



PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION

411 Main Street – 2nd Floor
P.O. Box 3420
Chico, CA 95973

Phone (530) 879-6900
Fax (530) 895-4899
<http://www.ci.chico.ca.us>

Punch List for: _____ ; **Date:** _____
(Project or Subdivision Name & Number)

Public Safety

- Verify that all street name and traffic control signs are installed.
- Verify that all “No Parking Fire Lane” signs are installed and have been approved by the City Fire Marshall.
- Verify that all Fire Hydrant Flow test data has been forwarded to the City Fire Marshall and the City Fire Marshall has approved all Fire Hydrant installations.
- Verify that all striping, pavement markings and markers are installed.
- Verify that all street light installations are complete and operational.
- Verify that all curb, gutter, sidewalk, and pedestrian ramps are installed and complete.
- Verify that backfill is in place adjacent to all curbs and sidewalks to a level one-inch below the grade of the finished concrete.
- Verify that all asphalt paving – including trench patching – is complete.
- Verify that all manholes are raised to grade.
- Verify that all detention basins (with side slopes of 2:1 or greater) are fenced.
- Verify that the ROW is clean of all construction debris.

Sanitary Sewer and Storm Drain

- Verify that all drop inlets, manholes and storm drain/sanitary sewer pipes are clean.
- Verify that all pipes have been trimmed flush with the inside wall of all structures.
- Verify that all excess joint seal compound has been trimmed & removed from all structures.
- Verify that the interior of all structures have been grouted.
- Verify that concrete collars are in place on all flushing holes and manholes.
- Verify that ‘storm drain markers’ are installed on all drop inlets.
- Verify that the location of all SS laterals have been indicated by a 2.5" tall "S" in the top of curb above the lateral.
- Verify that the Storm Water Interceptor oil absorbent mats are installed correctly and secured in place.
- Verify that the Storm Water Interceptor discharge assembly is installed correctly, and that the properly sized outlet control orifice restrictor plate is installed.
- Immediately before project acceptance, drain and vacuum clean the Storm Water Interceptor(s) for verification by the CoC Construction Inspector.

Signs and Pavement Markings

- Verify that all required signs have been installed as indicated on the approved plans.
- Verify that all signs have 7' clear from bottom of the lowest panel to the ground.
- Verify that signpost tops do not extend more than 1" above top of the upper sign panel, and that post caps are installed.
- Verify that all required bollard posts have been installed as indicated on the approved plans.

Legend: Item Not Verified or Incomplete; Item Verified as Complete; N/A – Item Not Applicable



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Street Lighting, Traffic Signals, and Miscellaneous Utilities

- Verify that appropriate bell, end, or bonding bushings have been installed on the exposed ends of all electrical conduits.
- Verify that proper fuse disconnects are installed in streetlight pull boxes.
- Verify that all electrical conduit ends are sealed with duct seal.
- Verify that all pull box lid hold down bolts and bolt covers have been installed.
- Verify that all utility boxes are adjusted to grade.
- Verify that all pull boxes have bottom barriers (AB & hardware fabric, or grout) installed.
- Verify that all streetlight & traffic signal poles are plumb.
- Verify that all streetlights have been labeled in accordance with PG&E Document No. 015137, "IDENTIFICATION OF STREET LIGHT LUMINAIRES". Include "CP" for Customer Pole. (A copy is available from PG&E, and also from the CoC Construction Inspector, upon request.)
- Verify that the grout pad is in place beneath all streetlight & traffic signal pole bases.
- Verify that the bolt covers are in place on all pole bases.

Landscaping

- Verify that all street trees have been installed per the approved plans and CoC Std. LS-1. (A form asking to defer planting is available upon request from your CoC Construction Inspector, and may be completed and returned to your inspector for project specific consideration.)
- Verify the installation of all landscape improvements as indicated on the approved landscape plans, and/or the improvement plans. Verify that any/all required soil samples & reports have been submitted to the City Inspector. After installation of all landscape improvements is complete, call your CoC Construction Inspector to schedule a landscape field review prior to starting the 90-day plant maintenance period.

Certifications, Plans, and Submittals

- Have your engineer/surveyor provide a letter certifying that the subdivision monuments have been (or will be) set in accordance with the Subdivision Map Act, and CoC Std. S-20.
- Have your engineer provide a letter certifying that the subdivision has been graded in accordance with the approved grading plan, and Chapter 16 R.22 of the Chico Municipal Code.
- Have your engineer provide a final soils report certifying that the building pads have been compacted in accordance with all applicable municipal ordinances and regulations of the City of Chico, and all applicable National and State laws, including the 2010 California Building Code (CCR Title 24).
- Have your engineer provide a letter certifying the construction and functional operation of the subdivision storm drain detention/retention facilities.

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Certifications, Plans, and Submittals (continued)

- Have your engineer provide a brief description/explanation of the operation and theory of all subdivision storm drain detention/retention facilities (including provision for the abandonment of any temporary facilities), for the benefit of City of Chico O&M staff. Incorporate the description on the “As-Built” subdivision improvement plans.
- Verify that all street lighting service points and conduit runs are noted on the “As-Built” subdivision improvement plans.
- Have your Landscape Architect provide an “as-built” copy of the approved reproducible landscape (planting and/or irrigation) plans, prior to the start of the 90-day plant maintenance period.
- Have your Engineer provide “As-Built” reproducible subdivision improvement plans, incorporating all approved changes.
- Have your Engineer provide one “As-Built” paper copy plan sheet(s) depicting all on-site SD improvements not already shown on the “As-Built” subdivision improvement plans – for submittal to the City of Chico, Public Works, Engineering (SS & SD) – for their records.
- Provide a photocopy of a billing invoice for any water and/or electrical service used ONLY for the irrigation of public landscape improvements. Verify that the account numbers are legible, to assist in the transfer of the account to the City.
- Provide street light pole certification from the manufacturer, with documentation (i.e. invoices, shipping manifests, bills of lading, etc., referencing serial numbers) physically linking the certification to the installed poles.

Miscellaneous

- Verify that all asphalt trench patches have been sealed in accordance with CoC Std. S-17, Note 4.
- Verify that all NDCBU (Postal Mailbox) pads have been installed as noted on the approved plans.
- Repair any damage to new facilities, e.g. PCC sidewalks, curbs, gutters, pedestrian ramps, street lighting, etc.
- VERIFY THAT ALL ITEMS SHOWN ON THE APPROVED PLANS ARE IN PLACE AND COMPLETE.
- _____
- _____
- _____

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