



TO: Contractors/Building Permit Applicants

Re: Request for inspection of improvements within the Public Right-of-Way

As a reminder the City of Fairfield has a policy regarding requests for inspection of projects within the public roadway rights-of-way. The policy is as follows:

The contractor shall call the office of the Construction Services Division at 867-4200 prior to 4:00 p.m. on the workday before the inspection is needed. **THIS PROCEDURE SHALL BE FOLLOWED FOR ALL INSPECTIONS, NO EXCEPTIONS.**

When requesting an inspection, the contractor shall provide the following information:

1. Contractor's name and phone number.
2. Type of inspection being requested – sewer, water, apron, sidewalk, etc.
3. Address of inspection site.
4. Day and time site will be ready for inspection.
5. Name of contact person who will meet inspector at the site.
6. Plot plan or approved drawings shall be on job site. If not, no inspection will be made.
7. No inspection shall be scheduled before 9:00 a.m. or after 4:00 p.m.
8. Any work to be done on Saturday shall be called in prior to 4:00 p.m. Friday. If no inspector is available for Saturday, the work is to be properly barricaded and left uncovered until the inspection can be made.

The contractor shall be required to obtain and familiarize themselves with the most current edition of the City of Fairfield's Design Construction, and Material Specifications Handbook which can be found at www.fairfield-city.org/devservices/handbook.cfm.

The contractor shall be required to obtain an inspection prior to backfilling. Should a trench be backfilled prior to an inspection, then the contractor shall be responsible to re-excavate the trench so that an inspection can be made. If this requires an additional trip by the inspector, the contractor shall incur the additional expense for the re-inspection.

Please note that sump pump discharge lines must be installed in accordance with Fairfield City standards and inspected by City staff. Approved plot plans typically specify the appropriate discharge point for sump discharge lines from single-family residential structures. If a discharge point has not been specified, sump discharge lines should be installed to drain to an appropriate receiving location (i.e. connection into a catch basin, discharge to open swale, etc.). Under no circumstances should sump discharge lines or

any other private drain line be tapped directly into a sanitary sewer pipe or through the curb or directly into the street.

Inspection requests should be made prior to 4:00 p.m. on the workday before the inspection is needed to the Public Works Department at 867-4200. Please note that certificates of Occupancy will not be issued until all of the required inspections have been performed (i.e., sanitary sewer, water service, sump line, sidewalk, and driveway apron).

Effective: May 9, 1994

Revised: April 19, 1999

Revised: January 16, 2004

Revised: January 11, 2013

A handwritten signature in blue ink, appearing to read "David Butsch", written over a horizontal line.

David Butsch, Public Works Director