

INFORMATION SHEET FOR SUBSTANTIALLY COMPLETE CONSTRUCTION INSPECTION REQUEST

The responsible Engineer (no letters from EIT's will be accepted) is required to submit to the Harris County Flood Control District (HCFCD) a letter addressed to Mr. Bryan Elliott, requesting an inspection of facilities which should include the following:

1. Submit a letter signed and sealed by the Owner's Engineer certifying that:
 - The elevations and grades were taken by an on-site survey on a certain date.
 - All features and appurtenances are constructed to the grade shown on the record drawings and in compliance with specifications (Electronic copy)
 - All pipes, structures, etc. are of the size and dimensions shown on the record drawings. (Electronic copy)
 - All improvements are capable of performance as designed by the engineer and approved by the HCFCD.
2. For work in existing HCFCD maintained facilities, certify the facility was restored to as good or better conditions than prior to construction.
3. Note all variances previously granted and variances requested as part of this submittal, if any.
4. Key Map Page and block
5. HCFCD Unit Number (Channel No.).
6. Developer's Name and Mailing Address.
7. Engineering Company, Engineer's Name, Contractor's Company, Site Superintendent, and Phone No. (cell, fax and business) of all.
8. Name of Subject Development.
9. Items to be inspected. (Be specific – call out pipe sizes, etc...).
10. Other items required are one (1) set of sealed record drawings (Electronic copy), and turf establishment agreement, if applicable.

The letter should be on Company letterhead. The Engineer is required to provide a certification statement that all work is complete and in compliance with the HCFCD Design Criteria. The letter is to be sealed by a Texas Registered Professional Engineer.

Should you have any questions or concerns, please contact the Carmille Roberts at 713/684-4116. Carmille.Roberts@HCFCD.org