



CITY OF PORT ST. LUCIE UTILITY SYSTEMS DEPARTMENT  
Final Inspection and Acceptance Procedures

Email: [Utileng@cityofpsl.com](mailto:Utileng@cityofpsl.com)

**FINAL INSPECTION PACKAGE**

1. Engineer of Record (EOR) sends package to Construction Coordinator (CC) via email.
2. The City will inform EOR via email if package is accepted for review (meaning all documents on check list are included and complete). Review has not been done yet.
  - a. If package is incomplete – The CC will email the EOR and Project Manager (PM) notifying that the package is incomplete and will not be reviewed. The EOR needs to start over at step 1 and re-submit entire package. The CC will update the database.
  - b. If package is complete – The CC will email EOR, UtilEng and PM to note package is complete and let the EOR know to submit the paper package. Once the paper package is received, the Final Inspection will be scheduled for 7 calendar days from the day of receipt of the paper package. The City will begin reviewing the package. The CC will note that the package was accepted in the database.

On or before the time of the field Final Inspection (Within 7 calendar days) – If package is:

- 1) Unacceptable – City will mark up and the PM will return the package to the EOR via email by the PM. The EOR is to then start over at step 1 and resubmit entire package. Final Inspection fails. The CC will send a Failed Inspection Notice via e-mail. The PM will update the database.
- 2) Acceptable – City (the PM) will email the EOR and let them know that the package has been approved. The PM will update the database.