



## Home Builder's Guidelines for Inspections

### **Prior to construction of houses, schedule a meeting with your Construction Site Inspector, Erosion Control Coordinator and Urban Forster/Zoning Inspector:**

- The Home Builder's Superintendent/Project Manger and the Subdivision's Developer must be present at this meeting.
- At the meeting, each Inspector will discuss what will be inspected per building lot and identify who (Builder and/or Developer) is responsible for these requirements.

### **When ALL requirements are met, enter online at (<http://development.charmeck.org>) for the Hold Release inspection:**

#### **General:**

- Builder is responsible for a concrete wash out area surrounded with silt fence and marked as concrete wash out.
- Emergency vehicles must have proper access at ALL times. Parking is allowed ONLY on one side of the street.
- Stop signs and street name with block number signs are installed.
- No trailers, dumpsters or any other nonconformance items allowed in right-of-way.

### **Final Lot Inspection – see <http://cldsm.charmeck.org> for city standards**

#### **Sidewalk:**

- All sidewalks are sloped 2% Max; sidewalks are backfilled and graded for safe use.
- Concrete in City ROW is minimum 3,600 PSI
- Sidewalk depth at driveway is 6" with expansion joints at each side.
- Driveway Apron does not exceed 1 ¼" per foot at driveway; grassed area per discretion of site inspector.
- Accessible ramps have truncated domes installed in ramp per City standard.
- No silt fence, construction equipment/ materials, dumpsters in ROW at any time.

#### **Curb and Gutter/Asphalt:**

- All damaged curb and gutter and asphalt, including in driveway areas, must be replaced prior to Hold Release, on City Maintained Streets.

#### **Grading/Drainage:**

- Builder is responsible to follow drainage area per approved plan.
- A copy of the approved grading and drainage area plan must be on site at all times.
- Any work in the ROW will require contacting Land Development before starting
- All silt fence/tree protection must be removed and area stabilized or seed and straw.

#### **Driveway, Frame, and Grates:**

- No frame and grates or accessible ramps allowed in driveway. If conflict arises, call your site inspector.
- See city std. 10.25A, 10.25C and 10.27A for residential driveway details.

#### **Zoning/Tree Save:**

- All zoning buffers adjacent to lot need to be planted as per approved plan.
- All tree save areas adjacent to lot need to be left undisturbed as per approved plan.
- Ordinance tree – plant every 40' or per approved plan. See City Std. 40.01.
- Ensure tags are on trees for species identification.

#### **Inspection Requests:**

- Fill out the online form: *Subdivision Single Family Hold Release Request* (<http://development.charmeck.org>)
- Please allow up to three (3) business days, starting next day, for the inspection/release.