



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 3:00 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 3:00 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 DAY BEFORE YOUR INSPECTION
INSPECTION SCHEDULING LINE: 801-483-6032

CALL BEFORE 3:00 PM FOR FOLLOWING DAY SCHEDULE
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.

If you have a specific question about your inspection, please contact an inspector. You can reach Ed Rufener 801-243-8712, Ben Vaea 801-598-7070, Chris Merket at 385-341-0412.

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

