

Permanent Signing Checklist

—Project Information—

Instructions: The Engineer shall fill in the information in this section and submit this form and a set of the signing plans to the City Traffic Shop in conjunction with the final inspection request.

Project:	Engineering Consultant (Project Inspector and Company):
Bid Request and CIP Number:	Inspector's Email Address:
Permanent Signing Contractor and Foreman:	City Project Manager:

—Phase/Location of Items Covered by this Inspection Request—

- Entire project area.
- Specific phase or location on project. If this box is checked, describe in detail the phase or location:

—Punch list items identified by the Traffic Shop to be corrected by the Contractor—

Instructions: Upon receipt of this checklist from the Contractor, the Engineer will coordinate the final inspection with the City Traffic Shop (Gary Styke 367-7058 or 941-1149). The Engineer should submit a copy of this form (preferably in PDF format emailed to gstyke@siouxfalls.org) and a copy of the permanent signing plans to the City Traffic Shop. Any significant changes to the plans should be noted on the plans. Traffic Shop personnel shall note any punch list items below or furnish a separate sheet detailing the punch list. They will email the punch list to the project manager and to the inspectors email address listed above. The Engineer shall notify the Contractor of any punch list items to be completed.

The following is a listing of punch list items to be completed by the Contractor. Another sheet can be attached if necessary.

- See attached sheet for listing of punch list items.
- All punch list items are listed in this section.
- No punch list items were identified by the City Traffic Shop (attached documentation).

—Engineer Verification of Punch List Items—

Instructions: The Engineer shall notify the Contractor of any punch list items to be completed. It will be the responsibility of the Engineer to notify the City Traffic Shop when the punch list items have been completed. The City Traffic Shop will determine if another follow-up inspection is necessary. When it is determined all punch list items have been completed, the Engineer shall sign the area below and submit copies (preferably emailed in PDF format) of this form to the Project Manager, City Traffic Engineer, and to the City Traffic Shop.

Comments:

- I certify that employees of this company have verified that all the punch list items identified above have been corrected to the satisfaction of the City Traffic Shop or that no punch list items were identified by the City Traffic Shop.

The signature line below shall be filled out by the Engineer:

Print Name	Representing	Signature	Date
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Copies in PDF format to: Project Manager
 City Traffic Engineer (Dhofer@siouxfalls.org)
 City Traffic Shop (Gstyke@siouxfalls.org)