

Company name \_\_\_\_\_

Contact name \_\_\_\_\_ Contact phone \_\_\_\_\_

Billing address \_\_\_\_\_

Purchase order number \_\_\_\_\_

Project name \_\_\_\_\_

Project consultant \_\_\_\_\_

Date request submitted \_\_\_\_\_

Type of Inspection  Construction Completion Certificate  Final Acceptance Certificate  
 Final Acceptance Certificate Repairs  Internal

The following must apply before proceeding with request:

- Underground Preliminary Final Acceptance Certificate (FAC) Inspection completed
- Site is ready; all manholes, cleanouts are located and accessible
- Minimum 11x17 plan at 1:1000 scale is attached; underground utilities that require inspection are clearly identified

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Collection and use of personal information**

Personal information is being collected under the authority of s. 33 (c) of the *Freedom of Information and Privacy Act* and will be used to manage and administer the CCTV inspection process. If you have any questions about the collection or use of your personal information, contact the Manager, Utilities Engineering – Utilities, Strathcona County at 780-467-7785.

**Office use only**

Date request received \_\_\_\_\_ Work order number \_\_\_\_\_

Tentative inspection date \_\_\_\_\_ Completion date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_  
Strathcona County Representative Client copy forwarded to client  Deficiency list sent to \_\_\_\_\_

## Closed Circuit Television (CCTV) Inspection – Processing

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The following is a synopsis for the request and processing of CCTV requests by Strathcona County Utilities.

1. Client (consultant only) forwards CCTV request to Strathcona County - Utilities. The CCTV request contact is:

Scheduling Supervisor  
Strathcona County - Utilities  
Phone: 780-467-7785 Fax: 780-464-0557  
Mailing Address: 2001 Sherwood Drive  
Sherwood Park, AB T8A 3W7

**Note:** Underground Preliminary Final Acceptance Certificate (FAC) Inspection would normally be completed **prior** to a CCTV request being made. In the event the CCTV request is made prior to FAC inspection ensure all manholes, cleanouts, etc. are located and accessible to Strathcona County camera crews prior to their arrival on site. Failure to ensure access will result in CCTV crew charges and the site being abandoned until proper access is provided. An additional CCTV inspection request would then be required.

The request package will include the cover sheet found at the end of this document, a marked up 11x17 drawing or drawings at a minimum or 1:1000 scale (must be the latest version including any redline revisions), highlighting and clearly identifying the underground utilities that require the CCTV inspection.

2. The Scheduling Supervisor will schedule the CCTV inspection and contact the client with confirmation that the request has been received as well as a tentative date for the CCTV inspection.
3. Flushing of the mains and the CCTV inspection is completed, inspection crew completes inspection report. Additional charges for flushing may be incurred, pending line conditions.
4. The CCTV inspection video and report are reviewed by:

Utilities Representative  
Strathcona County - Utilities  
Phone: 780-467-7785 Fax: 780-464-0557

5. A report is generated and forwarded to the client along with a copy of the CCTV inspection.
6. A list of deficiencies and recommended repairs for Land Development Projects, if required, is sent to:

Land Development Branch  
Strathcona County – Planning and Development Services  
Phone: 780-464-8080 Fax: 780-464-8145

7. Client to contact Land Development Branch to co-ordinate inspection of the repairs.
8. Upon completion of repairs, consultant to request a CCTV re-inspection following the same process as listed in step number 1.
9. Generally, CCTV inspections will not be completed between the dates of November 01 to April 01 (weather dependent).