

City of Columbia
Public Works Department
Departmental Policy

Subject: Scheduling Driveway Approach, Yard Final, and Sidewalk Inspections

Purpose: The intent of this policy is to provide the engineering development inspectors a structured process for organizing their daily site inspections. The current process is very disruptive and does not allow inspectors to schedule in advance the inspections needed each day.

Discussion: The current process allows contractors to call at any time of the day regardless of what the inspector had planned to inspect or is currently inspecting. The expectation of the contractor is that they can get an inspection in a very short time frame.

Policy: Scheduling Driveway Approach, Yard Final, and Sidewalk Inspections

Drive Approach: This inspection is to ensure that the drive approach is constructed in accordance with City Standards prior to concrete placement.

Public Sidewalk: This inspection is to ensure that the sidewalks and ADA ramps are constructed in accordance with City Standards prior to concrete placement.

Yard Final: This inspection is to ensure that the yard is graded in accordance with the approved construction plans and individual plot plan prior to issuance of a Certificate of Occupancy.

When to Call For an Inspection (Drive Approach and Public Sidewalk):

Requests received before 12:00 p.m. (Monday to Friday) will be scheduled for that afternoon. Requests received between 12:00 p.m. and 5:00 p.m. (Monday to Friday) will be scheduled for the next morning.

When to Call For an Inspection (Yard Final):

Requests received between 8:00 a.m. and 5:00 p.m. (Monday to Friday) will be scheduled for the following business day and should be made a minimum of three (3) working days prior to closing. Yards passing inspection will be signed off by 5:00 p.m. on the date of the inspection. However, failure to schedule a yard final within this time frame may result in the failure to receive a Certificate of Occupancy prior to the scheduled closing date. This time frame attempts to allow the contractor time to correct any deficiencies found by the inspector and schedule a re-inspection prior to the closing date.

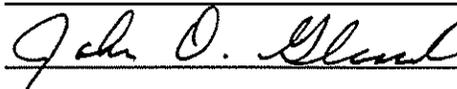
Additional Information or Requirements:

1. Please specify an AM or PM inspection time or another desired inspection time if later than the next one-half day period. AM inspections are made between 8:00 a.m. and 12:00 p.m. and PM inspections are made between 1:00 p.m. and 5:00 p.m.
2. Inspection requests should be directed to the Public Works Department at (573) 874-7250. The caller must reference the permit number. Requests made without the permit number will not be accepted.
3. Inspection requests made to the individual inspector will not be accepted in lieu of calling the Public Works Department.
4. If an inspection needs to be canceled on the day the inspection is scheduled, then the Public Works Department must be notified by calling (573) 874-7250.

Effective Date:

October 20, 2008

Approved by:



**John D. Glascock, P.E.
Director**

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