City of Reno
Final Acceptance Package Review Checklist

Project Name:_____ Permit Number:_____

Yes	No	N/A	**Administrative Items Submittal**
☐	☐	☐	Letter of Verification from Engineer of Record (EOR) (Wet-Stamped Copy)
☐	☐	☐	Record Drawings from Design Engineer
☐	☐	☐	Preconstruction Meeting Minutes with Sign-in Sheet included?
☐	☐	☐	EOR Request for Final Inspection Checklist included?
☐	☐	☐	Are there any letters included that provide approved changes from the original plans?
☐	☐	☐	Are there any letters included that address deficiencies?
☐	☐	☐	Is there a punch list included with corrections to be completed noted?
☐	☐	☐	Is there a punch list included with resolutions to the corrections that were to be completed?
Yes	No	N/A	**Packet Submittal**
☐	☐	☐	Daily Observation Reports included?
☐	☐	☐	Soil density compaction testing included?
☐	☐	☐	Soil Laboratory Testing included?
☐	☐	☐	Asphalt Laboratory Testing included?
☐	☐	☐	Concrete Laboratory Testing included?
☐	☐	☐	Concrete reinforcement inspections completed (i.e. valley gutter)?
Yes	No	N/A	**Sanitary Sewer Submittal**
☐	☐	☐	Has the sewer coordinate information been provided (GPS coordinates) in excel or .csv format?
☐	☐	☐	Does the sewer coordinate information include lateral connections and cleanout locations?
☐	☐	☐	Are the deflection (ball and mandrel) test results included?
☐	☐	☐	Are the alignment (laser) test results included?
		☒	Is the sewer main pipe pressure testing included?
☐	☐	☐	Is the sewer manhole pressure (vacuum) testing included?
☐	☐	☐	Has CCTV of pipe been provided and reviewed?
☐	☐	☐	Has Shape File or CAD file been provided for new SS layout?
Yes	No	N/A	**Storm Drain Submittal**
☐	☐	☐	Has the storm drain coordinate information been provided (GPS coordinates) in excel or .csv format?
☐	☐	☐	Does the storm drain coordinate information include lateral connections and cleanout locations?
☐	☐	☐	Are the deflection (ball and mandrel) test results included?
☐	☐	☐	Are the alignment (laser) test results included?
		☒	Is the storm drain main pipe pressure testing included?
☐	☐	☐	Is the storm drain manhole pressure (vacuum) testing included?
☐	☐	☐	Has CCTV of pipe been provided and reviewed?
☐	☐	☐	Has Shape File or CAD file been provided for new SD layout?

Yes	No	N/A	**Striping and Signage**
☐	☐	☐	Were all signs that were removed reinstalled or replaced and has it been documented?
☐	☐	☐	Has red curb for fire hydrants been installed (15-feet of red curb on either side of the hydrant) and is it documented?
☐	☐	☐	Have fire hydrant markers been installed per COR Details and is it documented?
Yes	No	N/A	**Traffic Signals**
☐	☐	☐	Have traffic loops been replaced or installed?
☐	☐	☐	Has traffic signal inspection been completed by maintenance and operations?
☐	☐	☐	Have signal phasing and timing patterns been set?
☐	☐	☐	Have we received a proof of completion letter from the traffic engineer and is it included in the package?
☐	☐	☐	Copy of building permit with City sign-off included?
☐	☐	☐	Copies of signal documentation included?

Approved:	☐	Reviewer and Date	
Rejected :	☐		

Notes: