



## Stage 8: Final Inspection Guidance Document

The following document is for guidance purposes only. The Applicant shall read and understand the relevant references listed below.

### Description

Stage 8 is the step in the review process that includes inspection of the public infrastructure installed with the project and confirms that this infrastructure has been installed in accordance with previously approved plans. Stage 8 is coordinated directly with the City review Engineer.

### General Information

- During the final inspection, City staff will verify all public infrastructure has been installed per the approved plans and all City standards.
- All public roads, valve boxes, and manholes need to be visible, with all snow and construction materials removed.
- The City will inspect all sidewalks, paths, ramps, crosswalks, and pedestrian push buttons in the public right of way to ensure compliance with accessibility standards.
- The contractor will need to lift all the manholes and valve covers for the city staff to inspect.
- The Final Inspection is attended by the Engineer of Record (EOR), the civil contractor representative, the City review Engineer, and other relevant City staff.
- The most common items on punch lists are to trim the ram neck on manholes, seal asphalt patches, sweep parking lots, and to fix sidewalks that are not meeting accessibility requirements.

### Applicant Actions

- The EOR should reach out directly to the City review Engineer and request a final walk-through one (1) week before the desired walk-through date. The Applicant should ensure all work on public infrastructure is complete and all public infrastructure is completely visible with no storage of materials or snow affecting the ability to inspect the infrastructure.
- The EOR will forward the meeting invite to all necessary attendees.
- The EOR will attend the walk-through with the civil contractor and City representatives.
- The EOR will provide a punch list to the City review Engineer.
- The EOR must resolve any punch list items and provide proof of resolution to the City review Engineer prior to final inspection acceptance.
- Once the Applicant has resolved all punch list items and the City review Engineer has approved the final inspection, the Applicant can submit their closeout package through the Engineering ProjectDox portal.

## City Actions

- The City review Engineer will schedule the final walkthrough and send out an outlook meeting invitation.
- The City review Engineer will conduct the walk-through and review the punch list submittal.

## Relevant Reference

- City of Bozeman Design and Construction Standards
- City Modifications to Montana Public Works Standard Specifications
- City of Bozeman Municipal Code
- Montana Department of Environmental Quality (DEQ) Circulars 1 and 2
- Montana Public Works Standard Specifications (MPWSS)

## Next Steps

The Applicant will proceed to Stage 9 of the Engineering Infrastructure Review Process, “Final Acceptance.”

## City of Bozeman Contact Information

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