

# Pre-Final Inspection Checklist

## 3

Items to submit and complete before requesting the final inspection.

At this point you should be nearing the end of the project, about 30 days from requesting the final inspections. You should be working on the following items, if they apply to your project.

- As-built Drawings** - As-built drawings are required for public and private systems when a water or sewer extension has been done, a new stormwater system has been installed or a new road has been constructed. Your surveyor should have gathered the required data for your as-built drawings and should be finalizing the drawings for submission to the City. Use the [As-built Checklist](#) to prepare your drawings. As-builts must be approved before you can request your final inspection.
- Easement Documentation** - If any new easements were required for utilities, they should be obtained at this point and any recorded documentation should be submitted to the City.
- Any work that required a separate permit or plan review and should have been submitted, permits issued and work should be nearing completion.
- Fire Systems and Approval Letters** - Your fire systems testing should be taking place. We should be receiving the approval letters from the State Fire Marshal for the aboveground and underground piping, if we haven't already.
- Backflow Test Results** - Backflow testing for any backflow devices should be done and the test results should be submitted.
- Final Special Inspections Report** - The special inspections should be nearing completion and all of the test reports along with a final summary report should be submitted to the City for review.