Additional work not covered by the original permit requires an additional permit, or upgrade of the existing permit. When a change, upgrade, or additional permit is being requested, drawings or other information must be submitted, fully describing the change or additional work. Additional fees will be charged for these changes.



The City of South Salt Lake Public Works
 Department
 220 East Morris Avenue Ste. 200
 South Salt Lake UT 84115
 (801) 483-6005 FAX (801) 483-6060

Street Excavation Permit – Application

Application is hereby made by the undersigned applicant for a permit to open the street at the location, and for the purpose designated below.

It is understood and agreed by the applicant that all necessary precautions for the public safety will be used, and from the commencement to the conclusion of the construction purposes covered by this permit, the applicant shall indemnify and hold harmless the City of South Salt Lake from liability, loss, damage, costs, or other expenses, arising from any accident, injury, loss or damage to any person or property caused directly or indirectly from the acts, errors, or omissions of applicant and its agents, servants, employees, or contractors. In addition, an applicant agrees to the following terms and conditions:

1. All work and clean up must be complete within 30 days of the approval date of this permit, or new permit.
2. Curb, gutter, and sidewalk installation shall be in conformance with City of South Salt Lake design specifications available from the South Salt Lake City Engineering Department.
3. Asphalt and/or concrete road surfaces shall be saw cut. All asphalt replacement shall be T-patched at 2 ft min.
4. All concrete boxes shall be core cut.
5. A minimum of 8" of road base is to be installed under the road surface. A minimum of 6" of road base under curb, gutter, and sidewalk or as noted in specifications referenced in item 1, which ever is greater.
6. Replace asphalt shall match existing asphalt thickness but in no case be less than 4" thick.
7. Any trench to be cut in a road surface, which is less than 5 years old, shall have plant mix bituminous seal coat of 1" thickness applied the extending 5 feet beyond the limits of the actual trench.
8. Any road with existing overlay fabric shall be repaired per City of South Salt Lake Engineering instructions.
9. All work must be scheduled and coordinated with the City of South Salt Lake Public Works Inspector, Bob Lewis at 801-803-0546 801-412-3211 All work not inspected prior to back fill being placed, shall be re-excavated at Contractor's expense to permit inspection.
10. All Storm drain and sewer line repairs will be video taped and a copy of the tape given to the City.
11. All contractors and their employees shall wear PPE at all times when working in city right-of-way.
12. All contractors shall provide a traffic control plan to the City Engineering Department prior to start of work.
13. Permit applicant shall provide Certificate of Liability with application, no application will be accepted without Certificate.

The fee paid for this permit does not include overtime costs to the City and applicant agrees to reimburse the city for the following extraordinary costs:

- Overtime incurred on all inspections for work done after regular business hours; and
- Two-hour minimum call out for all emergency or weekend services. Time in excess of two hours will be paid for each hour at 1.5 time the hourly rate.

Location of work: 2837 South 600 W
 Owner's name: Dumac
 Purpose of work: Directional drill road bore under 600 W for 48'. Installing 130' 1 1/4" conduit/fiber. Installing handhole.
 Firm name: ContraCom/MKJ Construction Phone #: 435-427-0848 pamrfgby@contracom.com
 Firm address: PO Box 7 Fairview, UT
 Authorized agent: I. Branch Cox Brett Johnson project manager 435-469-0394

 Permit No: SCP17-392 Fees: 420- Receipt No: 60.013975
 Copy of liability on file: Yes No, if no a copy must be faxed to the city or permit not valid
 Date of Approval: 10-1-17 City Representative: KS

THE DAY BEFORE YOUR INSPECTION

INSPECTION SCHEDULING LINE: 801-483-6032

CALL BEFORE 4:00 PM
Must Specify Engineering Inspection

SCHEDULING AN INSPECTION:

Provide the following information in the order stated. Any omissions or deviations could result in the inspection not being scheduled.

1	TIME: A.M. (8:30 -11) or P.M. (1-3:30). If pouring concrete or asphalt paving, please indicate the scheduled time of the pour.
2	<u>PERMIT NUMBER:</u> Five digits (and letter, if applicable)
3	<u>JOB ADDRESS & PROJECT NAME:</u> Please give directions if hard to find. Address Numbers must be posted on job sites.
4	<u>CONTACT NAME</u> and <u>PHONE NUMBER</u>
5	<u>TYPE OF INSPECTION:</u> (state if this is a re-inspection)
6	State if Inspection is <u>Public Right of Way</u> or <u>Private Property</u>

Regardless of when inspections are scheduled, absolutely no work is to be concealed until after inspection and approval has been given.

<u>Sewer/Storm</u>	<u>Water</u>	<u>Surface</u>
Type of Work Type of Pipe Fittings used Bedding Mat. GPS	Type of Work Type of Pipe Fittings used Bedding Mat. Bacteriological Pressure Test GPS	Grade Mix Design Test Results Final Appearance
<u>Concrete</u>	<u>Results</u>	<u>Problems</u>
Grade Mix Design Curing Comp Test Info.	No Inspection Performed Re-Inspection Required Incomplete Prior Violations Not Corrected Re-Fee Assessed	Approved plans/permit not available for review. Deviation from plans Property locked or inaccessible Job not ready Could not locate Previous reports not on site