

**SC HTF Supportive Housing New Construction and Multi Family Rehabilitation  
HTF-2AAA Inspection Request Form**

Date of Request: \_\_\_\_\_

SC HTF Award #: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_ Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell#: \_\_\_\_\_

Alternate Contact

Contact #2: \_\_\_\_\_ Cell#: \_\_\_\_\_

Contact #3: \_\_\_\_\_ Cell#: \_\_\_\_\_

**Project Information** \*List ONLY one (1) address per inspection request.

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

City, State, Zip: \_\_\_\_\_ County: \_\_\_\_\_

**Inspection Type:**

- Re-Inspection for Inspection Denied on: \_\_\_\_\_  Quality Control  Change Order Review # \_\_\_\_\_
- Final Plans and Specifications Review
- Site Inspection - Request when erosion/sediment controls in place **and** clearing, grubbing, & rough grading is complete.
- 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.**
- Pre-100% completion Inspection – To be completed when punch list work is underway.
- 100 % Complete Inspection - *\*Must include all items as noted on the HTF-2 AAAA 100% Inspection Checklist.*
- Interim Draw Inspection # \_\_\_\_\_ Percentage Complete % \_\_\_\_\_ Amount Requested \$: \_\_\_\_\_

**Attachments:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> HTF-2C Change Order Request  | <input type="checkbox"/> AIA Application for Payment            | <input type="checkbox"/> HTF-4A Draw Request for Payment |
| <input type="checkbox"/> HTF-4B Draw Summary Form     | <input type="checkbox"/> HTF-4B Draw Summary Form               | <input type="checkbox"/> HTF-4C Certification of Payment |
| <input type="checkbox"/> HTF-4D Draw Schedule Request | <input type="checkbox"/> HTF-2D Certification of Work Completed | <input type="checkbox"/> Invoices                        |
| <input type="checkbox"/> Scopes of Work/ Quotes       | <input type="checkbox"/> Contractor License and Insurance       | <input type="checkbox"/> Environmental Inspections       |
| <input type="checkbox"/> Photographs                  | <input type="checkbox"/> Locality Building Inspectors Report    | <input type="checkbox"/> Environmental Test Results      |
| <input type="checkbox"/> Plans and Specifications     | <input type="checkbox"/> Other _____                            |  |

**Authority Use Only**

Program Coordinator: \_\_\_\_\_ Inspector: \_\_\_\_\_

Date Processed for Inspection: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Inspection has been:  Approved  Denied

Inspectors Signature: \_\_\_\_\_