Right-of-Way Services Code Enforcement and Inspections
City of Raleigh - Transportation Department
3228 Spottswood St.
Raleigh, NC 27615
Phone 919-996-6446

Raleigh

RIGHT-OF-WAY SERVICES CHECKLIST

RIGHT-OF-WAY SERVICES PRE-CONSTRUCTION AND CLOSEOUT CHECKLIST

Fiber, communications, electric, gas, and other dry utility work

PURPOSE

Use this document to set field expectations before work begins and to define what is required for permit closeout.

Project Name		**Permit Number**	
Project Location / Limits		**Utility Owner**	
Pre-Con Date		**Anticipated Start**	
Permittee / Contractor		**RW Inspector / Coordinator**	
Work Type	Fiber Electric Gas Other	**Installation**	Bore Trench Aerial Mixed

HOW TO USE THIS DOCUMENT

- Before the meeting: complete the project information and site contact sheets; provide current plans, permits, traffic control, schedule, and existing-condition photos.
- At the meeting: review each applicable item, identify hold points, and document unresolved issues in the notes section.
- During construction: keep approved documents onsite, coordinate inspections, record field changes, and correct unsafe or noncompliant work.
- At closeout: submit records, complete restoration, resolve punch-list items, and obtain a Closeout Inspection.

1. PRE-CONSTRUCTION READINESS

✓	Checklist Item
	Current approved permit, plans, details, revisions, and special conditions are available to the City and contractor before work begins.
	All required City, NCDOT, railroad, environmental, easement, private-property, and other approvals are active for the affected work.
	Construction limits, permit limits, right-of-way, easements, route, crossings, boring pits, vaults, handholes, poles, cabinets, and staging areas are confirmed.
	Pre-construction photographs or video document pavement, curb and gutter, sidewalk, ramps, driveways, drainage, landscaping, signs, markings, streetlights, and adjacent property.
	Project schedule, phasing, daily work limits, restoration sequence, and anticipated service interruptions are reviewed.
	Field conflicts or proposed deviations will be reported before work proceeds. No unapproved relocation, substitution, or route change is allowed.
	Required bonds, insurance, certificates, agreements, and responsible-party information are current.
	Construction plans identify existing and proposed utilities sufficiently to support conflict review and safe installation.

2. RESPONSIBILITIES, NOTIFICATIONS, AND COMMUNICATION

✓	Checklist Item

	Utility owner, permittee, prime contractor, subcontractors, field supervisor, inspector, designer, traffic control contact, and emergency contacts are identified in this document on the Site Contact Sheet.
	One field supervisor with authority to direct work and corrections is available whenever work is active; an after-hours contact is provided.
	Inspection request method, required notice, cancellation procedure, work-hour limits, after-hours approval, and reinspection expectations are understood.
	Residents, businesses, emergency services, transit, schools, solid-waste operations, and other affected parties will be notified as required by the permit.
	Contractor will provide timely notice of traffic impacts, access changes, service disruptions, emergency repairs, spills, utility damage, or unsafe conditions.
	Complaints and property-damage claims will be logged, assigned, and resolved by the permittee or utility owner and notification to RW Inspector will be required.
	City direction, inspection findings, correction notices, approved field changes, and contractor responses will be retained in the project record.

3. TRAFFIC, PEDESTRIAN, AND SITE CONTROL

✓	Checklist Item
	Approved traffic control and pedestrian routing plans cover each phase of work, including setup, transitions, work zone, and restoration.
	Lane, street, parking, bike-lane, and sidewalk obstructions have the required approvals or permits before setup.
	Traffic control devices will be installed, maintained, adjusted, and removed by qualified personnel in accordance with the approved plan.
	A safe, accessible pedestrian route is maintained. Closures do not direct pedestrians into traffic or create unprotected crossings.
	Emergency access, driveway access, bus operations, mail delivery, waste collection, and sight-distance are maintained unless an approved alternative is in place.
	Staging, spoil, reels, equipment, vehicles, dumpsters, portable toilets, and materials will not be stored in the right-of-way unless specifically approved.
	Roadways and sidewalks will be kept free of mud, debris, loose aggregate, open holes, unsafe plates, and other hazards.
	Concrete washout, fuels, chemicals, drilling fluids, and dewatering discharge will be contained and kept out of streets, inlets, drainage systems, and waters.
	Ensure any parking space occupied has been approved and paid for with RW Services Permitting and Raleigh Parking.

4. LOCATES, CONFLICTS, AND INSTALLATION CONTROLS

✓	Checklist Item
	Valid utility locate tickets are in place before excavation. Marks are protected and refreshed as required.
	Test holes or other verification are completed where needed to confirm critical crossings, depth, separation, and conflicts before production work.
	Approved horizontal and vertical alignment, minimum cover, utility separation, casing, conduit, duct-bank, bore, trench, and

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	structure requirements are understood.
	Bore pits, receiving pits, trenches, and excavations are protected, backfilled, or secured at the end of each work period.
	Bore path and depth are monitored and recorded. Inadvertent returns, heave, pavement damage, or utility strikes are reported immediately.
	Vaults and handholes are installed only at approved locations and final grade, remain accessible, and do not obstruct accessible routes or drainage.
	Warning tape, tracer wire, locate wire, markers, pull tape, grounding, bonding, and identification are installed where required.
	Any damaged utility, signal, streetlight, drainage feature, right-of-way monument, or public asset is immediately reported and repaired through the responsible authority.

5. RESTORATION AND QUALITY CONTROL

✓	Checklist Item
	All Construction and Restoration shall be in accordance with all Raleigh Standard Details and Requirements.
	Temporary restoration will remain safe, stable, and maintainable until permanent restoration is complete.
	Trench backfill, lifts, moisture, compaction, aggregate base, pavement section, and testing meet the approved standards and permit conditions.
	Pavement cuts are neat and defined; edges are prepared; patches are smooth, sealed where required, and match the approved repair limits.
	Curb, gutter, sidewalk, ramps, driveways, and shared-use paths are restored to current standards, including accessibility requirements. A pre-pour inspection must be scheduled.
	Sod, seed, topsoil, shoulders, ditches, slopes, drainage, and landscaping are restored, stabilized, and maintained until established.
	Signs, pavement markings, delineators, streetlights, signals, trees, irrigation, mailboxes, and other disturbed features are restored or replaced.
	Failed, settled, cracked, ponding, spalled, rutted, or otherwise defective work will be removed and corrected as directed.
	The permittee remains responsible for maintenance, corrective work, property damage, and infrastructure failures.

6. ENFORCEMENT AND FAILED WORK

✓	Checklist Item
	Unsafe conditions, work outside permit limits, missing approvals, failed restoration, or repeated noncompliance may result in immediate correction directive, Reinspection fees and/or fines, and/or work stoppage.
	Contractor will protect the public and stabilize the site immediately when work is stopped.
	Correction notices will identify the location, deficiency, required action, responsible party, and response or completion date.
	Defective work shall not be concealed. The City may require exposure, testing, removal, replacement, or reinspection of work.
	If the responsible party does not act, the City can pursue remedies allowed by the permit, agreement, code, bond, or other applicable authority.
	Emergency corrective work performed by others does not release the permittee or utility owner from cost, documentation, or

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	restoration responsibility.
	Patterns of repeat failure will be elevated for management review and may affect future permit conditions or approvals, subject to applicable authority.

CLOSEOUT CHECKLIST

Contractor-facing requirements for final inspection and permit closure. Completing the work does not close the permit. A Closeout inspection is required.

9. CLOSEOUT REQUEST READINESS	
✓	**Checklist Item**
	All permitted work, utility installation, temporary work, and permanent restoration are complete within the approved limits.
	Work area is clean, safe, accessible, and ready for inspection. Equipment, spoil, excess materials, debris, and temporary controls are removed unless still required.
	All known deficiencies, complaints, property damage, and correction notices and fines and fees have been resolved or clearly disclosed.
	Final inspection has been requested through the required process with sufficient project and permit information.
	Utility owner or permittee representative and contractor representative are available for the final inspection when requested.
	Any required post-construction observation period or follow-up inspection has been completed.

10. CLOSEOUT DOCUMENTATION	
✓	**Checklist Item**
	Final redlines or record map shows the installed route, offsets, depths, crossings, bore paths, conduit or duct count, handholes, vaults, cabinets, poles, and approved changes.
	Final photographs show restored pavement, sidewalks, ramps, curb and gutter, drainage, landscaping, structures, and the completed utility route.
	Inspection reports, approved field changes, correction responses, and reinspection records are complete.
	Permittee certifies that the work complies with the final documentation and plans.

11. CLOSEOUT FIELD INSPECTION	
✓	**Checklist Item**
	Pavement patches are smooth, stable, properly shaped, sealed where required, and free of settlement, cracking, raveling, ponding, or edge failure.
	Sidewalks, ramps, driveways, curb and gutter, and shared-use paths are restored, accessible, and free of trip hazards, defects, obstruction, or drainage problems.
	Handholes, vaults, cabinets, boxes, poles, markers, and lids are at approved locations and grade, secure, accessible, undamaged, and outside required clear paths.

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	Shoulders, ditches, slopes, lawns, planting strips, and disturbed areas are graded, stabilized, established, and free of rutting or erosion.
	Drainage systems and inlets are clean and functional; no drilling fluid, sediment, concrete, debris, or standing water caused by the work remains.
	Signs, markings, signals, streetlights, landscaping, irrigation, monuments, and adjacent property are restored to acceptable condition.
	All temporary traffic control, plates, barricades, and temporary surfaces are removed after permanent work is accepted.
	No unresolved safety hazard, failed construction, open excavation, exposed conduit, abandoned material, or unauthorized installation remains.

12. PUNCH LIST, ACCEPTANCE, AND PERMIT CLOSURE

✓	Checklist Item
	Final deficiencies are recorded in a punch list with location, required correction, responsible party, and completion date.
	Punch-list work is completed, documented, reinspected, and accepted.
	Any repeat failure or settlement is corrected with a permanent repair acceptable to the City.
	Outstanding fees, charges, penalties, bonds, or other permit conditions are resolved when applicable.
	City closeout record identifies accepted work limits, unresolved exclusions, continuing maintenance responsibility, and effective closure date.
	Permit, inspection, photo, testing, as-built, correspondence, and enforcement records are filed in the designated system.
	The permit is closed out and completed by the Inspector.

SITE CONTACT SHEET

Complete this form before the pre-construction meeting and update it whenever project contacts change. Save the completed sheet with the project records.

7. SITE CONTACTS - PROJECT LEADERSHIP AND CITY

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Role / Organization	Contact Name	Phone	Email	Preferred Method
Utility Owner / Permittee	text.	enter text.		
Utility Project Manager	text.	enter text.		
Engineer / Designer	text.	enter text.		
Prime Contractor	text.	enter text.		
Field Superintendent / Foreman	text.	enter text.		
Right-of-Way Services Inspector	text.	enter text.		
Right-of-Way Services Coordinator	text.	enter text.		
Inspection Request Contact	text.	enter text.		
After-Hours Emergency Contact	text.	enter text.		

8. SITE CONTACTS - CONSTRUCTION AND SUPPORT

Role / Organization	Contact Name	Phone	Email	Preferred Method
Fiber / Communications Contractor	text.	enter text.		
Electric Utility / Contractor	text.	enter text.		
Gas Utility / Contractor	text.	enter text.		
Directional Bore Contractor	text.	enter text.		
Trenching / Excavation Contractor	text.	enter text.		
Traffic Control Company and Contact	text.	enter text.		
Paving / Restoration Contractor	text.	enter text.		
Concrete / Sidewalk Contractor	text.	enter text.		
Materials / Compaction Testing	text.	enter text.		
811 Locate Ticket Contact	text.	enter text.		
Public / Property Notification Contact	text.	enter text.		

COMMUNICATION NOTES AND SPECIAL INSTRUCTIONS

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