

## STAGE 7 – WARRANTY INSPECTION SUMMARY

The trigger for Stage 7 begins approximately 90 days before the project warranty expires, which is defined in the Stage 6 Project Infrastructure Acceptance notice. The City will make best efforts to send a 90-day reminder warranty notice; however, it is the Engineer of Record's responsibility to:

- Monitor the project infrastructure warranty beginning and expiration date;
- Perform an independent inspection of the project's infrastructure within the 90-day warranty expiration and generate items of deficiency.
  - If inspection includes sanitary sewer warranty, you will need to contact City Utility staff to open manholes and be present to perform the inspection.
- Complete Stage 7 Warranty Inspection Checklist and note all defects or deficiencies that will be a combined list from independent inspection and deficiencies observed with City Inspectors.
- Notify city inspectors via email as to date that deficiency items will be corrected and completed.
  - Once defects or deficiencies are corrected, submit in writing to City Engineering and state that the contractor has completed all items of deficiencies or defects on the combined list.
- If additional warranty work is not needed, staff will contact you to confirm that the applicable portion or the entire project is complete and closed out.

This warranty inspection shall be completed by the warranty expiration date. Failure to submit the Stage 7 Warranty Inspection Checklist within thirty (30) days of being notified by City Engineering staff may result in the initiation of legal action by the City to enforce the warranty unless, in writing, the City is notified of your intention to extend the warranty period.

### **ACCEPTANCE or DENIAL of STAGE**

If the warranty inspection results in no discrepancies, a formal Project Closeout notice will be issued and the project is deemed closed.

If discrepancies are observed during the warranty inspection, the city inspector will discuss with the engineer of record and other attendees at the time of the inspection. An action plan of identified correction action to mitigate and rectify issues, with a given timeframe, will be discussed, and formally documented and sent to the engineer of record and developer.

## STAGE 7 – WARRANTY INSPECTION CHECKLIST

This checklist shall be completed by Preparer's / Developer's Representative prior to City Staff conducting a warranty inspection. This completed checklist shall be submitted prior to warranty inspection expiration. *(This list is not all inclusive, so other information may also be required.)*

Project Name: \_\_\_\_\_

City Project # (**MUST** be provided): \_\_\_\_\_

Developer's Representative Name/Contact Info: \_\_\_\_\_

Developer's/Owner Name/email/Contact Info: \_\_\_\_\_

Date Submitted and version (year) of Manual: \_\_\_\_\_

Plans Submitted ("x" as applicable): \_\_\_\_\_ Surface \_\_\_\_\_ Sewer \_\_\_\_\_ Water \_\_\_\_\_ Storm

Other (specify) \_\_\_\_\_

STAGE #	STAGE PROCESS
1	Project/Development Initiation
2	Conceptual Design Review
3	Preliminary Construction Plan Review
4	Release for Construction (RFC) Plan Review
5	Utility Inspection & Testing
6	Final Inspection & Acceptance
7	Warranty Inspection

## DEVELOPER REPRESENTATIVE’S WARRANTY INSPECTION RESULTS

Date of Warranty Inspection by Developer Representative: \_\_\_\_\_

Warranty Items: \_\_\_\_\_

---

---

---

---

If discrepancy items were identified, date, notified City Inspector of date of completion

---

Mitigation/Corrective Action needed by Contractor and proposed date of mitigation:

---

---

---

---

---

---

---

---

(Attach Deficiency List and/or Relative Documentation, email, etc.)

### APPLICANT’S CERTIFICATION:

I have reviewed all information and this submittal is true and accurate. To the best of my knowledge, all requirements as specified in Titles 12 and 17 and Articles 3, 5, and 9 of Subdivision Regulations have been satisfied.

\_\_\_\_\_  
Developer Representative’s Signature

\_\_\_\_\_  
Date