

SRDP-5 Inspection Request Form

Award #s: HOME _____ SCHTF _____ NHTF _____

Date of Request: _____

Recipient Name: _____ Contact Person: _____

Recipient Address: _____ Phone: _____ Fax: _____

City, State, Zip: _____ E-mail: _____

Project Information:

Project Name: _____ % Percentage Complete _____

Project Type: Multi Family Single Family Scattered Sites: Yes* No

Total # of Units : _____ New Construction Rehabilitation *If "Yes" than only list addresses below to be inspected for this inspection request

Project Address(s): _____

City, State, Zip: _____ Project County: _____

Inspection Type:

- Final Plans, Specifications - ****Must include all items as noted on the Checklist provided on Page 2.***
- 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.**
- 100 % Complete Inspection - ****Must include all items as noted on the Checklist provided on page 2.***
- Re-Inspection for Inspection Denied on: _____
- Change Order Review - ALL change orders must be submitted for review. Change Order #: _____
- Disbursement Inspection (Submit as needed) Amount Requested

Attachments:

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

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** - Which include all 2018 SRDP mandatory design criteria as well as all design criteria for which points were awarded; should submitted specifications not include such design criteria, the Authority reserves the right to rescind the conditional commitment.
- Plans for each home site** - 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, & D. Manual calculations must be included/attached to plans or specifications)
 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 if proposing a development
 9. Site Plans - if proposing a single residential building for each site.
- Soil Borings** - NOTE: the Authority highly recommends soil borings be done PRIOR to initial application submittal to accurately develop a construction budget.

Checklist for Submission of Final Inspection:

- Certificates of Occupancy
- AHRI's
- Final AIA Application for Payment
- Any other applicable certifications (Energy Star, etc.)