

F-16 NHTF Inspection Request Form

NHTF Award #: _____ Date of Request: _____
Participant Name: _____ Contact Person: _____
Participant Address: _____ Phone #: _____
City, State, Zip: _____ Fax #: _____
Email Address: _____

Project Information:

Project Name: _____ % Percentage Complete _____
Project Type: Multi-Family Single Family Scattered Sites Yes No
Total # of Units: _____ New Construction Acquisition
Project Address(s): _____
City, State, Zip: _____ Project County: _____

Inspection Type:

- Site Inspection - Request when erosion/sediment controls in place **AND** clearing, grubbing, & rough grading is complete.
- Change Order Review Change Order #: _____
- Footing Inspection - Email pictures to Construction Manager and PC of dug footings with rebar in place ready for placement of concrete. Pictures must be clear and provide location characteristics.
- Foundation Completion Inspection - Request when foundation is complete **before** slab is poured or floor framing is finished.
- Dried-In Inspection - Request when framing is complete to include windows and doorways with exterior wrapped.
- Rough-In Inspection - Request when electrical, plumbing, HVAC, and insulation are complete.
- 75% Complete Inspection - Request when interior doors, trim, kitchen cabinets, etc. are installed, **or** when building is 75% complete. **Whichever occurs first.**
- 100 % Complete Inspection
- Re-Inspection for Inspection Denied on: _____
- Final Plans, Specifications, Cost Analysis Review - ***Must include all items as noted on the Checklist provided on Page 2.**
- Disbursement being requested with inspection? Yes No

Attachments:

- Written Directions to Project Site(s) Plans **must be full-sized 24 x 36* Independent Cost Analysis
- Contractor Invoices/AIA Applications for Payment Specifications Work Write-Up
- Photos Showing Current Progress Soil Boring Report
- Other _____

Authority Use Only

Program Coordinators Name: _____

Date Given to Scheduler: _____ Inspectors Name: _____

Inspection has been: Approved Disapproved Date of Inspection: _____

Inspector's Remarks:

Inspector's Signature: _____

Inspector's Remarks (continued):

Checklist for Submission of Final Plans and Specifications:

- Specifications** - must include all mandatory design criteria as well as design criteria for which the project was awarded points in the funding competition.

- Plans** - Must reflect all Specifications, Design Criteria and Geotechnical recommendations, as well as:
 1. Each house must have a plan name clearly identified on the plan; Lot 1, Lot 2, etc. is not acceptable, the "Townsend", "Carson", etc. are acceptable.
 2. 911 addresses should be be clearly marked on each plan.
 3. Plans must be sealed by the project architect indicating they are final and released for construction.
 4. Mechanicals - Electrical, Plumbing, HVAC (must be sealed by an engineer; refer to Manuals J,S)
 5. Window and Door Schedule
 6. Details page and sections page
 7. Landscaping plan - NOTE: Must include 20 ft. of sod from each exterior building wall.
 8. Complete Civil Plans - only if proposing a development
 9. Site Plans - if proposing a single residential building for each site.

- Soil Borings Report**