



# CITY OF ROSENBERG

## Checklist for Pre-Con Meetings

**Project Name:** \_\_\_\_\_

**Meeting Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Construction Supt:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

\_\_\_\_\_ Final Sub. Plat Approval Date: City \_\_\_\_\_ County \_\_\_\_\_ (Confirm w/Planning Department)

\_\_\_\_\_ Construction Plans – Signed by City of Rosenberg

\_\_\_\_\_ Construction Plans – Signed by County (if required)

\_\_\_\_\_ Construction Plans – Signed or Approved by Fort Bend Drainage District

\_\_\_\_\_ Notice To Proceed (NTP) Date: \_\_\_\_\_

\_\_\_\_\_ City Submittal Requirements

\_\_\_\_\_ Concrete Mix Design (No Flyash) – 3,500 p.s.i.

\_\_\_\_\_ Cement Stabilized Sand

\_\_\_\_\_ Other Construction Materials – List

\_\_\_\_\_ Storm Drain Markers

\_\_\_\_\_ Testing Lab Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_

\_\_\_\_\_ Distribution of Lab Reports \_\_\_\_\_

\_\_\_\_\_ Report Failing Tests By/To: \_\_\_\_\_

\_\_\_\_\_ City Infrastructure Permits - Must Obtain & Have On-site Before Starting Construction – Inspectors Check Permit

\_\_\_\_\_ City Land Disturbance Permit Must Obtain & Have On-site Before Starting Construction – Inspectors Check Permit

\_\_\_\_\_ SWPPP – Install & Monitor By: \_\_\_\_\_

\_\_\_\_\_ Construction Entrance Install & Maintained by: \_\_\_\_\_

\_\_\_\_\_ Construction Site Clean-up – Expectations – List – Trash, Sweep Streets, Etc.  
Responsible Party: \_\_\_\_\_

\_\_\_\_\_ Port-a-Can On-Site

\_\_\_\_\_ On-Site Fuel Storage Tank: Approvals - Fire Marshal \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_

\_\_\_\_\_ City Inspection Requirements: Pipe Install, Before Backfill; Bedding; Steel, Concrete Pours, Water Line & Sewer Line Pressure Test, Mandrel Tests, **CobbFendley** – City Representative

Contact/Request Inspections – Call Wanda Thomas with **CobbFendley** - (713) 485-8286

For After-hours, or Emergency contact – Call (832) 987-4320

Must Call   24   Hours in Advance

Weekend Inspections For City & Holiday

Does Work Require Inspection

Notify CobbFendley   48   Hours in Advance

Hourly Charge – **CobbFendley: Bill Contractor Direct \$150/hr., minimum of 4-hours**

Emergency Number: Cobb-Fendley - (832) 987-4320 – After Hours and Weekends

Water, Sanitary Sewer & Drainage

City Details & Specs

Thane Coat Concrete Manholes, Pre-cast

MJ Fittings

Tracer Wire on Water Line

Rubber Gaskets & Box Culverts

Bedding Requirements

Water & Sanitary Service Lines & Valves – Curb Cut & Paint Water Blue & Sewer Green

As-built Plans – Must Include Sewer Tap Locations (Contact City of Rosenberg GIS Department for verification of GIS Digital Requirements for Final Acceptance of Record Drawings at 832-595-3500)

Utility Operator Contacted Before Operating Any Valves

City–Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

MUD–Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Bulk Water Meter Needed?

City–Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

MUD–Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Irrigation Sleeve Installations: \_\_\_\_\_ Yes \_\_\_\_\_ No

Pavement Steel Requirements

Street Sign Detail – Extruded Blades & Block Numbers

Spoil Material – Remove or Spread On-site?

Spoil Impact on Drainage?

Spoil Material Spread On-site – Testing Requirements?

Storm Sewer – Any Submerged Connections/Tie-in? \_\_\_\_\_ Yes \_\_\_\_\_ No

Water Line Construction

Install Long Water Services Before or After Paving? \_\_\_\_\_

Construction Staking

By Project Engineer

Contractor Responsible

Controls/TBM's to be set by: \_\_\_\_\_

Construction work hours limited to 6:00 AM to 10:00 PM, if within 500 feet of a residential structure. Special approval required if varied:

**\*\*BE SURE TO PROVIDE THE PERMIT OFFICE WITH RECORD DRAWINGS AT THE COMPLETION OF THE PROJECT IN ORDER TO PROCEED WITH CITY ACCEPTANCE OF PROJECT AT THE ONE-YEAR WARRANTY INSPECTION. See Permit Checklist for Details.\*\***

**Additional Items/Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# CHECKLIST FOR INFRASTRUCTURE PERMIT

City of Rosenberg Project Name: \_\_\_\_\_ MUD/Developer Project Name: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Final Plat Approval Date: City \_\_\_\_\_ County \_\_\_\_\_

In-City:  ETJ:  Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**Infrastructure Permit**

[Check all that Apply] \_\_\_\_\_ Paving \_\_\_\_\_ Water/Sewer/Drainage \_\_\_\_\_ Other: \_\_\_\_\_

Received Date	Description	Distribution	Received [Check all that Apply]				
			CobbFendley	Permits	Public Works	Utilities	Capital Projects
	Spec Books (once signed) – 2 CD's (PDF format)	CobbFendley; Utilities					
	Plans – 4 Full Size	CobbFendley (2); Public Works; Utilities					
	Plans – 4 Half Size (6 if City Project)	CobbFendley (2); Permits; Utilities; CIP (2)					
	Plans – 2 CD (PDF format)	CobbFendley; Permits					
	Pre-Con Sign in List (5 if City Project)	CobbFendley; Permits; P/W; Utilities; CIP					
	2 Copies of NTP - with contract time/completion date	CobbFendley; Permits;					
	Copy of Signed Contract w/Construction Amount	Permits					

**Land Disturbance Permit** (In-City Projects Only) Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Received Date	Description (In-City Projects Only)	Distribution
	Notice of Intent (NOI filed through TCEQ)	Permit Department
	Storm Water Pollution Prevention Plan (SWPPP)	Permit Department

**When Construction Completed**

Received Date	Description	Distribution	Received [Check all that Apply]				
			CobbFendley	Permits	Public Works	Utilities	Capital Projects
	As-Built/Record Plans – 2 Full Size	(1) Utilities; (1) Public Works					
	As-Built/Record Plans – 3 Half Size if City Project	(1) Permit; (1) Utilities; (1) CIP					
	As-Built/Record Plans – 3 CD's PDF; GIS Data*	(1) CobbFendley; (1) Permit; (1) Utilities					

\*Permit Tech – Email Copy of Record Drawings to GIS & City Secretary

Final Inspection Letter from Design Engineer to include: Punch List, Final Completion, Letter from CobbFendley – Final Completion with 1-Year warranty start date.

Set Reminder on Calendar for 1-Year Warranty Inspection; if Insurance Certificate expires during this time; requested new one for file.

Letter from Design Engineer & CobbFendley – Final Acceptance Recommendation at Completion of 1-Year Warranty Inspection  
Distribute to: Utilities, Permit Department & CIP (if CIP Project); Others: \_\_\_\_\_

Close File