INSPECTOR CHECKLIST

Address: ___________________________ Date: ___________________________

☐ Have the city badge visible and introduce yourself:
   My name is ___________________________. My phone number is (602) ________________.
   My immediate supervisor is ___________________________ and can be reached at 
   (602) ___________________________.

☐ The reason for my visit on site:
   o I am surveying a site that is required to have backflow protection by City Ordinance.
   o The legal authority granted to make this inspection comes from these City Ordinances:
     ▪ Chapter 9 (Building Code),
     ▪ Chapter 37 (Backflow Prevention).

☐ May I survey your site? Our conversation will not be recorded but any statement made during our 
inspection may be included in my inspection report. I will give you a copy of this checklist and a detailed 
explanation of what will need to be permitted.

☐ This work does not require a permit. Thank you for allowing me to look. This issue is now resolved and 
this will be reflected on our website at http://phoenix.gov/pdd/development/inspections/inspecttypes/backflow.html

☐ Information on this address, the specific issue that resulted in this visit and the results of my inspection 
can be found on our website. Instructions for accessing this website are available on the reverse side of 
this checklist.

☐ Information on how to obtain a permit, fees and penalties are on the reverse side of this form.

☐ My findings may be appealed. The appeal process is outlined on the reverse side of this form.

☐ This work requires a permit. A permit must be obtained by ____________ or additional fees may be 
assessed in excess of the standard permit fees. The following is what I have determined to be the scope 
of the permit required. (Work that is concealed may need to be exposed to determine the complete 
scope of the project.) Please take this checklist and any other forms given to you when you apply for a 
permit.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

I acknowledge receipt of this checklist and understand my rights concerning permitting construction in 
the city of Phoenix.

Printed Name: ______________________________________________________________________________

Signature: ____________________________________________ Date: __________________________