

Water and Sewer Utility Acceptance Checklist

Utility Infrastructure Projects

City of Raleigh | Raleigh Water



Project Type		
<u>Sewer</u>	<u>Water</u>	<u>Other</u>
<input type="checkbox"/> Sewer Main Extension	<input type="checkbox"/> Water Main Extension	
CORPUD Sewer Permit Number: S -	CORPUD Water Permit Number: W -	
<input type="checkbox"/> Merger town Sewer Tap / Stub Connection Town Reference Number:	<input type="checkbox"/> Merger town Water Tap / Stub Connection Town Reference Number:	

GENERAL INFORMATION		
Project Address	Lot Number	
Subdivision/Project Name	Phase Number	
Property Owner/Developer	Phone	Fax
	Email	
Project Contact Person	Phone	Fax
	Email	
Owner/Agent Signature	Email	
<p>Check the following supplemental items are required and must be turned in to receive acceptance:</p> <input type="checkbox"/> Engineer's letter of support/clarification <input type="checkbox"/> Grease trap permit <input type="checkbox"/> Encroachment Agreement(s) (NCDOT, other) <input type="checkbox"/> Other Permits and/or information <input type="checkbox"/> Turn this form back complete.		
Notes:		

PROJECT ACCEPTANCE CHECKLIST - TO BE COMPLETED BY DEVELOPER AND/OR ENGINEER	YES	N/A	COMPLETED BY CITY STAFF		
			YES	NO	N/A
Required documentation - to be submitted digitally Merger Town; to Inspector Raleigh Jurisdiction to; DSAsbuiltsubmittals@raleighnc.gov					
Installed Per plans statement -A Professional Engineer’s certified statement indicating that construction is by City approved Set of construction plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost of Utilities (pipe size/type/footage) - A Professional Engineer's certified statement showing the quantities and cost of the public utilities installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Release of Liens-Doc signed and notarized from developer stating that all materials and workmanship assoc. With the water/sewer mains have been paid in full.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recorded Plat - Developer and/or engineer shall provide a recorded map to the City showing all public R/W and easements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 Year Warranty Letter -The developer is responsible for ensuring a one-year written operational warranty before the issuance of the Letter of Acceptance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NFPA24 Contractors Material and Test Certificate for Underground Piping - Needed for all Fireline inspections. Document to be completed by Contractor, Inspector, and Fire Marshal (Applies to Engineering Services Inspections performed inside Raleigh. Coordination with Merger Town and/or Wake County Inspections staff is required for acceptance of fire line inspection service in Merger Towns)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appendix G Design Professional Inspection Form - Needed if the private utility infrastructure is inspected by COR Infrastructure Inspections or 3rd Party and not COR Plumbing / Building Inspection Department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documents listed above and a preliminary (paper) copy of As-Built Record Drawings must be submitted to the Inspector prior to the performance of a final site walkthrough.					
Preliminary As-Built Plans generated (Paper Set submitted to Inspector)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary site walk-through performed w/ paper as-builts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PDF File of final As-built Record Drawings submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAD File of final As-built Record Drawings submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data file denoting GPS coordinates (CSV or MS Excel file listing point coordinates X, Y, Z, Size, Invert in, Invert out, Asset name, and Feature type)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final As-Built Plans - Mylar Set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What needs to be included in the As-Built Plans Certified Surveyed "As-Built" plans and profiles shall be furnished by the certifying engineer upon completion and acceptance.					
DETAILS					
Project name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name of the firm which prepared the data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As-built data, as depicted on mylar submittal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permit number(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COR plan identification number (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24x36 inch layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan (top) and profile (bottom) views on the same page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Utility crossings are shown on the same plan/profile page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stationing increasing from left to right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clearly marked as an “As-Built Plan”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include an overall Site or Utility plan,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineer in charge,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project title,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permit number(s),	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revision dates,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
“As-Built” date,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Page numbering,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
North arrow (North orientated up when possible),	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The scale of drawing,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Scale bar,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include a vicinity map,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All streets in the projected area shall be defined and labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All current Wake county parcel info. The project area is to be defined and properly labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All easements identified and dimensioned,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All mains shall be labeled as public or private.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PIPE					
Pipe size,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pipe material,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pipe length,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Length, material, size of bore and jacks (for both carrier and casing pipe),	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fitting type defined,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valve type defined,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SEWER SPECIFIC ITEMS					
Rim elevations,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inverts elevations,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manhole size,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gravity sewer slope,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All service stubs shall be shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pump stations, grease traps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coating types,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lining types,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 MHS, 1 above and 1 below, the project area shall be defined and labeled including inverts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of abandoned and or removed features.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WATER SPECIFIC ITEMS					
(Note: reuse water and sewer force main shall show similar as applicable)					
Locations of hydrants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of Valves, Curb stops, corporations, and all taps with values on water main	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of blow-off assemblies,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of FDCs, Backflow Preventers (4 Corners) with curb stops or valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of fittings on Water Main	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of meter boxes with curb stops or valves,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of connections to existing utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other relevant info. (service lateral, air release valve, casing, reducers, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of abandoned and or removed features.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GPS COORDINATES					
All coordinates shall tie into the NC grid coordinate system (NAD1983 State Plane)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vertical datum tied into NAVD88.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All units are to be US survey feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The closest geodetic monument to the project shall be identified in the "As-Built" drawing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table listing point coordinates for each installed Utility feature (X, Y, Z, Size, Description). A Digital Copy of the spreadsheet (XL file) is also required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspector's Project Close-Out Checklist					
All utility infrastructure is installed and tested			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All required paperwork was submitted to the inspector (see above)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initial site walkthrough scheduled/performed (with preliminary paper as-builts)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punch list items addressed			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final As-built record drawings received (PDF, CAD, Mylars, Point table)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewer lines flushed / ready for CCTV inspection (Sewer plug release form signed)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final Walkthrough performed / Plug(s) pulled			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paperwork/Information turned in to GIS			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CORPUD CCTV Inspection scheduled (7-10 day lead time)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCTV inspection performed/line approved			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conditional Acceptance sent (Merger Town, Developer, Eng. Insp. Mgr.)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GIS review of as-builts complete/approved			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Formal Letter of Acceptance generated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start 1-year warranty period		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>