



Middlestown Township

27 N. Pennell Road | Media, PA 19063

610-565-2700 | Fax 610-566-3640

www.middlestowndelcopa.gov

REQUIRED INSPECTIONS

Construction work must be inspected in accordance with the following instructions. The Municipal Code Enforcement Department, Township Special Projects Engineer, and/or Township Engineer will perform periodic inspections, as required and identified below, during the progress of work to ensure that the work conforms to the approved construction/permit plans and applicable codes. The property owner and/or the authorized agent who is in charge of the construction work shall notify the applicable Township Official (identified below) when each segment of work is completed and ready for inspection. The inspections referenced below must be scheduled no less than twenty-four (24) hours in advance of applicable construction activity to schedule required inspections, and will be handled on a first come, first served basis. It is requested that persons responsible for construction activities attempt to schedule inspections at least forty-eight (48) hours in advance if possible, to minimize disruption to progression of work. Noncompliance with these terms may result in unintended delay and/or additional permit-related expense for the project. Please note that, no work is permitted to proceed beyond the applicable phase of construction until the required inspection is conducted by the applicable Township Official and authorization is given to proceed.

THE INSPECTIONS AND REQUIREMENTS IDENTIFIED IN THIS FORM ARE APPLICABLE TO THE FOLLOWING TOWNSHIP PERMIT NUMBERS:

_____	_____	_____
No.	No.	No.
_____	_____	_____
Address of Work Location	Folio # of Work Location	
_____	_____	
Name of Applicant and/or Authorized Agent	Name of Contractor Completing Work	
_____	_____	
Address	Name of Site Manager/Foreman	
_____	_____	
Email Address	Email Address	
_____	_____	
Phone Number	Phone Number - Site Manager/Foreman	

Special Projects Engineer

- Erosion and Sedimentation Controls - Status inspections of installed erosion controls will be conducted on a random basis during progression of the project at which time the applicant will be notified (in writing) of any observed violations of the approved plan. Prior to commencement of clearing of vegetation and site grading, erosion control installation shall be reviewed by the Township.
- Site Construction Status - Site construction status inspections will be conducted on a random basis during progression of the project at which time the applicant will be notified (in writing) of any observed violations of the approved plan.
- Maintenance and Protection of Traffic Controls – Temporary traffic control signage and flaggers on existing Township rights-of-way (as applicable).
- Stormwater Management Facilities Installation – Inspections include installations associated with Street Opening Permits and/or Grading and Excavating Permits:
 - Underground basin – Pit excavation and dimensions, geotextile fabric installation, filter inlet installation, pipe installation, stone backfill.
 - Storm sewer pipe bedding within existing or proposed Township right-of-way.
 - Storm sewer pipe or trench box installation within existing or proposed Township right-of-way.
 - Storm sewer collection inlet or manhole installation within existing or proposed Township right-of-way.
 - Storm sewer pipe trench restoration and compaction within existing or proposed Township right-of-way.
- Asphalt Paving and Paving Restoration within Existing or Proposed Township Road Right-of-Way - Inspections include installations associated with Street Opening Permits and/or Grading and Excavating Permits:
 - Maintenance and protection of traffic controls (as applicable).
 - Trench preparation – sawcut, removal of damaged paving, limit of paving repair, paving joints.
 - Compaction of subgrade and stone subbase.
 - Asphalt paving installation, rolling and seam sealing.
- Grading, Drainage or Utility Installation within Existing or Proposed Township Road Right-of-Way - Inspections include activities associated with Street Opening Permits and/or Grading and Excavating Permits:
 - Maintenance and protection of traffic controls (as applicable).
 - Trench backfill and compaction.
 - Trench restoration – 8 inches of topsoil, fine grade, rake, seed and stabilize with straw mulch or erosion control blanket (as applicable).
 - Asphalt paving restoration (as applicable).
 - Unpaved Areas - Final restoration to existing condition (as applicable).
- Permanent Vegetative Stabilization of Site - To be performed when all construction activity is complete and prior to any type of occupancy and/or use of a structure being established; or prior to close-out of a Grading and Excavating Permit or Street Opening Permit.
- Township Building Code Official – Refer to “Required Inspections – Building Code Official”.
- Other _____
- Other _____

Township Engineer

- Riparian Corridor Boundary – Boundaries are to be staked in the field by a Professional Engineer or Land Surveyor and 4 feet tall orange safety fence (of other similar approved by the Township) is to be installed and remain in place during progression of construction.
- Limit of Disturbance and Tree Clearing – Limit of tree and vegetation clearing is to be staked in the field by a Professional Engineer or Land Surveyor and trees to be removed are to be marked and reviewed prior to removal.
- Erosion and Sedimentation Controls - Status inspections of installed erosion controls will be conducted on a random basis during progression of the project at which time the applicant will be notified (in writing) of any observed violations of the approved plan. Prior to commencement of clearing of vegetation and site grading, erosion control installation shall be reviewed by the Township.
- Site Construction Status - Site construction status inspections will be conducted on a random basis during progression of the project at which time the applicant will be notified (in writing) of any observed violations of the approved plan.
- Maintenance and Protection of Traffic Controls – Temporary traffic control signage and flaggers on existing Township rights-of-way (as applicable).
- Stormwater Management Facilities Installation – Inspections include installations associated with Subdivision/Land Developments, Street Opening Permits, and/or Grading and Excavating Permits:
 - Surface detention/retention basin outlet pipe, anti-seep collars, basin berm keyway, basin berm compaction, impervious basin liner (if applicable).
 - Underground basin – Pit excavation and dimensions, geotextile fabric installation, filter inlet installation, pipe installation, stone backfill.
 - Wetland plant installation and/or special wet-tolerant seeding placement (as applicable).
 - Storm sewer pipe bedding within existing or proposed Township right-of-way.
 - Storm sewer pipe or trench box installation within existing or proposed Township right-of-way.
 - Storm sewer collection inlet or manhole installation within existing or proposed Township right-of-way.
 - Storm sewer pipe trench restoration and compaction within existing or proposed Township right-of-way.
- Required Landscape Plantings Installation – Inspection shall be performed during and after installation of required landscape plantings for Subdivisions/Land Developments and for any regulated activity in the Township utilizing vegetation as a means for non-structural stormwater management controls for compliance Township Code, Chapter 198, Stormwater Management.
- Lot Boundary Corner Markers – Installation of boundary corner markers must be certified by a Professional Land Surveyor licensed in the Commonwealth of Pennsylvania, and certification must be submitted to the Township Engineer for review.
- Asphalt Paving and Paving Restoration within Existing or Proposed Township Road Right-of-Way - Inspections include installations associated with Subdivision/Land Developments, Street Opening Permits, and/or Grading and Excavating Permits:
 - Maintenance and protection of traffic controls (as applicable).
 - Trench preparation – sawcut, removal of damaged paving, limit of paving repair, paving joints.
 - Compaction of subgrade and stone subbase.
 - Asphalt paving installation, rolling and seem sealing.
- Grading, Drainage or Utility Installation within Existing or Proposed Township Road Right-of-Way - Inspections include activities associated with Subdivision/Land Developments, Street Opening Permits, and/or Grading and Excavating Permits:
 - Maintenance and protection of traffic controls (as applicable).
 - Trench backfill and compaction.
 - Trench restoration – 8 inches of topsoil, fine grade, rake, seed and stabilize with straw mulch or erosion control blanket (as applicable).
 - Asphalt paving restoration (as applicable).
 - Unpaved Areas - Final restoration to existing condition (as applicable).
- Permanent Vegetative Stabilization of Site - To be performed when all construction activity is complete and prior to any type of occupancy and/or use of a structure being established; or prior to close-out of a Grading and Excavating Permit or Street Opening Permit.
- Certificate of Occupancy - To be performed when all construction activity is complete and prior to any type of occupancy and/or use of a structure being established.
- Foundation As-Built Survey Plan – Must be submitted for review by the Township immediately upon completion of structure foundations or pool steel.
- Final Survey As-Built Plan of Completed Site Improvements - To be performed when all construction activity is complete and prior to any type of occupancy and/or use of a structure being established; must be submitted for review by the Township prior to review of the site for approval of Certificate of Occupancy of a structure, close-out a Grading and Excavating Permit; or approval of Certificate of Total Completion for a Subdivision/Land Development.
- Subdivision and Land Development – Contact Township Engineer to review and coordinate scope of required inspections.
- Township Building Code Official – Refer to “Required Inspections – Building Code Official”.
- Other _____

- Other _____

N/A _____ (SPECIAL PROJECTS ENGINEER SIGNATURE) _____ (DATE)

N/A _____ (TOWNSHIP ENGINEER SIGNATURE) _____ (DATE)