



The following is a standard final punch list which is utilized by the Planning & Development Department Civil Inspections Team to help provide consistent and thorough inspections throughout the City of Phoenix. This punch list includes items that will be addressed during final walk through and may also be used to address items that were not previously identified prior to final acceptance. It will also be used to document items that need to be addressed during the one-year warranty walk.

Prior to Final Walkthrough

Before a final walkthrough can occur, the following items listed below **MUST** be completed. If any of the items below are incomplete, the walkthrough will be rescheduled, and an additional re-inspection fee may apply per Phoenix City Code, Chapter 9, Appendix A.2.

1. All required trees (100%) and the associated irrigation system must be fully installed and operational. (this fulfills the minimum 50% landscaping requirement)
2. All streetlight poles must be installed. At the discretion of the City's Area Supervisor, a final walkthrough may proceed if the streetlights are not energized.
3. The documentation required by the Civil Infrastructure Acceptance Requirements (TRT 00308) must be provided to the assigned Civil / Site Inspector. This includes as-builts, testing and certifications, homebuilder letters regarding damaged concrete, etc.
4. All construction permits must be current, and all fees paid.
5. All streets and sidewalks must be clear of debris and free from all construction equipment.
6. Final approved site plan must be available for review.
7. All active site amenities for the phase of the project that is being 'finaled' must be 100% complete. This includes but is not limited to; Ramadas, Swimming Pools, Tot Lots, Game Courts, Barbeques, and Formalized Seating Areas.
8. Street signs and street striping must be complete. The City's Area Supervisor may waive this requirement in certain instances.
9. Water Meters for models and production homes will not be screened until the items above in Number 8 are completed.

Final Walkthrough

The Developer should provide a site map (8.5 x 11 inches or 11 x17 inches) to the inspector at the beginning of the walkthrough. This will be utilized in mapping and labeling punch list items. Following the walkthrough, a copy of the Project Punch List will be provided to the developer to address the deficiencies. The inspector will re-inspect the site as needed mark the items as complete on the checklist.

Civil Inspections
Project Punch List

Project Name/Number: _____

Phase: _____ Date: _____ Inspector: _____

☐ Project Final Inspection

☐ Project One-Year Warranty Inspection

Inspector Signature _____ Date _____

Concrete

- ☐ 1. _____
- ☐ 2. _____
- ☐ 3. _____
- ☐ 4. _____
- ☐ 5. _____
- ☐ 6. _____
- ☐ 7. _____
- ☐ 8. _____
- ☐ 9. _____
- ☐ 10. _____
- ☐ 11. _____
- ☐ 12. _____
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- ☐ 31. _____
- ☐ 32. _____
- ☐ 33. _____
- ☐ 34. _____
- ☐ 35. _____

Concrete (continued)

- ☐ 36. _____
- ☐ 37. _____
- ☐ 38. _____
- ☐ 39. _____
- ☐ 40. _____

Paving

- ☐ 1. _____
- ☐ 2. _____
- ☐ 3. _____
- ☐ 4. _____
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- ☐ 22. _____
- ☐ 23. _____
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- ☐ 25. _____
- ☐ 26. _____

General / Site

- ☐ 1. _____
- ☐ 2. _____
- ☐ 3. _____
- ☐ 4. _____
- ☐ 5. _____
- ☐ 6. _____
- ☐ 7. _____
- ☐ 8. _____
- ☐ 9. _____

General / Site (continued)

- ☐ 10. _____
- ☐ 11. _____
- ☐ 12. _____
- ☐ 13. _____
- ☐ 14. _____
- ☐ 15. _____

Water/Sewer

- ☐ 1. _____
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- ☐ 8. _____
- ☐ 9. _____
- ☐ 10. _____

Site

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- ☐ 2. _____
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- ☐ 8. _____
- ☐ 9. _____
- ☐ 10. _____